New WNTI RFP Process for 2026

WNTI is testing Survey123 as our new platform for collecting applications for the FY26 National Fish Habitat Partnership Requests for Proposals (RFP) cycle. This is different from the online portal used over the past few years, and hopefully easier to use. We have created this document to walk you through how access the application portal to create your proposal.

Requirements:

• ArcGIS Online account (this can be an organizational or a public (free) account)

How to submit your application:

- 1. Ensure you can log in to ArcGIS Online.
 - a. You can do this through your organization's login (if you have one) or by creating a public account using your organizational email. This account is free to maintain and use.
- Join the <u>WNTI RFP 2026</u> group on ArcGIS Online. When prompted to sign in, sign in with your account under "Not a member of this organization? <u>Sign into your account on ArcGIS Online</u>." When logged in, select "Join this group." You will automatically be accepted into the group
- 3. Once accepted into the WNTI RFP 2026 group, you can complete your application. To find our group in ArcGIS Online, sign in, and then the Groups tab will be visible on the top banner. Select that tab, find the WNTI RFP 2026 group, and click "View details" at the bottom left.
- 4. To find the RFP application page, scroll down to "Featured group content." Select the "FY 2026 Application Website" Web Experience. If it does not appear, please refresh the page. A new page will open, and you must select the "View" button at the top right.
- 5. Once inside the new webpage, you can use the buttons on the left side to enter a new application or edit an application you have previously started. Only surveys you create will be visible to you (you cannot see applications created by other people).
- 6. You may exit the application and return to make edits or add information. However, you <u>must</u> use the "Submit" button whenever you exit the survey, or your information may not be saved.

If you have questions or issues with these steps or any technical questions about the Survey123 platform, please email Selena at <u>reflectiongeospatial@gmail.com</u> for technical support.