



Online Application Process for Innovation Grants

How to submit a Letter of Intent (LOI)

1. Visit: <https://webportalapp.com/sp/login/vitalyst-innovationgrant>

2. Need an Account? Click 

Enter Email Address, create Password and Confirm password. Click 

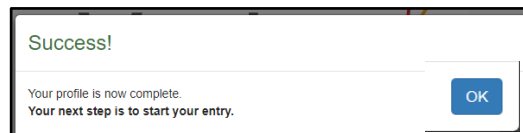
Retain credentials for future use. If an account already exists for your email address, you will be prompted to log in.

3. From the Account Homepage, select





4. Enter your name and phone number. Select your organization's name from the dropdown list. *Organizations are in alphabetical order. If you do not see your organization's name, scroll to the end of the list and select "New Organization". This will allow you to enter your organization's information, then **select Save** to proceed.*



You will receive this message when your profile is complete. Click OK to proceed.

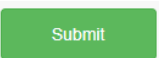



5. To begin your LOI submission, scroll down to click on



6. To enter the information for your Letter of Intent, click the  icon to the right. Complete all relevant fields, upload your two page document and select 

7. If you would like to save or print the information for your records, click the  icon to the right. Select 

8. The final step is to select the submit button. 

9. When you select submit, you will see 

10. A confirmation is sent to your registered email address.

QUESTIONS??? Call 602.385.6500

A CATALYST FOR COMMUNITY HEALTH