AMPLIFLOW

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APPLICANT HELP GUIDE

All you need in one PDF

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WELCOME

Welcome to Ampliflow! This guide will help you navigate through the various features and sections of the portal. Whether you are starting a new application, viewing consultant details, or resuming a previous application, this guide will walk you through the steps.

DASHBOARD

The dashboard is the main hub where you can access different features. Here's what you'll find:

- Profile Section: Located at the top of your dashboard, the profile section displays your personal information. Click on the profile icon to update your details or change your settings.
- Navigation Bar:
  - The back button (↩) returns you to the home page.
  - The help icon provides quick assistance for using the portal.
  - The new guide icon opens this PDF guide for reference.

STARTING APPLICATION

To start a new application:

1. Navigate to the Application Block on the dashboard.
2. Click the "Open" button to go to the second applicant dashboard.
3. Select Start Application to begin the process. You will be guided through the necessary steps to complete your application.
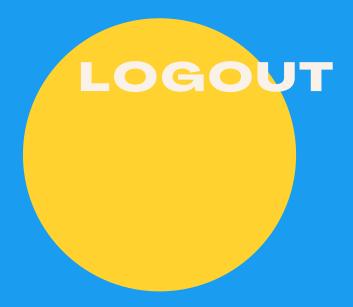
VIEW & RESUME APPLICATIONS

To view or resume an application:

1. In the Application Block, select the "Open" button to go to the second applicant dashboard.
2. Click on View Applications to see a list of your existing applications.
3. You can resume an incomplete application or view the details of a submitted one.

CONSULTANT DETAILS

To view consultant details:
1. In the Consultant Details Block on the dashboard, click the "View" button.
2. This will take you to the Consultant Page, where you can see which consultant you are linked to and their contact details.

LOGOUT

To log out of the portal:

- Click on the logout icon in the navigation bar.