

## NOHFC Online Application System

### Collaborate with Colleagues within or outside your Organization

The following instructions outline how to share and collaborate on applications, with individuals outside of the Ontario Public Service, using this new tool:

1. Log in to your [NOHFC.ca](https://nohfc.ca) account.
2. From the dashboard, click the menu button  in the top-right hand corner of the screen.
3. Select "User Administrator" from the menu that appears.
4. On the User Administration page, under the "Users" section, click "Invite New User".
5. On the "Invite New User" page, enter the e-mail address of the individual you wish to share your application with.
6. Under the user permissions section, all applications on your account will be listed.
  - a. Identify the application you wish the share with the individual, and check the boxes to set the permissions you wish to give the individual.
  - b. Individuals can receive permissions to view an application, edit an application, read or write comments on the application.
  - c. Please note, only the account holder is able to submit an application.
7. Once you are satisfied with your selections, click "Send Invitation Email".

### Receive Assistance from a Northern Development Advisor

The following instructions outline how to share and collaborate on applications, with individuals within the Ontario Public Service, using this new feature.

1. Log in to your [NOHFC.ca](https://nohfc.ca) account.
2. From the dashboard, click the menu button  in the top-right hand corner of the screen.
3. Select "User Administrator" from the menu that appears.
4. On the User Administration page, under the "Northern Development Advisors" section, click "Invite a new Northern Development Advisor".
5. You will be redirected to the "Manage Northern Development Advisor Permissions" page.
  - a. If you've already spoken to a Northern Development Advisor about your application, select their name from the drop-down menu under "Select a Northern Development Advisor"; otherwise,
  - b. Please call the Regional Economic Development Branch Area Team closest to you to be assigned to a Northern Development Advisor.
    - i. Contact information for area teams is available from: <https://nohfc.ca/en/pages/contact-us/contact-service-providers>

6. Under the user permissions section, all applications on your account will be listed.
  - a. Identify the application you wish to share with the Northern Development Advisor and check the boxes to set the permissions you wish to give them.
  - b. Northern Development Advisors can receive permissions to view an application, edit an application, read or write comments on the application.
  - c. Please note, only the account holder is able to submit an application.
7. Once you are satisfied with your selections, click "Send Invitation Email".

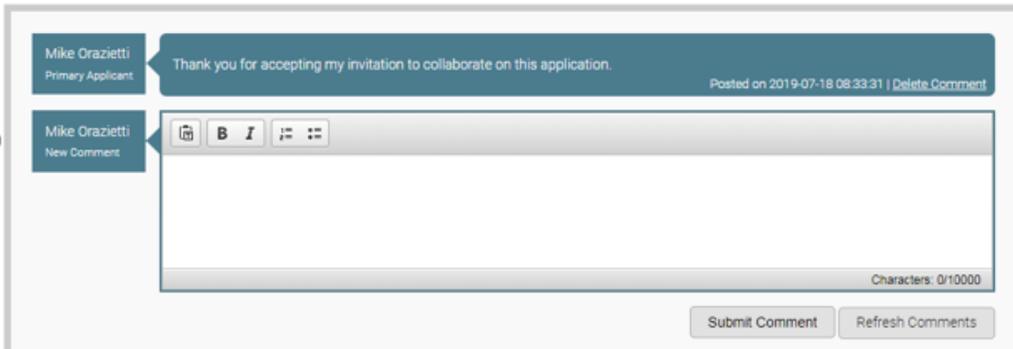
## Commenting and Collaborating

The following instructions outline how to chat and collaborate with individuals using this new feature.

1. Once you've added individuals to your application and they've accepted the invitation e-mail, individuals you've share your application with will be able to view and/or revise your application, and chat with you through the integrated comment tool.
2. From the application dashboard, select the application you wish to continue working on.
3. At the bottom of your application, locate the "Comments" section.
4. Write a comment in the text box. When complete, press "Submit Comment".
5. All other individuals who have the necessary permissions on the application will be able to see and respond to your comments in real-time.
  - a. Once an application is complete, the history of comments will be preserved in your nohfc.ca account.
  - b. Please note: comments are not viewable by NOHFC as part of a submitted application. Comments are only viewable from within the application system by individuals who have been provided access to view comments.

Comments

**NEW:** You can invite Northern Development Advisors and other secondary users (e.g. other members of your organization) to assist you with your application. Simply go to the [User Administration](#) page and choose **Invite New User** and/or **Invite a New Northern Development Advisor**. For more information on how a Northern Development Advisor can assist you with your application, [click here](#).



Mike Oraziotti  
Primary Applicant

Thank you for accepting my invitation to collaborate on this application.

Posted on 2019-07-18 08:33:31 | [Delete Comment](#)

Mike Oraziotti  
New Comment

Characters: 0/10000

[Submit Comment](#) [Refresh Comments](#)