Advance McHenry County Application Guide

This document details how to access and complete the Advance McHenry County Project Application.

FINDING THE APPLICATION

1. To access the application, follow <u>this link</u> or go to (<u>https://www.mchenrycountyil.gov/county-government/advance-mchenry-county</u>). You should be greeted with a page that looks like this:



- 2. Click the green button that says "Advance McHenry County Project Application."
- 3. If you are a new applicant, you must register an account before filling out any applications. After the information is filled out, click the blue "Continue" button.
- 4. After clicking continue, you will receive an email confirmation that you must open. Make sure to click the hyperlink that says, "clicking here".

McHenry County Government Center: Please confirm your account
$ \underbrace{McHenry County Government Center _{To} \underbrace{Keply}_{To} \underbrace{Reply}_{To} \mathsf$
(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Thank you for registering your account with McHenry County Government Center. Please confirm your account by clicking here.
If you receive an error message using the confirmation link above, please copy and paste this link into your browser:
Note: The confirmation link above will expire after use. To log back into the site after confirmation, please bookmark this link:
If you did not register this account or believe you have received this email in error, please contact support@neighborlysoftware.com.
Neighborly Software

- 5. Once you've confirmed your account, sign into the Neighborly Portal. Next, scroll down to the section labeled as "**Start a New Application**." Here you will find various applications.
- 6. Look for the application labeled "Advance McHenry County", where you will click the hyperlink that says, "Click here to start new application".
- 7. Next, provide a name for the application (Entity/Organization/County Department) and begin filling out the application. Please be sure to read each section carefully and ensure that all necessary parts are filled out.
- 8. Any additional questions or comment can be emailed to (<u>ARP@McHenryCountyIL.gov</u>)

