LWF member church projects Web portal
Step-by-step instructions

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LWF member church projects portal

LWF introduces a new online portal in 2020 to help administrate the LWF member church projects. LWF member churches will use this portal to submit project applications, to follow the screening process and to submit relevant documents and reports during the implementation period. This step-by-step guidance helps churches to navigate through the new portal.

Step 1: How to log in

To Log In on the LWF member church projects portal, click on the following link: https://webportalapp.com/sp/lwf_pcmprogram_en and follow the Log In instructions on the left side of the page.

If this is the first time you log in, please create a new account by clicking on Sign Up. If you already have an account, please enter the Email and Password, and click on Log In.

Best practice: create one account for the entire organisation to be shared with relevant staff. This way, you can have at any time an overview on all the project applications submitted by your church. You can also follow the current implementation status of ongoing projects.
Step 2: Create a profile

To get started, go to your Homepage and click on Create a Profile of the applying member church(es)/institutions.

The following webpage appears. Fill in the form and click Create Profile.

The profile is editable at any time by clicking on Edit on the Homepage. If more than one church and/or institution applies, additional contacts can be included at the bottom of the format.

Best practice: include the name and the email of the person responsible for endorsing projects as “Main Contact of the church/institution”. The contact person for the project itself (eg project coordinator) can be included at a later stage in the application format.
Step 3: Submit a project proposal

Once step 2 is completed, you can start drafting your project proposal. To do so, click on **Get Started** at the bottom of the Homepage.

The following webpage appears. Click on **Open**.

The Application format appears. Select the type of project you wish to apply for, complete all fields and upload the attachments. Formats for the attachments can be downloaded at the bottom of the page.
You can save the Application as a draft at any time and return later to complete by clicking on Save Draft.

Once the form is complete, click the blue Mark Complete button.

The following webpage appears. At this stage, you can still edit your project application. To edit your application, click the Edit button.

When you have completed your application form, click the green Submit button. If the Submit button grey, it means that you haven’t marked complete. Go back to the format and click on Mark Complete.

Please note that once the application is submitted it will no longer be possible to change it and it will be “read-only”. To read your application, click the View button.
Once the application is submitted, a confirmation email is automatically sent to both the “Main Contact of the church/institution” and the “Contact person for the project”. If you haven’t received the confirmation email, please contact dtmjprojects@lutheranworld.org.
Step 4: The screening process

During the project review process, you can check the status of your application from your [Homepage](#).

If the status is grey, your application is in administrative processing status and no further action is requested from your end for the time being.

For instance, you might be requested to edit your application or provide additional annexes. To do so, click on your project application, then click [Open](#), edit the application form as requested, click on [Mark Complete](#) and then again on [Submit](#) (see page 4).
Step 5: Project activation

If your project is approved, the status is blue and you are requested to submit the following documents: project agreement, audit agreement (if applicable) and bank card.

To do so, click on the project box and then click on View to access the webpage where you can download the documents.

The following webpage appears. Click on the three links to download the formats, then click the Close button.

Print and sign the documents, and scan them again. To submit the signed documents, click Open on your project page, then click on + Select a file and upload them. Insert today's date
and include your signature in the appropriate fields. When you are done, click on **Mark Complete**.

The following webpage appears. Click on **Submit**.

![Submit webpage](image)

Best practice: remember that once you click on submit, it will no longer be possible to change the documents. Use the **Save Draft** button if you still want to revise and possibly edit your documents.
Step 6: Project implementation

Once all documents are submitted, the project is activated and implementation can start. The status is blue and **Year 1** is marked on the project box.

![Project implementation screenshot]

You can start to submit the annual Work Plan and the reports as per the following schedule:

<table>
<thead>
<tr>
<th>REPORT</th>
<th>PERIOD UNDER REVIEW</th>
<th>DUE TO LWF/DTMJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester project narrative and financial reports</td>
<td>January—June</td>
<td>30 September of the same year</td>
</tr>
<tr>
<td>Annual project narrative and financial reports (includes second semester)</td>
<td>January—December</td>
<td>31 March of the next year</td>
</tr>
<tr>
<td>Annual Audit</td>
<td>Annually</td>
<td>30 April of the next year</td>
</tr>
</tbody>
</table>

To submit the Work Plan and Reports of the 1st year, click on your project, then click on **Open**.

![Submit Work Plan and Reports screenshot]

The following webpage appears. Pay attention to the “Due Date” and if “Action is Required”. Click the **Open** button next to the document you wish to submit.
The following webpage appears. Click on **Select a file**, then upload the file and click on **Mark Complete**.

Once year 1 reporting is completed, the project status will change to Year 2 (and so on until project completion).
At any time, you can consult previous reports by clicking on **Open** in the “Previous reports” box.