



# IMPORTANT NOTICE

Did you receive an email asking for a letter of reference? If so, **YOU HAVE AN ACCOUNT IN proposalCENTRAL**. The following slides will help explain how to provide the requested information.



# How to submit a letter of reference in proposalCENTRAL

The email will include the information below.

Dear Ronald Reference,

The person below is requesting a reference from you for their grant application. Please use the link below to provide your reference online.

Requestor Name: Alfred Anderson

Grantor: 1 Rockville Roadies

Grant Program: RRMS Demo Application #1

Deadline: 12/31/2016 11:59:00 PM (US Eastern Time)

Project Title: Creating Long Term Health Benefits

To provide the requested information, click the link provided below.

<https://pc.altum.com/ReferenceLogin.asp>

Use the following information to login:

Proposal Identifier Value: 61307

If you need assistance, please contact proposalCENTRAL Customer Support at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by e-mail at [pcsupport@altum.com](mailto:pcsupport@altum.com)

You've been asked to provide a reference for a grant application and will need to login to the proposalCENTRAL to submit the requested information.

# So now what do I do??



Let's start by considering these questions:

- Are you a current user of proposalCENTRAL?
- Do you remember your password?



If YES to both questions, proceed to the login page with the link provided in the email

Use your email address and password to access pC

If NO to either question, proceed to the login page with the link provided in the email

Select "Forgot Username/ Password?"



# Are you ready to login?

If you know your username and password, click the link provided in the email.



**proposalCENTRAL**  
Application System

Welcome to proposalCENTRAL. Thank you for providing information for the applicant

User ID or  
E-mail Address:

You may login using your userid or your registered e-mail address.

Password:

Enter the Password received in email to provide reference details or contact customer support

Proposal Identifier:

Enter the Proposal Identifier received in email to provide reference details

Login Cancel

[Forgot Your Username/Password?](#)

In addition to your login credentials, you will also be asked to provide the Proposal Identifier. This is included in the email.



Use the following information to login:  
Proposal Identifier Value: 61307

# Do you need to create a password?

- If **you** need to **create** a password or forgot your previous password, click the link provided in the email and then select “Forgot Your Username/Password”.



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Welcome to proposalCENTRAL. Thank you for providing information for the applicant

User ID or  
E-mail Address:

You may login using your userid or your registered e-mail address.

Password:

Enter the Password received in email to provide reference details or contact customer support

Proposal Identifier:

Enter the Proposal Identifier received in email to provide reference details

Login

Cancel

[Forgot Your Username/Password?](#)

Clicking this link prompts you to create a password.


## Forgot Your Username/Password?

Enter E-mail Address:\*

Submit

Cancel

Enter your email address and “Submit”. An email will be sent providing guidance on how to create/change your password.



Making the world a brighter place, one idea at a time.

FAQ | Customer Service | Help | Login | Create An Account

## Forgot Your Username/Password?

**Note:** An email with a link to change your password has been sent. The link will expire shortly. If you do not see an email in your inbox, please check your spam folder.

Enter E-mail Address:\*

Dear Ronald Reference,

We received a request to reset your proposalCENTRAL password.

To create a new password, please click the link below. Please note that this link will expire shortly.

<https://proposalcentral.altum.com/PC/Account/ChangePassword/c/302c04be-5bc4-4cd2-8711-cf551be48910/s/1>

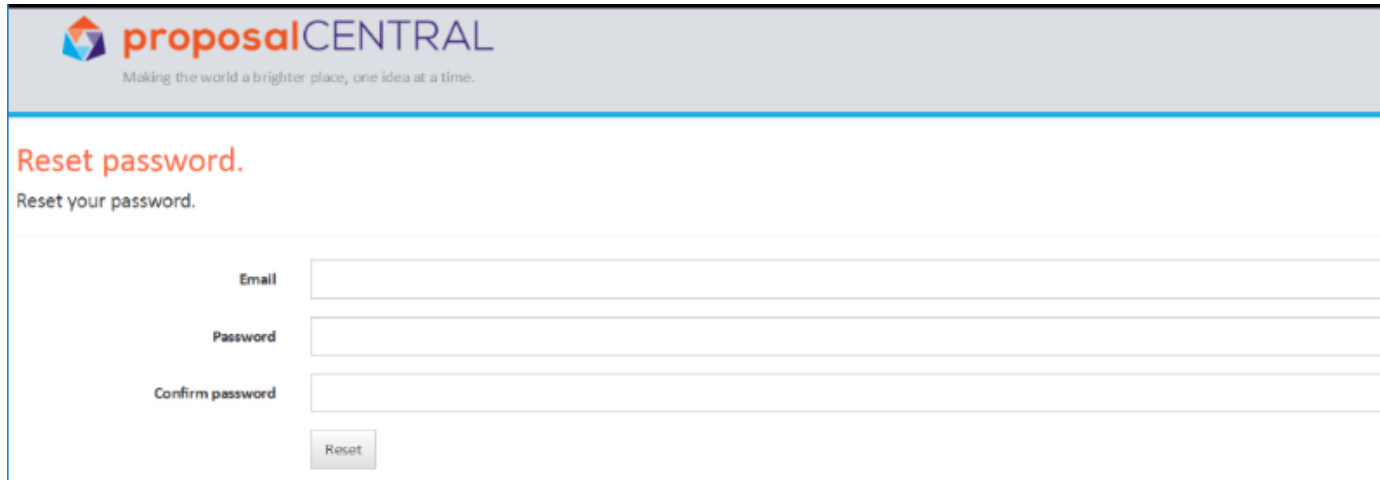
NOTE: If you encounter any difficulty with the link, please copy and paste the URL into your browser to proceed.

Thank you,

The proposalCENTRAL Team

# How to create/change the password?

Enter your email and create a password. You will have to enter the password twice in order for it to take effect.



The screenshot shows the 'proposalCENTRAL' logo at the top left with the tagline 'Making the world a brighter place, one idea at a time.' Below the logo, the heading 'Reset password.' is displayed in red, followed by the instruction 'Reset your password.' The form contains three input fields: 'Email', 'Password', and 'Confirm password'. A 'Reset' button is located at the bottom of the form.

**proposalCENTRAL**  
Making the world a brighter place, one idea at a time.

**Reset password.**  
Reset your password.

Email

Password

Confirm password



# What to do after setting your password?

Once you have a password to the system, you are ready to login and provide the reference information. Click the link in the original email.



**proposalCENTRAL**  
Application System

Welcome to proposalCENTRAL. Thank you for providing information for the applicant

User ID or  
E-mail Address:

You may login using your userid or your registered e-mail address.

Password:

Enter the Password received in email to provide reference details or contact customer support

Proposal Identifier:

Enter the Proposal Identifier received in email to provide reference details

Login

Cancel

[Forgot Your Username/Password?](#)

In addition to your login credentials, you will also be asked to provide the Proposal Identifier. This is included in the email.



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