ADD NCLS AS A CONSULTANT 2016  (if the print version of this is too small, view it on the computer and increase zoom to 150)

Use Firefox, not Internet Explorer for all E-rate Applications. Disable popup blocker.


2. Enter the username (E-mail address) and password and click “Sign In”.

![Firefox browser window](image1.png)

![Authentication window](image2.png)
3. On the Landing Page, click on the organization name.

4. At this screen, click on Related Actions.
5. Click on Manage Organization Relationships.

6. Click on “Add a Consulting Firm”.
7. Enter “17008086” (no quotes) in the CRN Search Box, and click Search.

8. Put a check mark in the box next to North Country Library System Consulting and click Submit.
9. Click Yes to Proceed.

10. You are returned to this screen. Click on “Add or Remove Existing Users”.
11. In “Search for Users to Add”, put in my name and click Search.

12. My name should come as North Country Library System Consulting. You may have to try the search a few times if it doesn’t come up right away. Put a check next to my name and click Submit.
13. Click Yes to proceed.

14. You are returned here. Click “Manage User Permissions”.
15. At the bottom of the page, my name should appear below yours. Please select Full under 470 Permission and 471 Permission as shown. 498 permission should remain No Access. Click Submit.

16. You are returned to this screen. You have completed this task.