FCDJFS RIO Account Management Guide

Franklin County Board of Commissioners

JOB & FAMILY SERVICES
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Introduction

RIO (Results, Innovations & Outcomes) is an online grants management system developed for FCDJFS. Agencies must have access to the Franklin County Community Portal in order to access RIO. Once logged into the Community Portal agencies will be able to apply for bids and grants released by FCDJFS. If you experience any issues with the RIO system please send an email to dssrfp@fcdjfs.franklincountyohio.gov.

It is mandatory to submit your application for funding via RIO. Please note that the questions in the screenshots are samples and may not reflect the exact questions on your funding application.

Community Portal Site

The Community Portal can be found at: https://communityportal.fcdjfs.franklincountyohio.gov

Community Portal Registration

If you already have a Community Portal log-in, please skip to page 8.

In order to use the Community Portal, you must register as a Community Partner and create a username and password. You will need to have your agency’s Community Partner ID to register. The partner ID will be sent in an email message from FCDJFS. If you are unable to register please contact dssrfp@fcdjfs.franklincountyohio.gov.

Instructions

1. Go to the Community Portal site https://communityportal.fcdjfs.franklincountyohio.gov

2. Click the Register button.
3. Select Community Partner.

4. Enter User Details then click Next.

5. Complete the Personal Numbers section then click Next (or Back to return to the Name and Address tab).
6. Complete the Account Information section then click Next (or Back to return to the Personal Numbers tab).

7. Verify all information you entered is correct then click Create Account. If you made an error click on the correct tab (Name & Address, Personal Numbers or Account Info) to make corrections.
8. Congratulations! You have now successfully registered. You will receive an email with your username and password. You will also have the option to print a copy of your username and password for your records. If you click Login you will be taken to your Community Portal account.

Logging In

1. Go to the Community Portal site https://communityportal.fcdjfs.franklincountyohio.gov
2. Click Login
3. Enter your username and password. If a full Community Partner you will have access to three tabs upon login; Home, Messages and Search. If your agency has limited access you will not see the search tab.
RIO

Only Community Portal Administrators have access to RIO. If logged in as an Administrator the RIO link will appear on the Community Portal login screen (Home tab underneath Messages).

Please note - if you do not see the RIO link immediately you may need to scroll down.

RIO Home

You will be directed to the Agency Profile section located in the Account Menu if the profile has not yet been completed for your agency. The Agency Profile must be completed and at least one board member must be added before you can start entering information into the remaining sections of the proposal. If there are no grants assigned to your agency and there are no current bids, this section will be blank when you log in.

Account Management Menu

The Account Management Menu is where you will provide information regarding your agency. There are links for Agency Profile, Board Members and Documents. Screenshots have been provided for each of the links. There are also links to the Home screen and an option to Log Out on this menu.
## Agency Profile

### Agency's Legal Name
- Test 1233

### Federal Tax ID
- 12346656

### Mailing Address 1
- Test 123

### Mailing Address 2
- Test

### Mailing City
- Test 34At

### Mailing State
- OH

### Mailing ZipCode
- 12345

### Corporate Address 1
- Test qwertyuiopljhfdaszx

### Corporate Address 2
- Test

### Corporate City
- Test fjbb

### Corporate State
- PA

### Corporate ZipCode
- 54351

### Phone Number
- 123-456-7890

### Fax Number
- 123-456-7890

### Executive Director
- Test

### Executive Director Email
- testnoemail.com

### CFO
- Test

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**Brief description of organization's history**

```
testnoemail.com
```

**Type of Organization:**

- ☑️ 501(c)(3) Non-profit
- ☐ For-profit business
- ☐ Government Entity
- ☐ Education Institute
- ☐ Faith Based
- ☐ Other (please describe):

```
Test
```
Board Members

Please note: If your agency does not have a board, enter N/A for First Name and then click Save.

Documents

- Click Browse to locate the document you wish to upload
- Select the dropdown to the right of Select File Name to select the document name
- Enter a brief description if applicable

Required Documents

Only Word, Excel and PDF File Formats are allowed
Maximum allowed size of each file is 10MB