



Welcome to the Pennsylvania IOLTA Board's grants management system: paiolta.smartsimple.com. All grant applications for the IOLTA Specialized Legal Services (Zone) Grant will be submitted through this online system.

REGISTRATION INFORMATION

All users of the Pennsylvania IOLTA Board's online grant management system must first register for a user account at paiolta.smartsimple.com using a unique email address. This email address will be used to log in to the system.

Currently, the Pennsylvania IOLTA Board offers grants through this online system to qualified Pennsylvania nonprofit legal aid organizations and Pennsylvania's nine law schools. Users will be required to associate their account with an organization during the registration process through an eligibility quiz.

CREATING THE PRIMARY CONTACT

Before starting an application, please be aware that the Primary Contact is the first registered user to begin an application in the system and is the only user that has the ability to edit and submit the application once started. Additional organizational contacts will have read-only access to the organization's applications, but cannot edit and submit them.

Consequently, the Primary Contact must verify that they are authorized to submit the grant application on behalf of the organization. The Primary Contact will receive email notifications from the grants management system specific to their associated application and subsequent grant.

In order to access Funding Opportunities through the system, the Primary Contact must provide and certify the following information within the Organizational Profile:

- Applicant Organization Federal Employee Identification Number (EIN)
 - For nonprofit organizations: the EIN will be used to verify 501(c)(3) status through the registration process.
 - For Pennsylvania Law School applicants: EIN numbers are not required.
- Accurate organizational contact information including business address, mailing address (if different), phone number, and website.

ADDING ADDITIONAL CONTACTS

Additional authorized representatives can also register in the system, but will have read-only access to the application. Additional users will register through the homepage. During registration, the system will conduct a duplicate check in order to associate users with existing organizations.