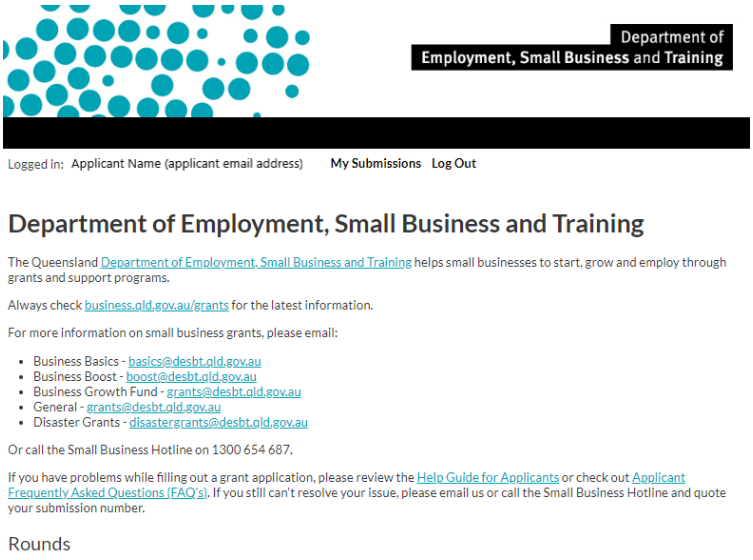
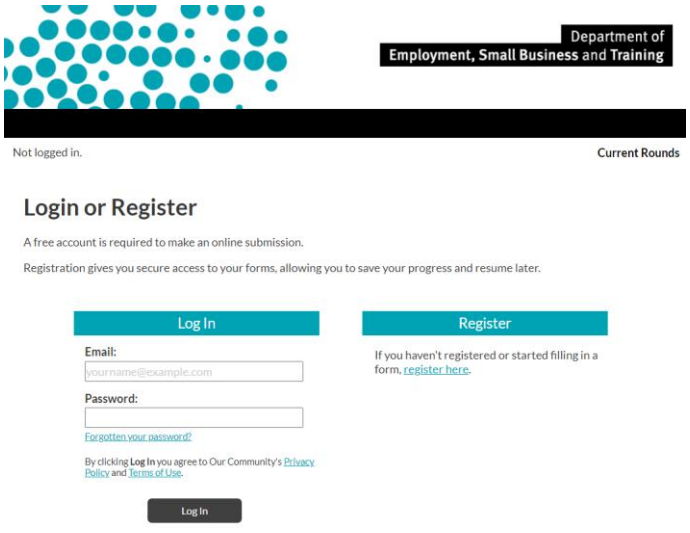
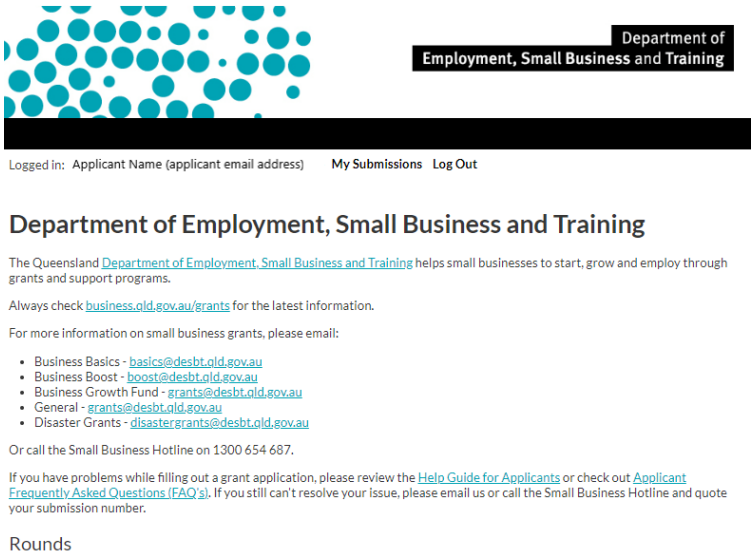
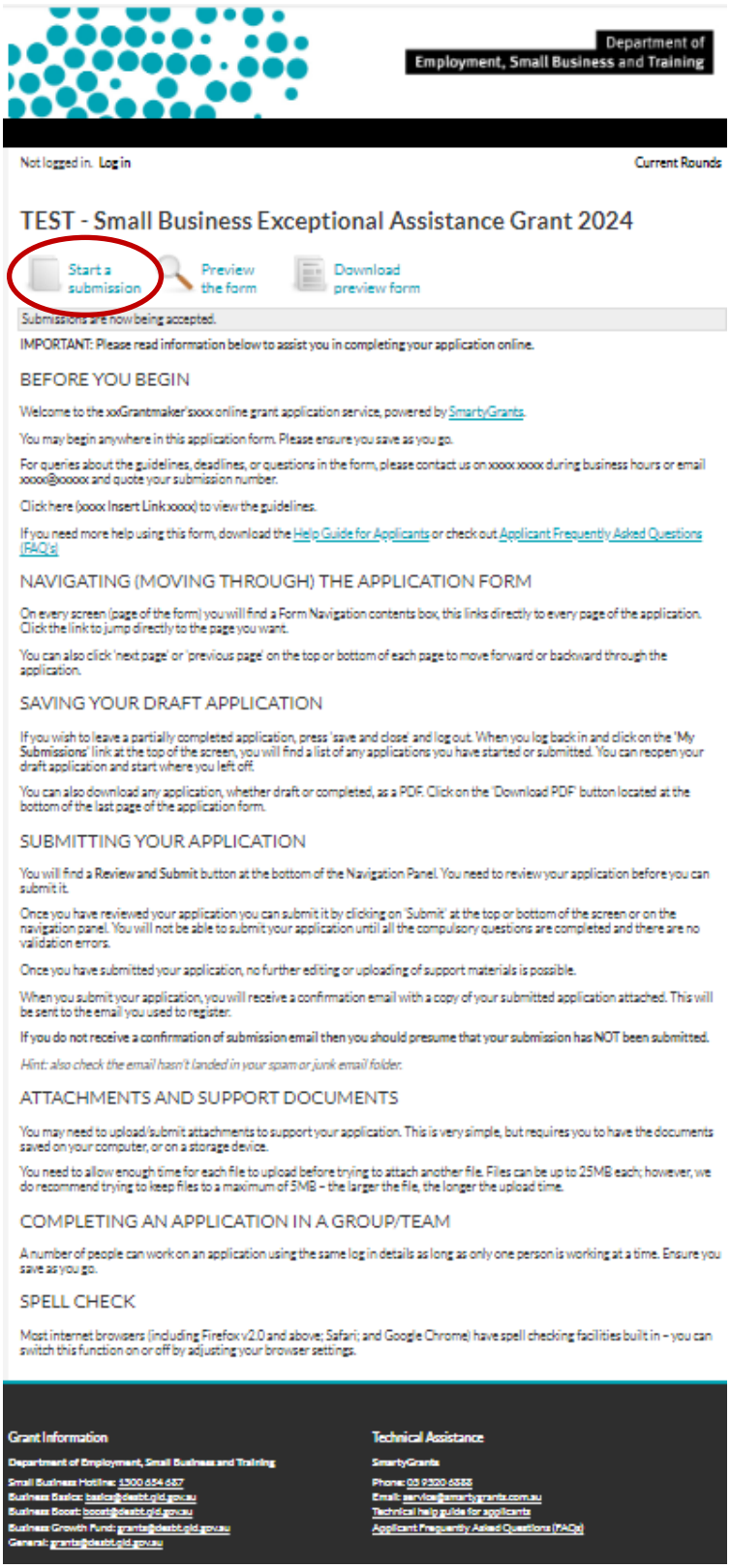
How to access SmartyGrants - Small Business Exceptional Assistance Grant

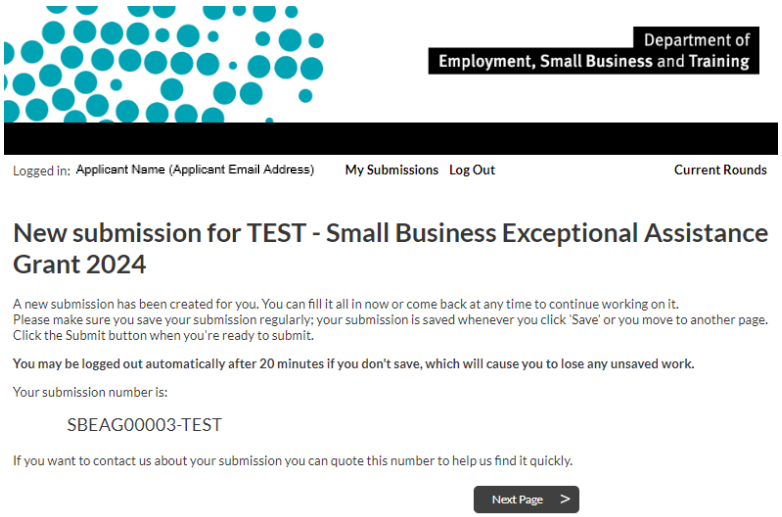
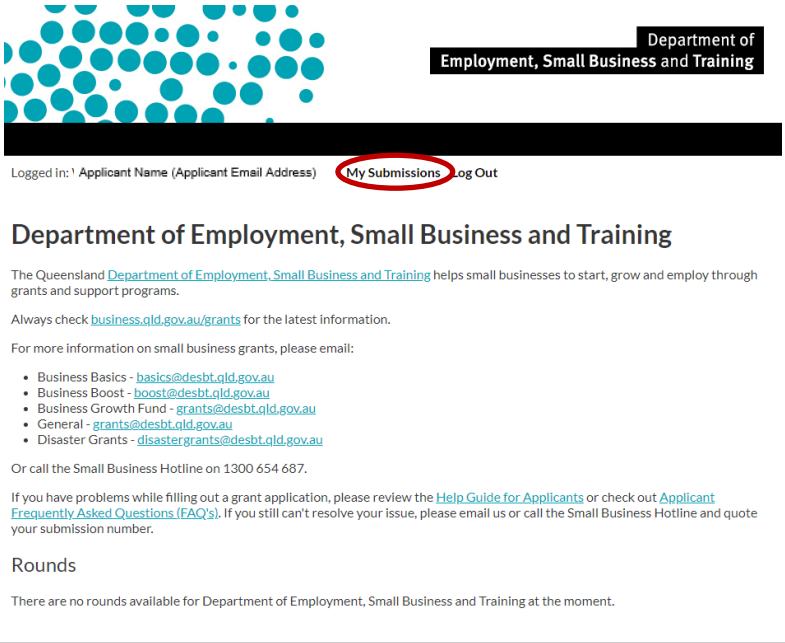
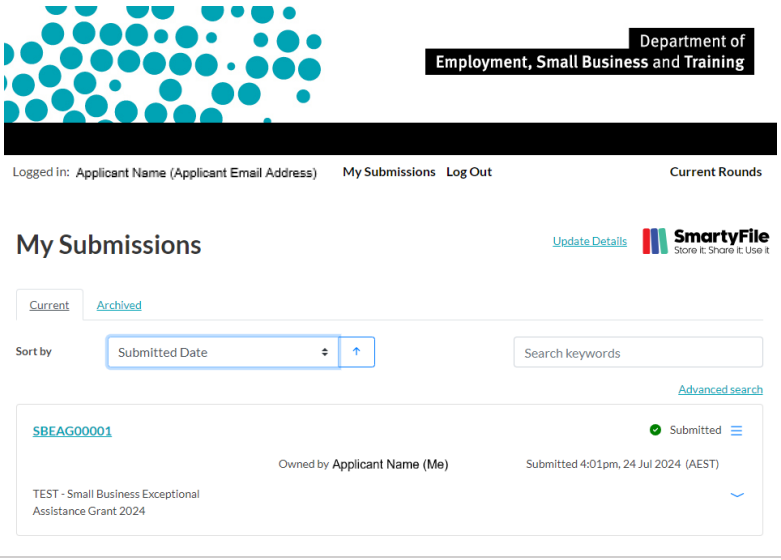
Overview

This document provides the step-by-step to accessing the SmartyGrants system to lodge and review your Small Business Exceptional Assistance Grant application.

Step	Action	Screen
1	There are two ways that you can access the application form: 1. When you click on the **Apply Now** link in the Business Queensland, you will be redirected to the SmartyGrants applicant portal 2. You can access the SmartyGrants applicant portal directly through this link https://desbt.smartygrants.com.au/	The below screen is the first page of the SmartyGrants applicant portal: 
2	Click on **Log in.**	
3	If you have an existing account use the **Log In** section, else you will need to Register an account. • Click the **Log In** button to enter your account *Note: Make sure to write down your log in details as you will need to use these for the duration of the grant.*	

4	Select **Current Rounds.**	
5	*This will show the current rounds you can apply for.* • Under the **Rounds** header, select the Small Business Exceptional Assistance Grant.	

6	Select **Start a Submission.**	

7	On this page: • Select the **Next** button. *Note: Selecting Next will take you to the application form*	
How to view your application submissions		
1	Access the SmartyGrants applicant portal directly through this link https://desbt.smartygrants.com.au/	
2	Click on **Log in.**	
3	Click on My Submissions	

4	This will take you to the page that shows all your application submission