

Registration Instructions

Small Business COVID Recovery Program

1. Click here to register:

<https://portal.neighborlysoftware.com/VALLEYCDCMA/Participant>

The screenshot shows a web browser window with the URL <https://portal.neighborlysoftware.com/VALLEYCDCMA/Participant>. The page features a blue header and a main content area with a white background. On the left, there are logos for Amherst College, PVPC (Pioneer Valley Planning Commission), Valley Community Development, dhcd (Massachusetts Department of Housing and Community Development), and the State Department of Regional and Urban Development. The text reads: "Welcome to the Small Business Covid Recovery Program Application Portal. New users must first register their account before signing in to the portal. Technical issues email: support@neighborlysoftware.com". On the right, there are two tabs: "Sign In" (selected) and "Register". The "Sign In" form includes fields for "Email Address" and "Password", a checkbox for "Remember my email address", and a blue "Sign In" button. A link "Forgot your Password?" is located below the button.

2.

The screenshot shows the "Register" tab selected. The left side of the page is identical to the previous screenshot. The "Register" form on the right includes fields for "Email Address", "Re-enter Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". A blue "Continue" button is positioned at the bottom of the form.

3.

Welcome to the Small Business Covid Recovery Program Application Portal

New users must first register their account before signing in to the portal

Technical issues email: support@neighborlysoftware.com

Sign In Register

Thank you, a confirmation email has been sent to janeuous@gmail.com

To continue, please close this browser window and use the link contained in the email.

If you do not receive the email within 5 minutes, please check your Spam or Junk Mail folder, or contact

If the email has been moved to Spam/Junk Mail, you can improve delivery of future emails by right-clicking on the email and indicating "Not Spam", "Not Junk" or "Never Block Sender".

4. You will receive an email from Neighborly Software. **You must confirm your account to continue:**

Please confirm your account

Neighborly Software <no-reply@neighborlysoftware.com> to me

Thank you for registering your account. Please confirm your account by [clicking here](#).

Note: The confirmation link above will expire after use. To log back into the site after confirmation, please bookmark this link: <https://prod-01.neighborlysoftware.com/VALLEYCDCMA/participant/login>

If you are unable to use the confirmation link above, you can copy and paste this link into your browser: <https://prod-01.neighborlysoftware.com/valleycdcma/participant/Account/ConfirmEmail?userId=a2052c86-8f45-4c1f-a437-04a3c6c88b82&code=hCgbq%2FC8zcPHfjpbUy%2FvTT6HYAD0peW6P6vJ0BX06p8xny8B5tfXWrDDoe0ZTkEZH8BBHwrf90%2F8MMtCOz5AjbkpGa1SOhxEcZEk973weA0xPj7P5SqJOTM5zWc0tdSMvZ35hj4t%2FQB09L3awhWPpci%2F%2BxyMLass0JB7FNrd1BLz1cjoWaVI7k%2BnhYS>

If you did not register this account or believe you have received this email in error, please contact support@neighborlysoftware.com.

Neighborly Software

5.

Welcome back!

Thank you for confirming your email. Please log in to continue.

[Click here to log in](#)

6. Sign in again:

The screenshot shows a web browser window with the URL <https://portal.neighborlysoftware.com/VALLEYCDCMA/Participant>. The page features a blue header and a white content area. On the left, there are logos for Resolute, PVPC (Pioneer Valley Planning Commission), Valley Community Development, and others. The main text reads: "Welcome to the Small Business Covid Recovery Program Application Portal. New users must first register their account before signing in to the portal. Technical issues email: support@neighborlysoftware.com". On the right, there is a "Sign In" section with a "Register" link. It includes input fields for "Email Address" and "Password", a checked "Remember my email address" checkbox, a blue "Sign In" button, and a "Forgot your Password?" link.

6. Your Profile:

The screenshot shows the user's profile page. At the top left, there is a blue "N" logo and the word "Home". In the top right corner, a user profile icon is circled in red. Below the navigation bar, the text "Good Afternoon, Jane!" is displayed. A white banner contains logos for Resolute, PVPC, Valley Community Development, and others, followed by the text: "Welcome to the Small Business Covid Recovery Program Application Portal. We are committed to accessibility for all applicants. If you require reasonable accommodation or translation services to complete this application, please direct your inquiry to grants@valleycdc.com".

Add another email address, choose language preference, update password:

The screenshot shows the "My Profile" settings page. On the left, there is a navigation menu with "GENERAL" and "PASSWORD" options. The main content area is titled "My Profile" and contains a "General Settings" section. This section includes: "Alternate Email" with an input field and a plus icon; "Time Zone" set to "(UTC-05:00) Eastern Time (US & C)"; "Preferred Language" set to "English"; and a "Background Contrast" slider. At the bottom, it says "Last updated by joech@hotmail.com on 10/31/2020 2:25:46 PM" and a blue "Update" button.