

AFM APPLICANT MANUAL

AFM – Application Form Manager

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Registration

1. Go to login page <https://afm.informest.it/Account/Register>

AFM - Application Form Manager Login

Create new account.

Email

Password

Confirm password

Non sono un robot 

By clicking Create, you agree to our [Privacy](#).

[Create](#)

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2. Insert requested data in the empty fields to create a new account:

- 2.1. **Email:** insert a valid email address, then you will need to access to this email address to confirm that is yours.
- 2.2. **Password:** choose a password. It must have at least one non letter or digit character, one lowercase ('a'-'z') and one capital letter ('A'-'Z').
- 2.3. **Confirm password:** repeat the password.

3. Click on “Create” to confirm you agree the Privacy policy end access to the page below:

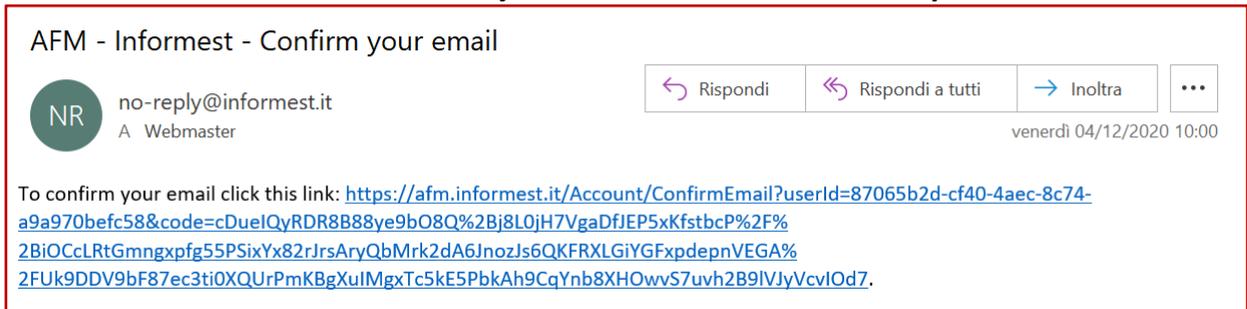
AFM - Application Form Manager Login

Confirm your email.

Check your mailbox and click the link to confirm your email address.

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4. You will receive an email with this object “AFM - Informest - Confirm your email”.



AFM - Informest - Confirm your email

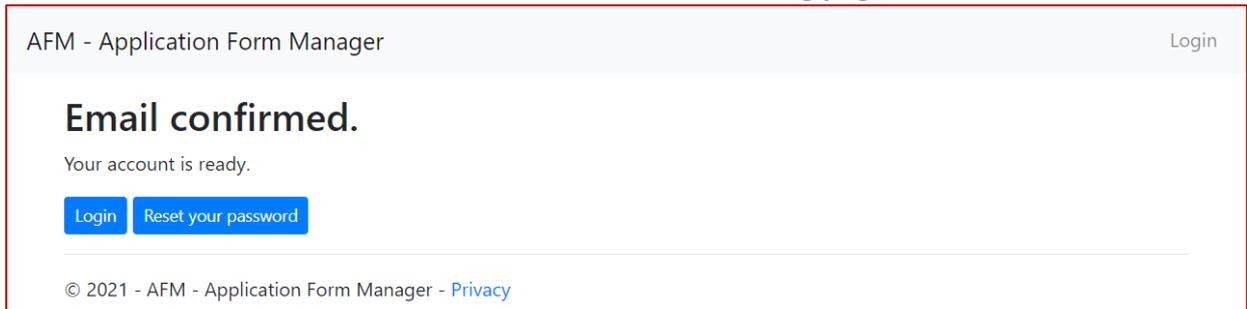
no-reply@informest.it
A Webmaster

← Rispondi ← Rispondi a tutti → Inoltra ⋮

venerdì 04/12/2020 10:00

To confirm your email click this link: <https://afm.informest.it/Account/ConfirmEmail?userId=87065b2d-cf40-4aec-8c74-a9a970befc58&code=cDuelQyRDR8B88ye9bO8Q%2Bj8L0jH7VgaDfJEP5xKfstbcP%2F%2BiOCcLRtGmngxpfG55PSixYx82rJrsAryQbMrk2dA6JnozJs6QKFRXLGiYGFxpdepnVEGA%2FUk9DDV9bF87ec3ti0XQUrPmKBgXuIMgxTc5kE5PbkAh9CqYnb8XHOwvS7uvh2B9IVjyVcvlOd7>.

5. Click on the link to confirm the email and enter the following page:



AFM - Application Form Manager Login

Email confirmed.

Your account is ready.

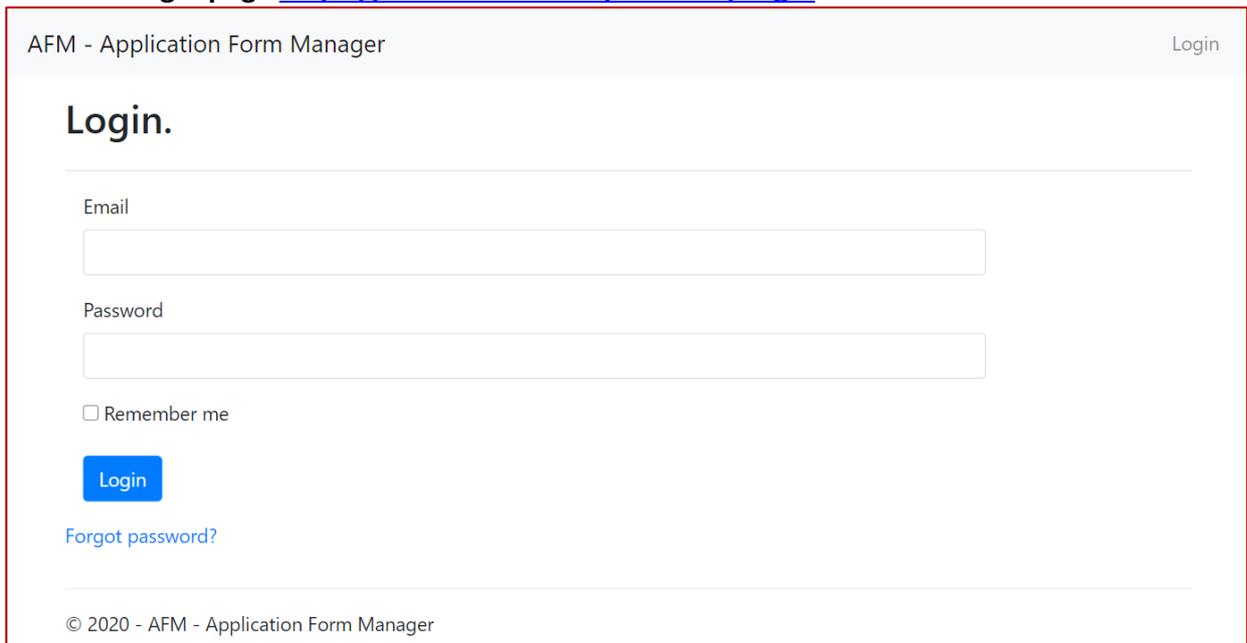
[Login](#) [Reset your password](#)

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6. Click on “Login” to enter the platform or on “Reset your password” if you don’t remember the password of if you want to reset it.

Procedure to reset the password

1. Go to the login page <https://afm.informest.it/Account/Login>



AFM - Application Form Manager Login

Login.

Email

Password

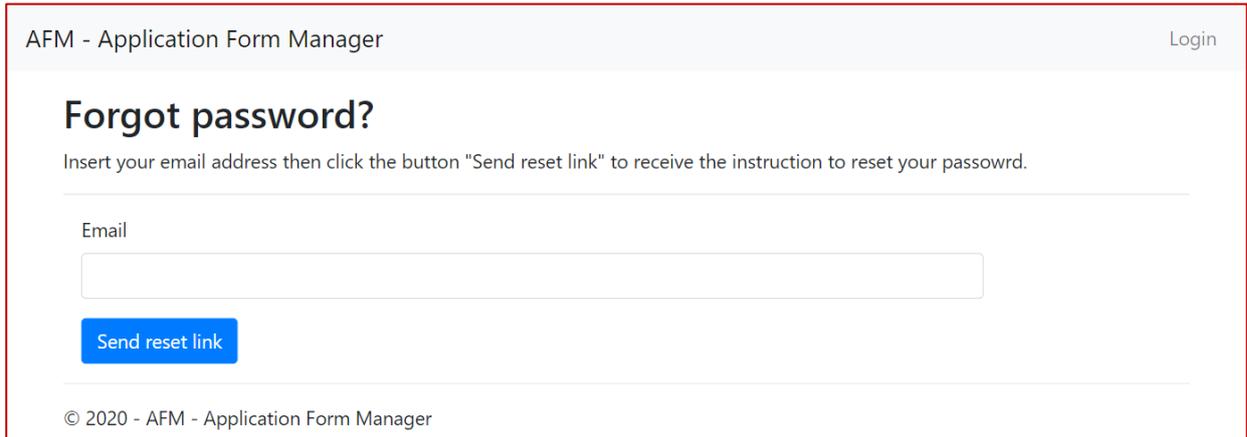
Remember me

[Login](#)

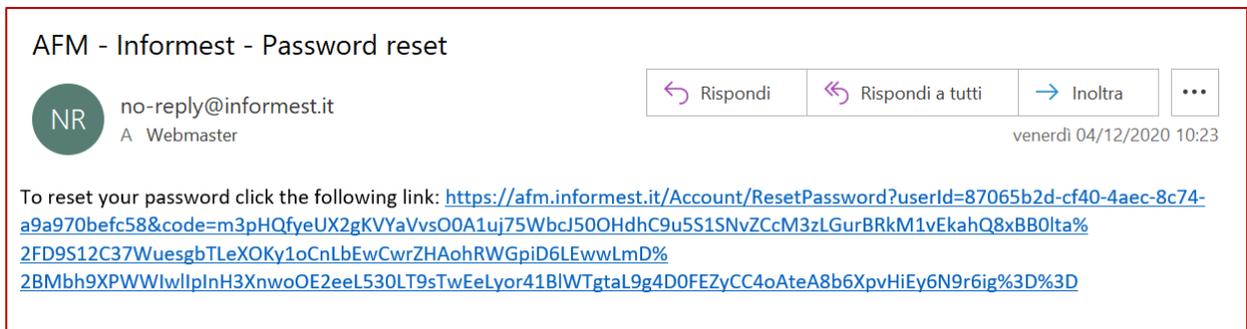
[Forgot password?](#)

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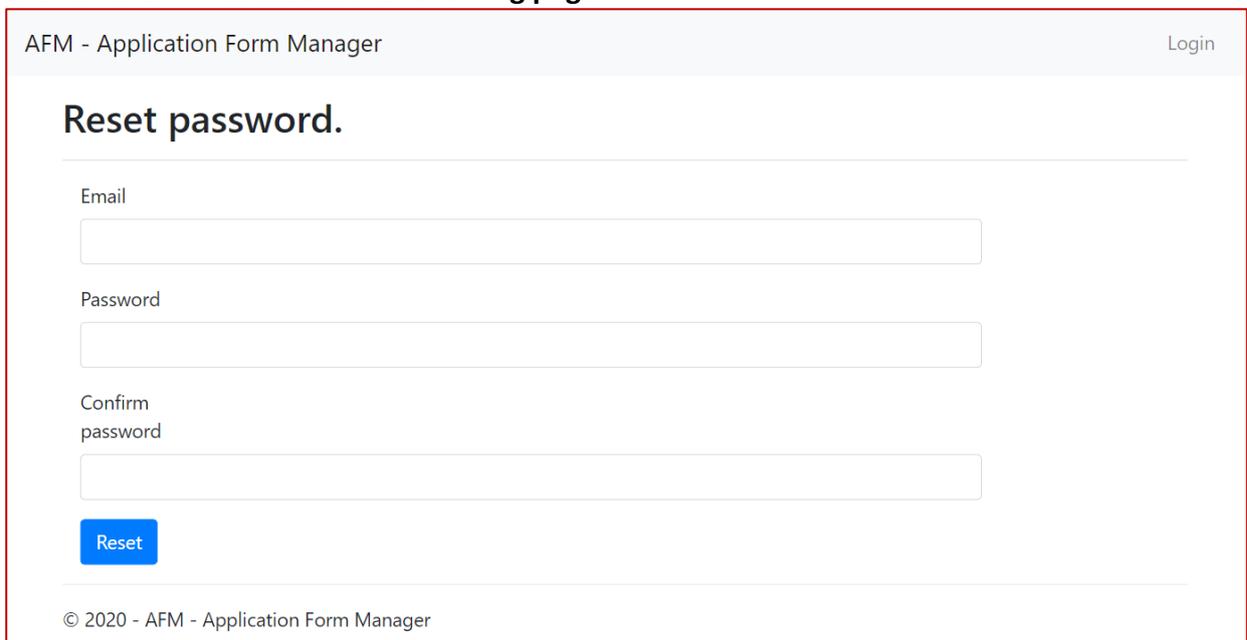
2. Click on the link “Forgot password?” to access the following page:



3. Insert your email in the field and click the button “Send reset link” to receive an email “AFM - Informest - Password reset”



4. Click on the link to access the following page:



5. Insert data in the empty fields:

- 5.0. **Email:** insert the same email you have used in the registration phase.
- 5.1. **Password:** insert a new password (at least one non letter or digit character, one lowercase ('a'- 'z') and one capital letter ('A'- 'Z')).
- 5.2. **Confirm password:** repeat the new password.

6. Click on the “Reset” button to end the procedure

Application layout

AFM application is available at the following address: <https://afm.informest.it>.

On the home page you can:

- Click on **“AFM – Application Form Manager”** to come back to the home page;
- Click on **“Logout”** to exit from the application;
- See the list of uploaded documents.

Before the deadline of the call for proposals

On first login, the home page is the following:

AFM - Application Form Manager
Hi name@domain.com! [Logout](#)

Submission available until 18/12/2020 at 14:00.

Document list for name@domain.com

[Upload new document](#)

Title	Category
You have no documents uploaded!	

[Upload new document](#)

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After the deadline of the call for proposals

AFM - Application Form Manager
Hi name@domain.com! [Logout](#)

Submission closed on 18/12/2020 at 14:00!

Document list for name@domain.com

Title	Category	
Document XYZ	Annex	Download Details
Project idea XYZ	Application Form	Download Details

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Uploading new documents

7. On the home page, select “Upload new document” to enter the following page:

Document upload

Title

Content *(optional)*

File *(extensions allowed: .pdf, .p7m and .zip) (max. 20 MB)*

 Nessun file selezionato

Category

Application form (Annex 1a or 1b) ▾

Application form (Annex 1a or 1b)

Applicant declaration (Annex 2a or 2b)

Declaration of the CCI (Annex 3a or 3b)

Agreement (Annex 4)

Financial capacity sheet (Annex 10 – for profit SMEs only)

Letters of support (Annex 13)

Identity document (in case of handwritten signature)

8. Insert required data:

- 8.1. **Title:** insert the name of the document you are uploading;
- 8.2. **Content:** insert a brief description of the document (not mandatory);
- 8.3. **File:** select the file to be uploaded (only PDF, P7M or ZIP file, max 20MB);
- 8.4. **Category:** select the category of the document:
 - Application form (Annex 1a or 1b)
 - Applicant declaration (Annex 2a or 2b)
 - Declaration of the CCI (Annex 3a or 3b)
 - Agreement (Annex 4)
 - Financial capacity sheet (Annex 10 – for profit SMEs only)
 - Letters of support (Annex 13)
 - Identity document (in case of handwritten signature)

9. Click on the button “Upload” to complete the procedure

9.1. If an error occurs, the system will show “error messages”:

Document upload

Title

Title is required!

Content *(optional)*

File *(extensions allowed: .pdf, .p7m and .zip) (max. 20 MB)*

Scegli il file
Nessun file scelto

Select a file smaller than 20 MB. The extensions allowed are: .pdf, .p7m and .zip.

9.1.1. *Title is required!*

9.1.2. *Select a file smaller than 20 MB. The extensions allowed are: .pdf, .p7m and .zip.*

If data are correct, the system will update the homepage and show the list of uploaded documents:

AFM - Application Form Manager
Hi name@domain.com! [Logout](#)

Submission available until 18/12/2020 at 14:00.

Document list for name@domain.com

Upload new document
Submit documents

Title	Category	
Document XYZ	Annex	Download Details Delete
Project idea XYZ	Application Form	Download Details Delete

Upload new document
Submit documents

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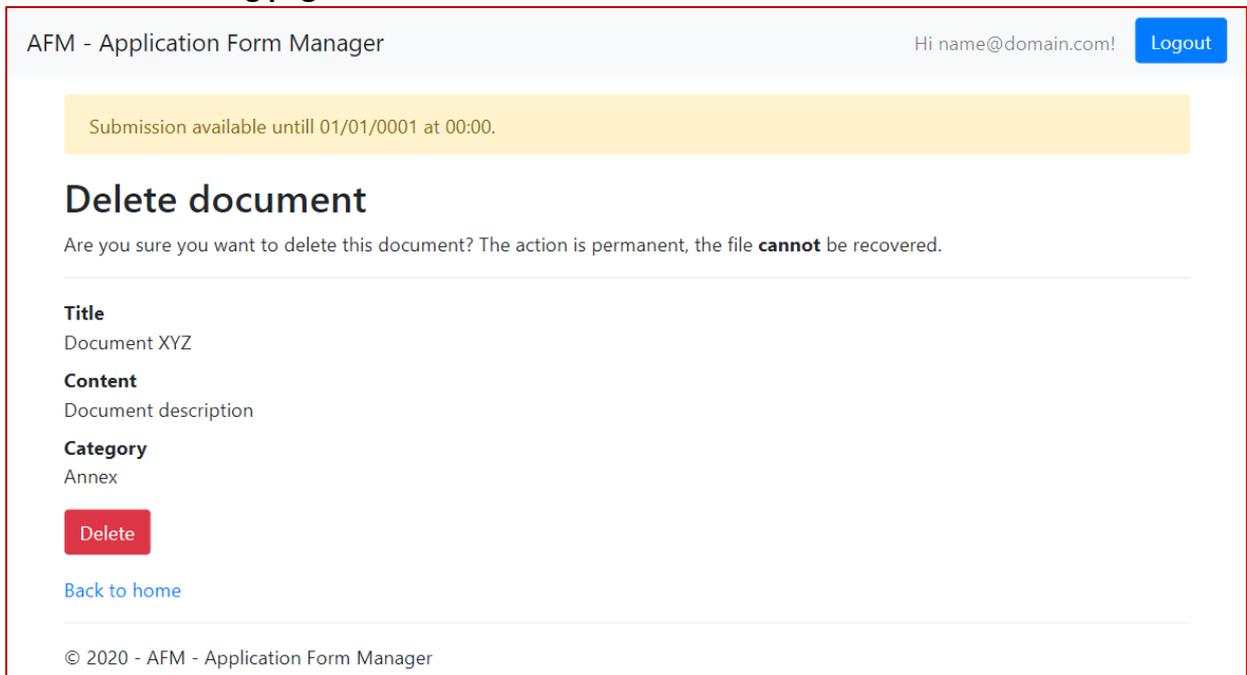
Please check if you have uploaded all the documents:

1. **Application form** (Annex 1a or 1b) filled in each part and signed by the legal representative of the applicant. Each applicant shall upload both the application form in the excel format on the AFM platform and the “Data and Signature” sheet duly dated and signed by the legal representative.
2. **Applicant declaration** (Annex 2a or 2b) signed by the legal representative of the applicant.
3. **Declaration of the CCI** (Annex 3a or 3b) signed by the CCI implementing partner.
4. **Agreement signed between the applicant and the implementing partner** (Annex 4).
5. **Financial capacity sheet** (Annex 10) duly filled in, dated and signed by the legal representative of the applicant. Mandatory for profit SMEs only
6. **Letters of support** (Annex 13) duly filled in, dated and signed by the legal representative of supporting organisation. Not mandatory
7. **Copy of the identity document of the signatories** (SME and CCI) Mandatory only in case of handwritten signature.

ATTENTION: when you finish to upload the required documents, click on “submit documents” for the final submission. If you do not submit documents, the documents will not be available for the evaluation phase and will not be evaluated.

How to delete an uploaded document

1. On the home page, click on “delete” near the document you want to cancel, and you will reach the following page:



The screenshot shows a web interface for 'AFM - Application Form Manager'. At the top right, it says 'Hi name@domain.com!' and has a 'Logout' button. A yellow banner at the top states 'Submission available untill 01/01/0001 at 00:00.'. The main heading is 'Delete document'. Below this, a warning message reads: 'Are you sure you want to delete this document? The action is permanent, the file **cannot** be recovered.' The document details are listed: Title: Document XYZ, Content: Document description, Category: Annex. There is a red 'Delete' button and a blue 'Back to home' link. At the bottom, it says '© 2020 - AFM - Application Form Manager'.

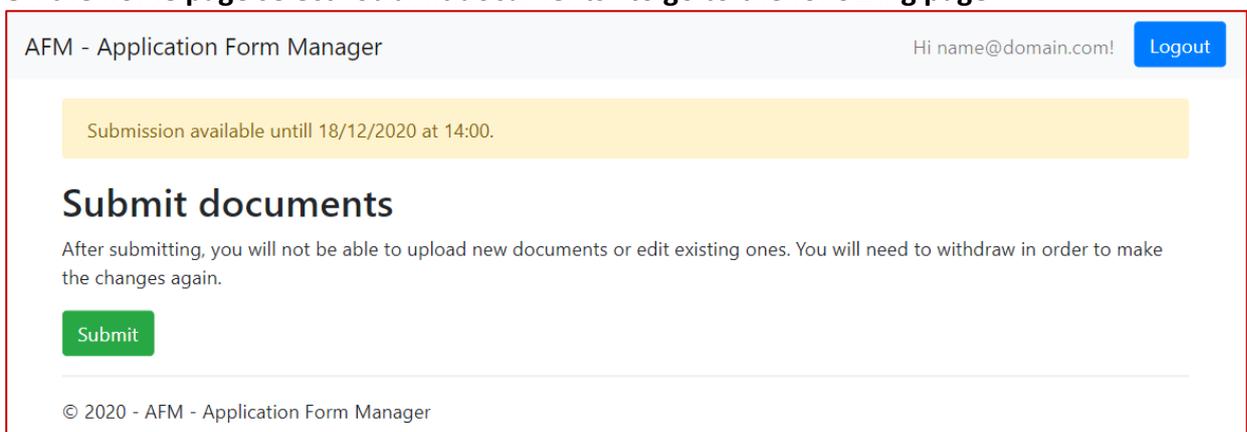
2. Click on “Delete” button to complete the procedure.

ATTENTION: if you delete the document you will not restore deleted file and data.

Submission of the documents

The system allows you to proceed with the submission only if at least an Annex and the Application Form are uploaded.

1. On the home page select “Submit documents” to go to the following page:



The screenshot shows a web interface for 'AFM - Application Form Manager'. At the top right, it says 'Hi name@domain.com!' and has a 'Logout' button. A yellow banner at the top states 'Submission available untill 18/12/2020 at 14:00.'. The main heading is 'Submit documents'. Below this, a warning message reads: 'After submitting, you will not be able to upload new documents or edit existing ones. You will need to withdraw in order to make the changes again.' There is a green 'Submit' button. At the bottom, it says '© 2020 - AFM - Application Form Manager'.

2. Click on “Submit” button in order to complete the procedure

- 2.1. The system saves information and comes back to the homepage. The homepage shows the date of the submission:

AFM - Application Form Manager Hi name@domain.com! [Logout](#)

Submission available until 18/12/2020 at 14:00.

Document list for name@domain.com

Documents submitted on 23/11/2020 17:34:24

[Withdraw submission](#)

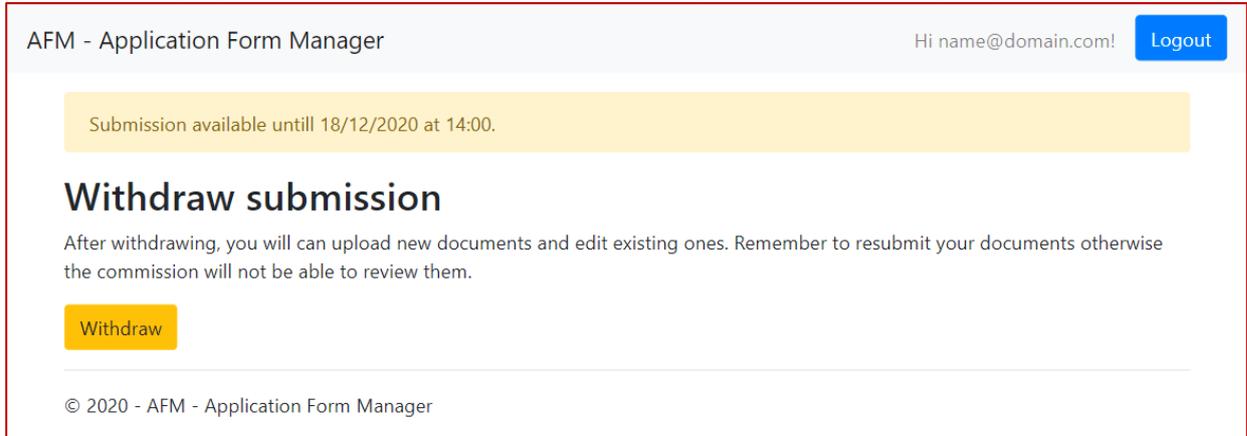
Title	Category	
Document XYZ	Annex	Download Details
Project idea XYZ	Application Form	Download Details

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- 2.2. After the submission, the system will not allow you to modify the uploaded documents. To modify documents after the submission you need to “Withdraw submission”.

“Withdraw submission”

1. On the homepage select “Withdraw submission” to go to the following page:



AFM - Application Form Manager Hi name@domain.com! [Logout](#)

Submission available untill 18/12/2020 at 14:00.

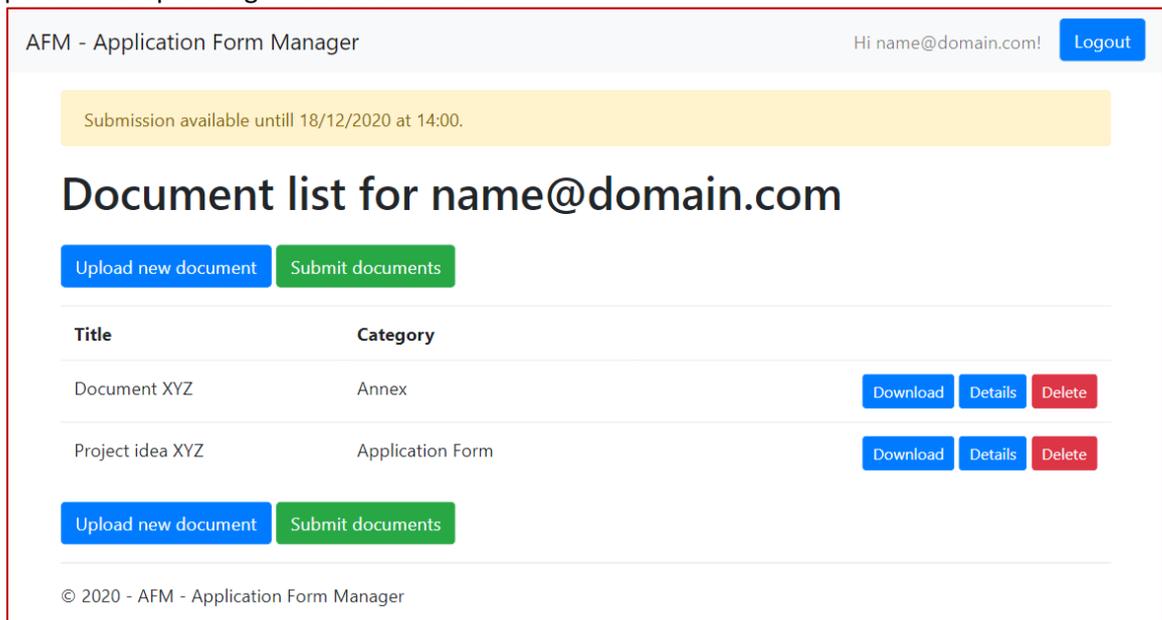
Withdraw submission

After withdrawing, you will can upload new documents and edit existing ones. Remember to resubmit your documents otherwise the commission will not be able to review them.

Withdraw

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2. Click on “Withdraw” button to complete the procedure.
 - 2.1. The system cancel the previous submission and come back to the home page, where it is possible to upload again the documents:



AFM - Application Form Manager Hi name@domain.com! [Logout](#)

Submission available untill 18/12/2020 at 14:00.

Document list for name@domain.com

Upload new document
Submit documents

Title	Category	Download	Details	Delete
Document XYZ	Annex	Download	Details	Delete
Project idea XYZ	Application Form	Download	Details	Delete

Upload new document
Submit documents

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ATTENTION: remember to click on “submit documents” after you have uploaded all the necessary documents otherwise the documents will not be available for the evaluation phase and will not be evaluated.