

## Accessing the Subrecipient Reviewer Portal

The Subrecipient Reviewer Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Application Portal Link: <https://portal.neighborlysoftware.com/clarkcountywa/Reviewer>

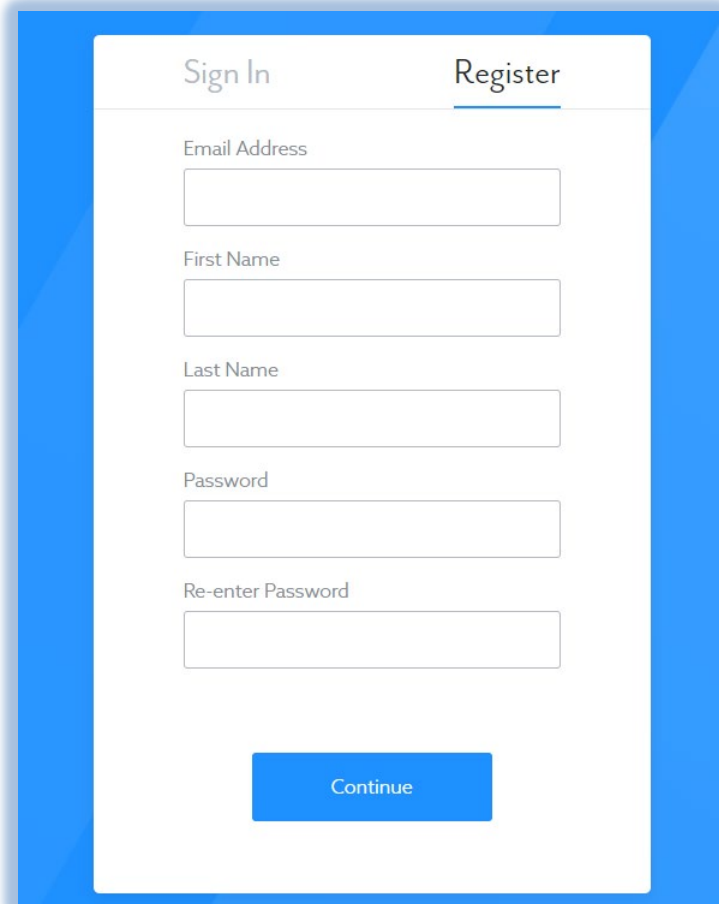
## Registering your Account

When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a user name (which is your work email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

**Note:** If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.

## Logging In


Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking "Remember Me?", your web browser will remember your email address for future logins (depending on browser and security settings).



The screenshot shows a registration form with the following fields and a button:


- Sign In (tab)
- Register (tab, selected)
- Email Address (text input)
- First Name (text input)
- Last Name (text input)
- Password (text input)
- Re-enter Password (text input)
- Continue (blue button)

## Accessing/Completing the Scoring Rubric

Upon logging in, you should see your Scoring Rubric listed in the table. Click the  icon” to load the Scoring Rubric.


Good Morning, Tiara!

Applications Awaiting Score (1) \*\*Action Required

CASE ID	NAME	PROGRAM	YEAR	SCORE	LAST UPDATED	
10198	Scoring Test	Public Facilities & Infrastructure	2018	0 out of 100	2/7/2020 10:42:54 AM	

Completed Scorings (0)

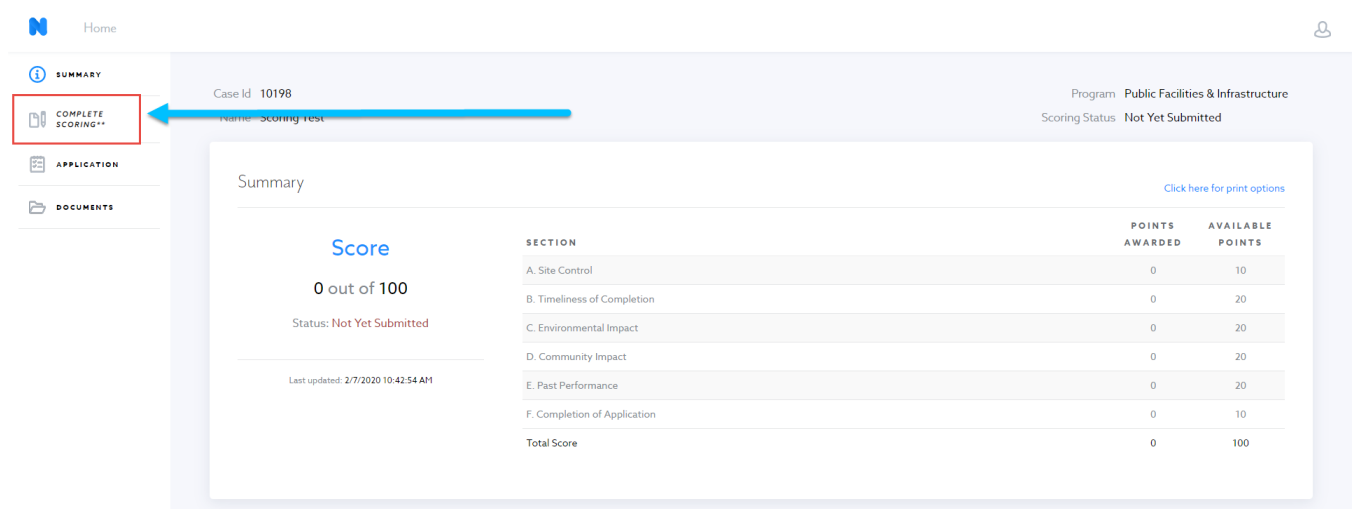
CASE ID	NAME	PROGRAM	YEAR	SCORE	LAST UPDATED
You have no completed scorings					



Once loaded, you’ll see the Scoring Rubric screen has 4 tabs: Summary, Complete Scoring, Application, and Documents. The Summary screen provides a summary of the data being collected.

**Note that Summary, Application, and Document are all Read Only.**

The “Complete Scoring” tab allows you to start the scoring process.



The screenshot shows the application interface with a sidebar on the left containing four tabs: SUMMARY, COMPLETE SCORING (highlighted with a red box and a blue arrow), APPLICATION, and DOCUMENTS. The main content area displays the 'Summary' for Case Id 10198, 'Scoring Test', under the 'Public Facilities & Infrastructure' program. The score is 0 out of 100, with a status of 'Not Yet Submitted'. A table below shows the breakdown of points awarded and available for various sections.

SECTION	POINTS AWARDED	AVAILABLE POINTS
A. Site Control	0	10
B. Timeliness of Completion	0	20
C. Environmental Impact	0	20
D. Community Impact	0	20
E. Past Performance	0	20
F. Completion of Application	0	10
<b>Total Score</b>	<b>0</b>	<b>100</b>

Once inside the scoring rubric, you will see a points system located to your right. Complete each text box using the available points.

POINTS AWARDED	AVAILABLE POINTS
<input type="text" value="0"/>	10
<input type="text" value="0"/>	20
<input type="text" value="0"/>	20
<input type="text" value="0"/>	20

You may also Save your work to return to the scoring rubric at a later date. The scoring is not Complete or Submitted until you submit as final.

Save Submit as Final