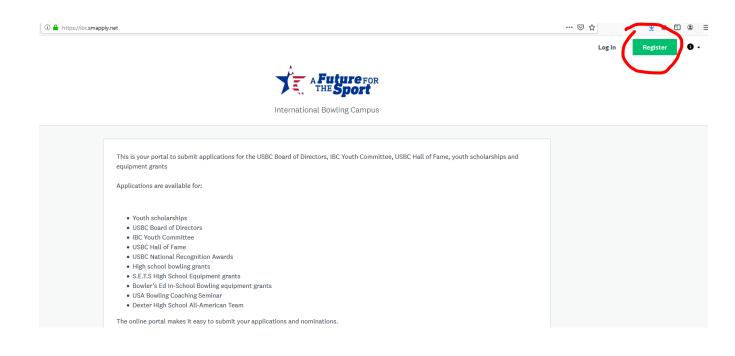
A GUIDE TO THE ONLINE APPLICATION PROCESS

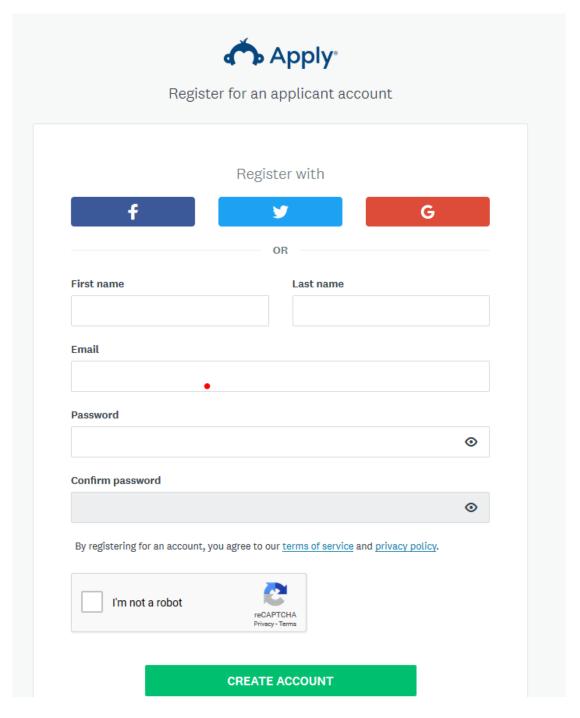
- 1. Visit https://ibc.smapply.net/
- 2. You will need to create an account through the host site, Survey Monkey, to submit an application.

Please note: If you created an account within the last year through Fluid Review, go to Step 12. If not, please continue.

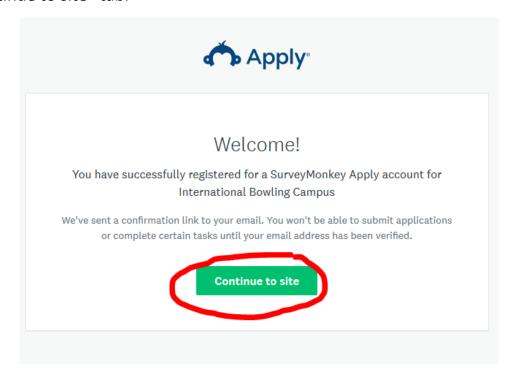
Click on the "REGISTER" tab at the top.



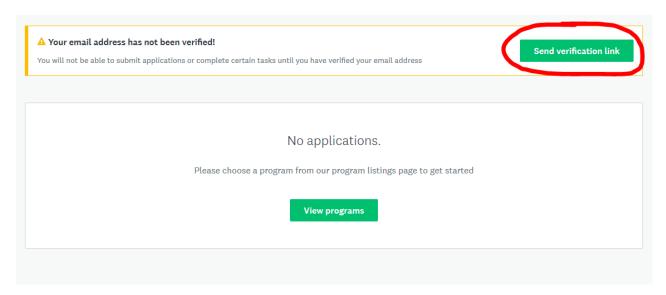
3. Complete the information. You can register with your Facebook, Twitter or Google account or simply complete the form and click "CREATE ACCOUNT".



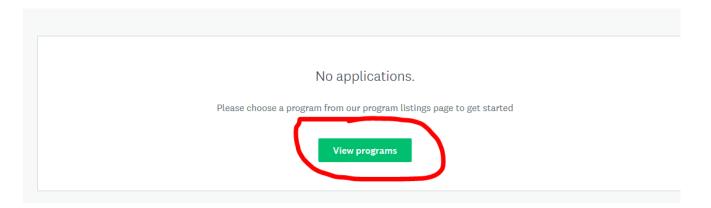
4. Once you are logged in, you will be taken to the "Welcome" page. Click the "Continue to site" tab.



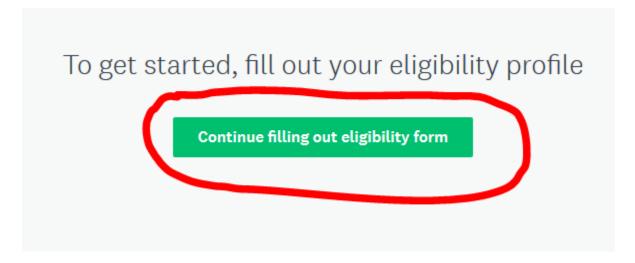
5. You will be asked to verify your account. Please click on the "Send verification link". You will not be able to submit applications until your email address is verified.



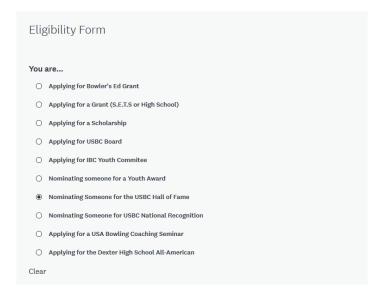
6. Click on the "View programs" tab.



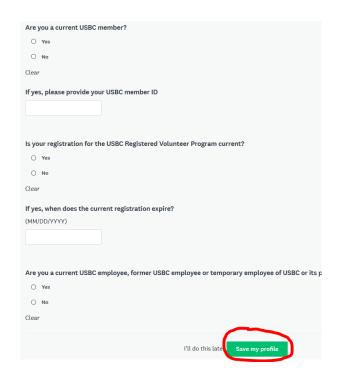
8. Click on the "Continue filling out eligibility form" button



9. Select the appropriate application form



10. Answer all questions and then click on the "Save my profile" tab



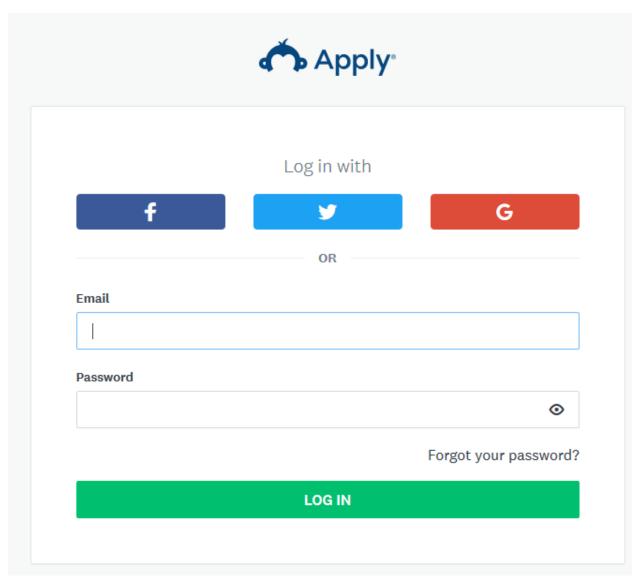
11. You will now be directed to the appropriate forms.

If you already had an account through Fluid Review:

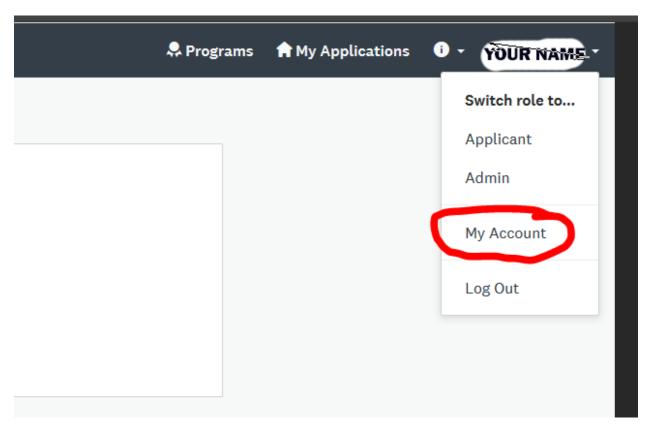
12. Click the "Log In" button at the top-right of the page:



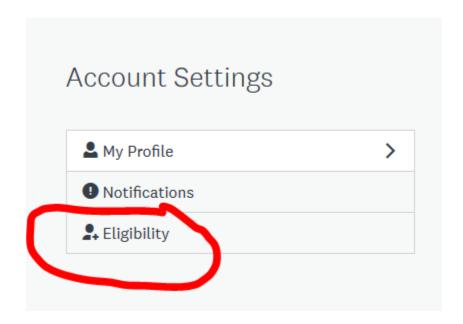
13. Log in with your credentials and click "LOG IN" button. If you forgot your password, jus click the "Forgot your password?" link.



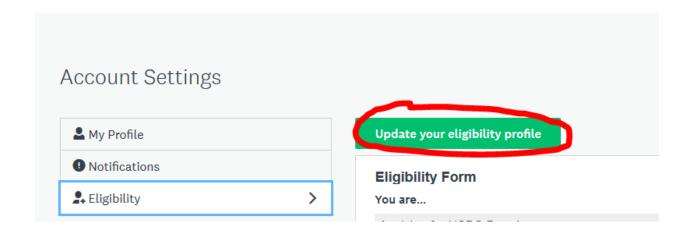
14. At the top right, click on your name for the drop-down menu and click on "My Account"



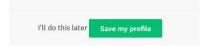
15. Under Account Settings, click on "Eligibility"



16. Click on the "Update your eligibility profile"



17. You now are on the list of application categories. Choose your application category and then click on the "Save my profile" at the bottom of the page.



18. You will be taken to the application. Please fill in the required information and complete your application.