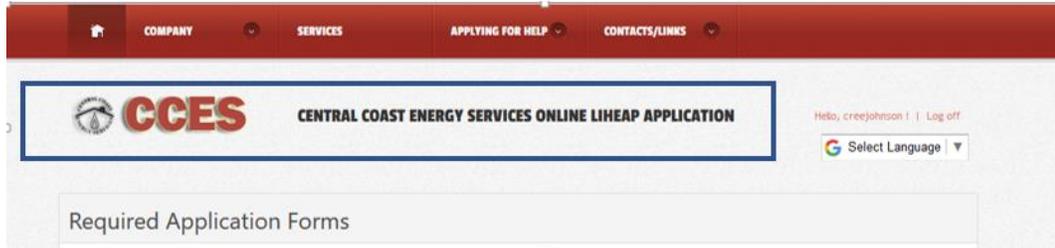


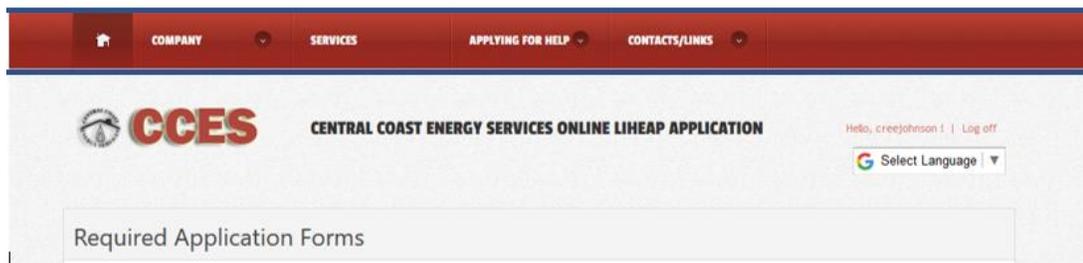
Online Application Custom Feature Requirements

Custom Look

- Full width banner and a logo that is the size (225Wx75H). Example below (blue border):



- Spectrum Website Frame template. All branding css should come in a css file named "custom_{agencyname}.css". Styles should also follow that naming convention. For example, if you currently have a style called .info it should be .info_spectrum. This will allow CALIHEAP website to match your website template look. Example below (blue border):



Additional Form Integration

Any additional forms you would like the applicant to download and complete prior to applying online. The forms need to be stored on your server or somewhere accessible via a public url (ie. Dropbox).

Forms can also be added at the end of the application submission process to provide customers with client education material (ie. energy conservation tips, budget counseling information, or other program referral info).

See below for examples of each.

Application/Form Request Example (Pre LIHEAP App Submission)

The screenshot shows the top navigation bar with links for COMPANY, SERVICES, APPLYING FOR HELP, and CONTACTS/LINKS. The main header includes the CCES logo and the text "CENTRAL COAST ENERGY SERVICES ONLINE LIHEAP APPLICATION". A user is logged in as "Hello, Jgarcia" with a "Log off" link and a "Select Language" dropdown menu. The page title is "Required Application Forms". A blue information box states: "Please download the forms below and fill them out prior to beginning the application process. In order for your application to be processed, all forms on this page must be filled out and uploaded." Below this, a form card for "CARE Application" is shown with instructions: "Download this form and include it with your submission documents" and a "Download" link. A green button at the bottom right says "CONTINUE TO THE LIHEAP ONLINE APPLICATION".

Client Education Example (Post LIHEAP App Submission)

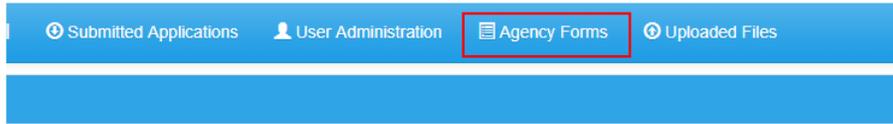
The screenshot shows the "Client Education Forms" section. A green success message box reads: "Congratulations! You application has been successfully submitted. You can find below some helpful client education forms. Please download them and read at your convenience." Below this, a form card for "Program Information" is shown with instructions: "Download Energy Saving Tips" and a "Download" link. A green button at the bottom right says "RETURN TO PROFILE".

How to Add Forms

- A. Sign in to CaLIHEAPApply.com and click **Administrative Panel** (you must be a registered user with Agency Admin permissions)

The screenshot shows the "Manage User Profile" section of the administrative panel. It contains three buttons: "START A NEW LIHEAP APPLICATION", "ADMINISTRATIVE PANEL" (which is highlighted with a red box), and "UPLOAD FILES".

B. Click Agency Forms



Download Files	Agency	First Name	Last Name
	COUNTY OF RIVERSIDE, DEPT. OF COMMUNITY ACTION	ELIZABETH	MARTINEZ

C. Click Add New Form

Online LIHEAP Application Admin Panel | Submitted Applications | User Administration | Agency Forms

Add New Application Form

Save | Save and Close | Exit

APPLICATION FORM INFORMATION

Form Title*:

Instructions:

Form Download Url*:

This must be a fully qualified Url like https://www.example.com/myform.pdf

Form Type*: Required Application Upload

Form Type*: ENGLISH

Display Order*:

Field	Description
Form Title	Document Name
Instructions	User Instructions
URL link	Public URL link where the Form is stored (agency server or a file hosting service provider such as Google Docs, or Dropbox)
Form Type1	Select one from the following: Required Application Upload- A link to download the form/document will be provided BEFORE the LIHEAP application submission process Client Education- A link to download the form/document will be provided AFTER the LIHEAP application submission process
Form Type2	Select the form language
Display Order	If you will be uploading multiple forms, organize the form by assigning a display order number