

How to add “Contributor” to an application

Contributors are portal users that are able to see and edit the contents of applications that were issued to another portal user within their own business. The contributor becomes a contact of the Business.

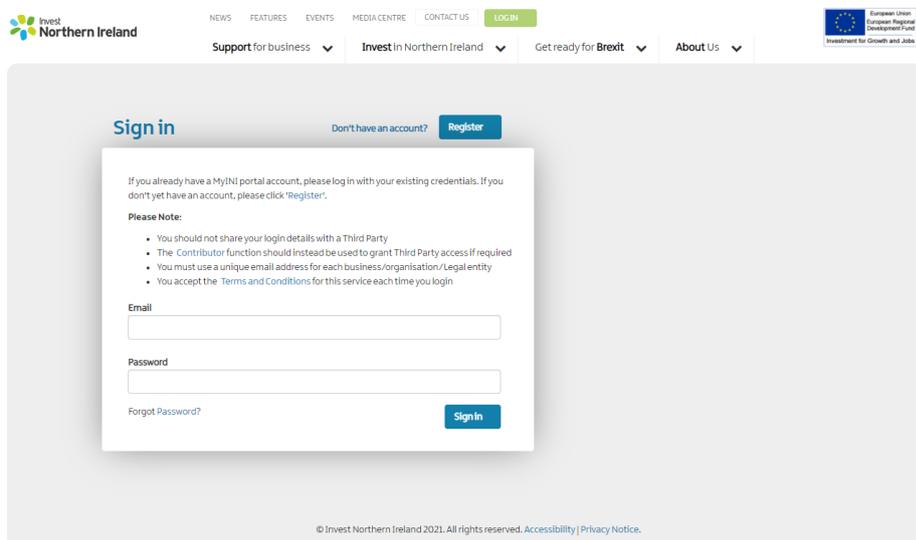
The contributor must have a unique email address (and portal login). They will only be able to use this login to contribute to the applications of their own business.

The email address cannot have been previously used as the username/email associated with the contacts of another company.

A third party such as a consultant or accountant must have a unique email address/username for each company.

Invest NI strongly recommends that companies allocate an email address to ensure they retain full control of any third parties access to their information on the portal and access to all communications from Invest NI.

1. The portal user that the application was issued to must log into the MyINI Customer Portal.



Invest Northern Ireland

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Sign in

Don't have an account? [Register](#)

If you already have a MyINI portal account, please log in with your existing credentials. If you don't yet have an account, please click 'Register'.

Please Note:

- You should not share your login details with a Third Party
- The Contributor function should instead be used to grant Third Party access if required
- You must use a unique email address for each business/organisation/Legal entity
- You accept the [Terms and Conditions](#) for this service each time you login

Email

Password

[Forgot Password?](#) [Sign in](#)

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2. Once logged in the portal user must go to 'My Applications' on the right-hand side of the screen and click on View All.

Applications

Open		Submitted	Expired		
Application Title	Last Edited	Closing Date			
New: Covid-19 Process and Organisational Improvement Grant		26 May 2021	Edit	Contributors	
New: Covid-19 Process and Organisational Improvement Grant		26 May 2021	Edit	Contributors	
New: Grant For R&D 07/03/2019			Edit	Contributors	
New: Solex			Edit	Contributors	

3. Click on the Application that you wish to add a contributor to.

Applications

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New: Solex			Edit	Contributors	

And press Edit.

The application will then load and open at step one.

POIG: Guidance

Closing Date: 26 May 2021 12:00 PM Project Owner: N/A Status: Draft

Application Details Related Documents

1 2 3 4 5 6 7 8 9 10

Application Information

Process and Organisational Improvement Grant (POIG)

The project must support the business to work in a new way and help it towards Industry 4.0. Eligible projects should focus on investigating and implementing new digital technologies, such as automation, robotics or digitisation, which will result in process and organisation improvements for the company.

The scheme can assist with improvements relating to:

- Production efficiency upgrades
- Manufacturing System upgrades
- Supply chain integration
- Customer integration
- Product innovation

You will need the following information to complete this application.

- Information on your business, such as details on the number of employees and your turnover.
- Information on the project you wish to undertake, including what the project will do and how it will benefit your business.
- Information on any costs you will incur as part of the project. (Project costs should be detailed in the spreadsheet template linked below and we would strongly recommend downloading and completing this first.)

[Download the Excel spreadsheet template](#)

The application is likely to take 1 hour to complete. You can save your work and return to the application at any time.

Important Information

- Any commitment to or actual expenditure incurred prior to receiving a letter of offer from Invest NI will result in the full offer being withdrawn
- Support is paid net of VAT
- Before submitting any application you have discussed your proposed project with an Invest NI representative
- For further details on costs which are eligible to be claimed back, please visit our website page on [eligible costs](#).
- To allow other people to access the application, please click the 'Add Contributors' button to the right and add them to the list of

Save draft
Download application
Submit application
Add Contributors
Delete application

4. Click step 2

Application Details Related Documents

1 2 3 4 5 6 7 8 9 10

General Company Information

* Company Name
ZAC Technology Solutions Ltd

Trading Name
123

* Product Service Description
Portal update 16th Oct 09:09

* Type of Business
Limited Company

* Trading Status
Trading

* Date Established in NI
01/06/2019

* Financial Year End Date
01/06/2019

Company Registration Number
NI987654

* Country of Ownership
Northern Ireland

Country of Incorporation
NI

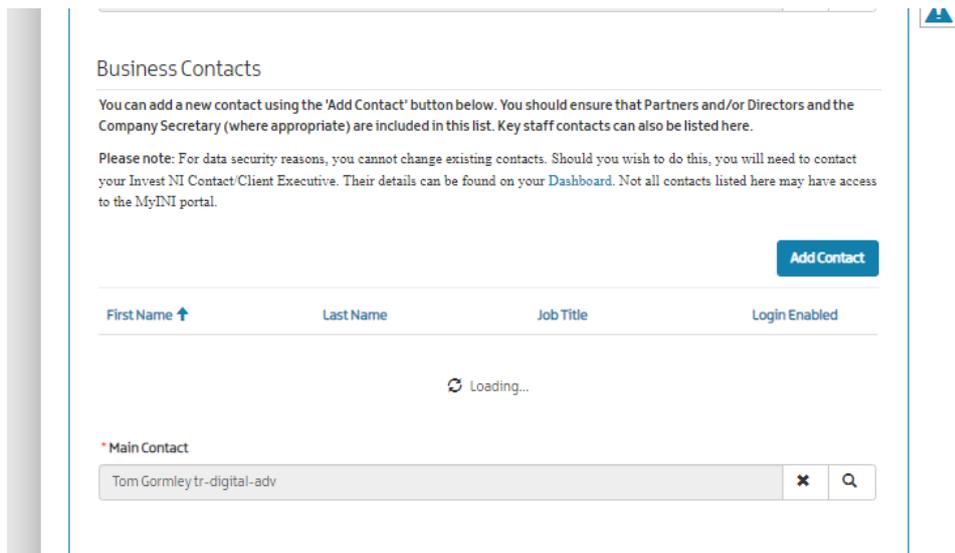
* Industry Sector
Automotive

* Is the Organisation a Social Enterprise?
 No Yes

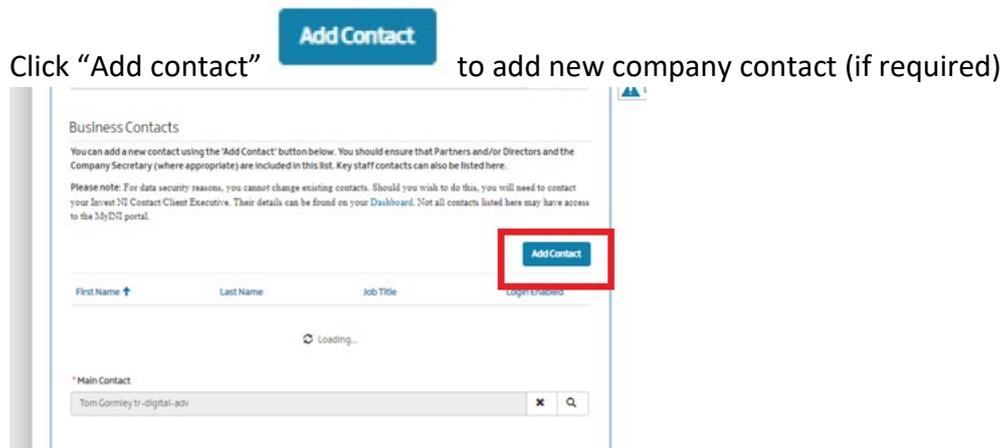
Save draft
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en-update-application/?id=342ac01b-7bad-eb11-a2e2-00155d019437&aaId=76af60c-7291-eb11-a2e2-00155d019437&steps=10¤tstep=2#

5. Scroll down this page to “Business Contacts”



6. From the list of business contacts provided you can search all those associated with your company. The 'Login Enabled' column will indicate whether or not the contact has a portal account enabled. If the person you want to add is not listed then you will need to add a contact.



7. Fill out Contact details as below. The email address must be unique and cannot have been previously used to access the portal. The contact will only be provided access to their business applications that either have been issued to them by INI or that they have been granted contributor access to.

Job Title *

Location *

Contact Details

Email *

Primary Phone *

Secondary Phone Number

Submit

Submit

8. Click "Submit" to save the new contact details and return to the application.

Save draft

9. Click "Save Draft"

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Customer Update

Closing Date: 26 May 2021 12:00 PM Project Owner: N/A Status: Draft

Application Details | Related Documents

1 2 3 4 5 6 7 8 9 10

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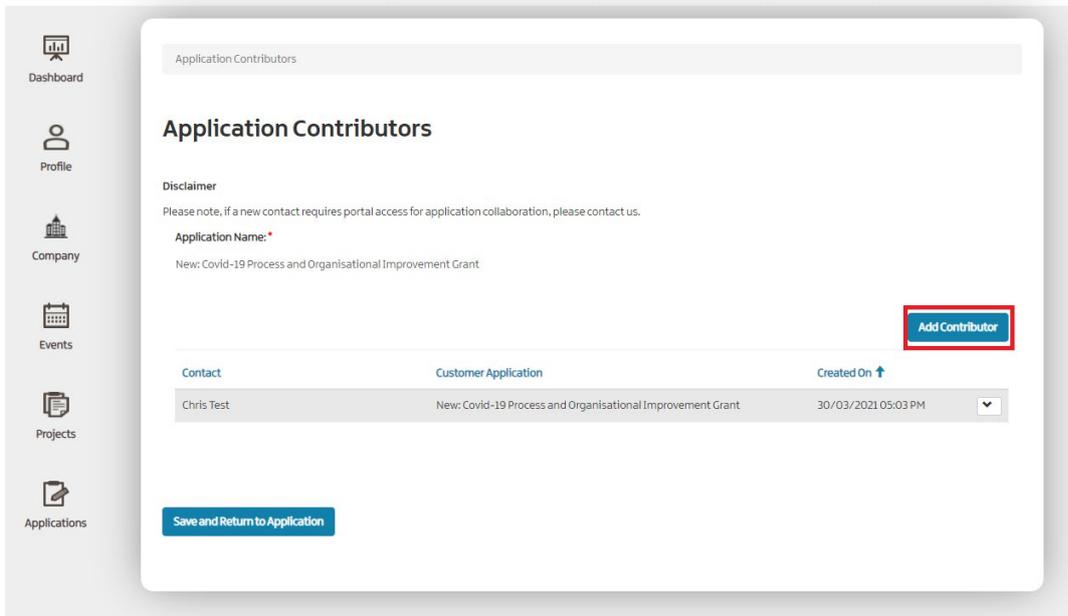
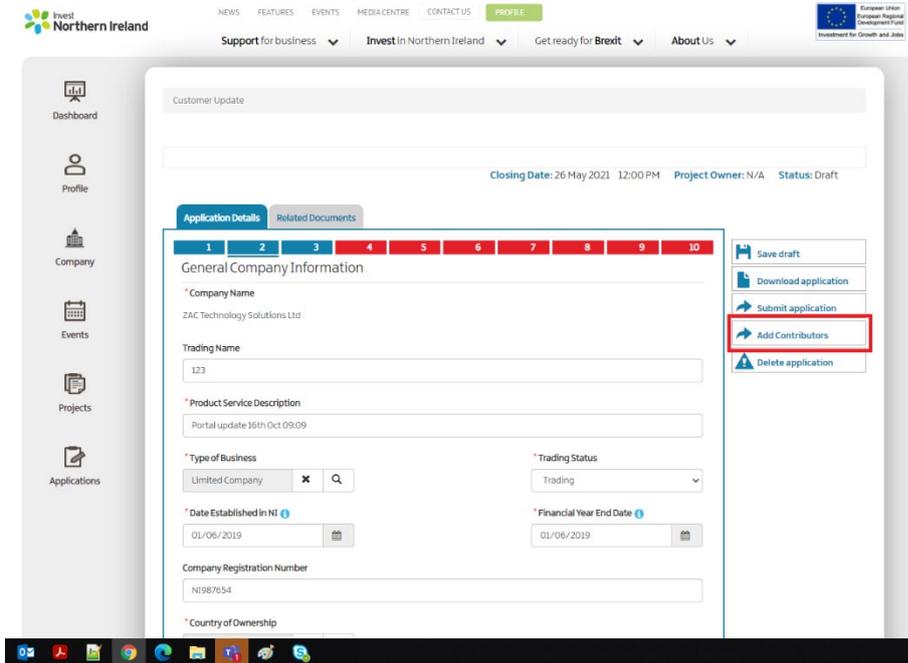
* Country of Ownership

Save draft
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Submit application
Add Contributors
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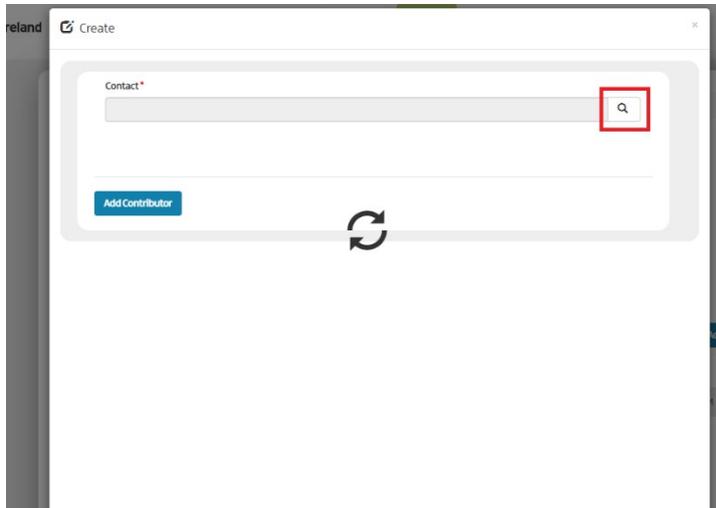
10. Click "Add contributor"
The Applications Contributors window will then open.



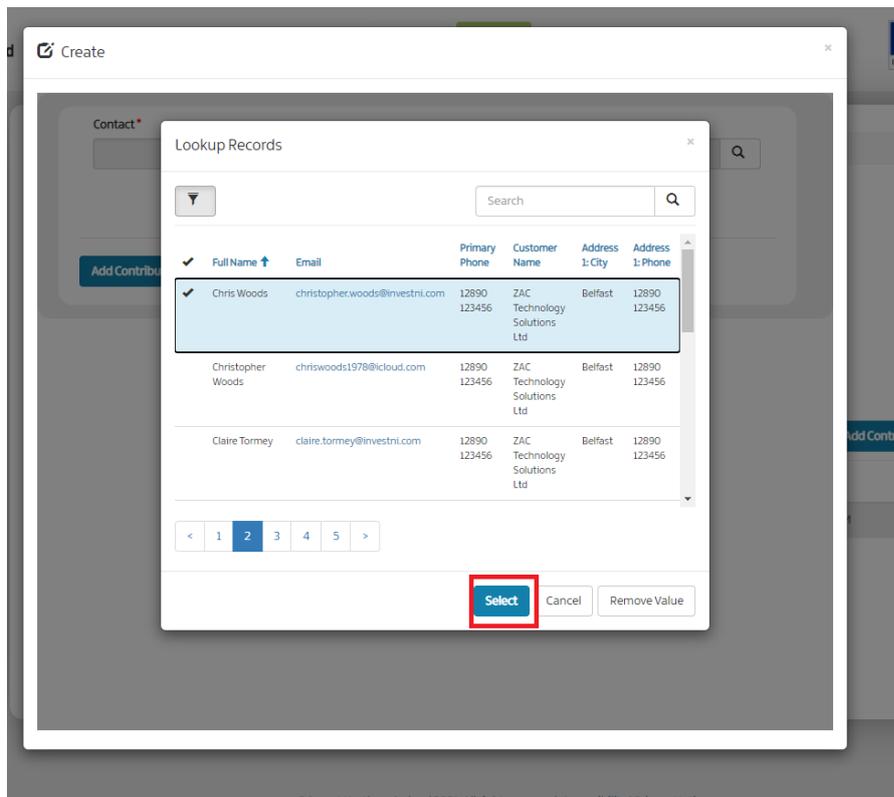
. The Applications Contributors



11. Click “Add Contributor”



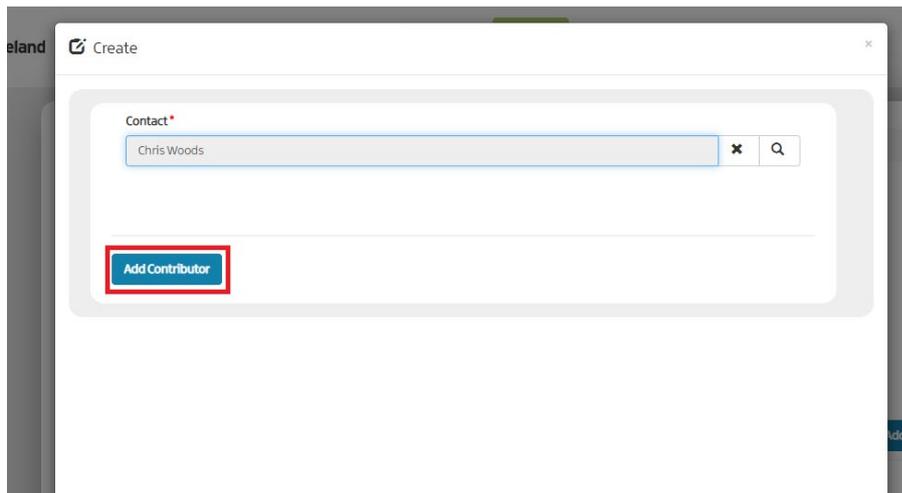
Click Magnifying Glass (Search)



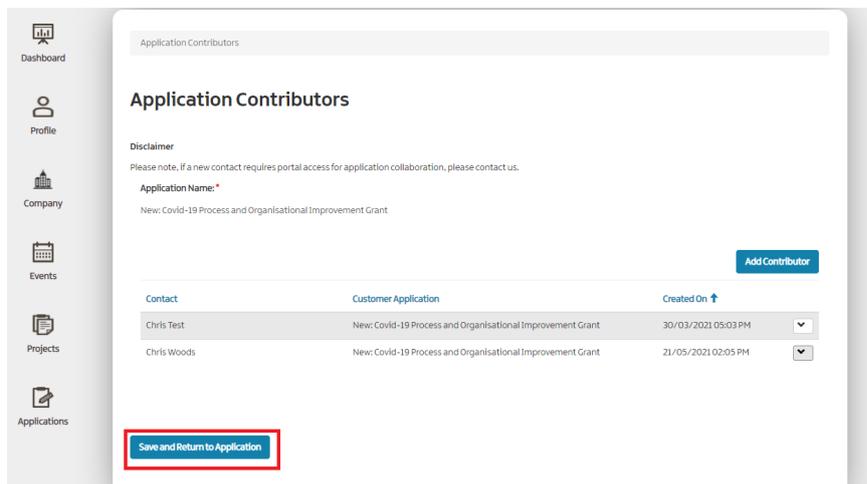
12. Pick the contact you wish to add as a contributor

13. Click “Select”





14. Click “Add Contributor”



15. Click “Save and Return to Application”



16. An existing contact with an active portal account will then be able to see the application in the Open tab within their ‘My Applications’ when they next log in.
17. For a new contact a notification will be sent to your Client Executive and once they accept this the new contact will receive a email with a link which will then enable them to register on the portal. When they log in they will see the application and will be able to access it.