

# NZ On Air funding portal tour guide – dashboard

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ER. Dashboard	Title	Funding Round	Last Edited	Status	
Applications ~	Clear Air Project	Residential Windmill Funding Round	12/12/2022	Approved • • Ø Ø Edit v	
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	Canterbury Solar Project	Solar Funding Round	02/12/2022	Submitted • 2 Edit v	Applications
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## Two factor authentication (2FA)

Keeping your data safe is top priority so we have provided the ability to turn on two factor authentication for extra protection. Simply click on "My Profile" and then "Enable Two Factor Authentication"

^	Two Factor Authentication 👩	
	Enable Two Factor Authentication	

Then scan the provided QR code with your favourite 2FA management app (e.g. authy or google authentication), confirm the code and you're all set up. Next time you log in you will be prompted for a 2FA code.

### New Navigation Position

You will notice that your navigation menu is now located on the left side of the page rather than at the top so that we can make better use of the screen real estate.





### Invite and collaborate with multiple people

You are now able to invite additional people into your organisation to collaborate with them when applying for funding. Simply click on the Invite Users button at the bottom of the registration form to invite as many people as you wish.

Yes			
No			
ant to work with other	users?		
Vant to work with other vite users into your Company	users?		
Vant to work with other vite users into your Company	users?		

Or if you have an existing account with us and you want to invite additional people into your organisation, click on the manage organisation button in the left-hand navigation



And choose invite applicant from the drop-down menu

Name	Туре	Applicants	Date Created	
Test Business 1	Company	2	16/11/2022	View
				🖉 Edit Company
				음아 Invite Applicant



### Manage multiple organisations from your one login

We understand that sometimes you might want to apply for funding under different organisations but don't want to sign in with different credentials to switch between them.

You can now add an additional Organisation to your login by clicking on the Create Organisation button in your left-hand navigation and follow the registration process



You can then switch between these Organisations within your left-hand navigation by clicking on the Organisation you want to apply as or manage.