## Inhoud

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1. LOG IN OR REGISTER

- Go to mijn.zonmw.nl

New user:
- Make an account by clicking on ‘Registreren / Register’

Existing user:
- Log in as existing user by filling out your ‘E-mailadres / Email’ and ‘Wachtwoord / Password’ and click on ‘Inloggen’
- Forgot your password? Click on ‘wachtwoord vergeten? / Forgot your password?’
2. REGISTER
   - Please fill out all fields with an *.
   - Please note: The password needs at least 12 characters, containing at least 1 digit, and at least 1 capital or small letter.
   - Click on ‘OK’

3. RESET PASSWORD
   - Fill out your E-mail
   - Click on ‘Doorgaan / Continue’
   - An e-mail is sent to this e-mail address with a link to create a new password.
4. **INBOX OVERVIEW FOR APPLICANT**
   - After logging in, you can access your inbox by clicking on 📩 in the menu bar at the top of the page.
   - In the inbox the following is listed
     - Current tasks per application, such as: Submit a Subsidy Application, submit a Rebuttal or submit a Progress Report.
     - Current / Past applications: applications for which you have completed a task
   - Change personal information. Click on 'Edit My Details'

5. **INBOX APPLICANT WITH TASKS**
   - By clicking on the 'task' you enter the form that needs to be filled out
   - Once a task is completed, the task disappears from the list 'Current Tasks' and you will find your request below in 'Current / Past Applications'
6. APPLICATION FORM SECTION OVERVIEW

- As soon as an application form has been opened, the 'homepage' of the form appears with different sections.
- By clicking on the title of the section you will go to the questions within this section
- The colored bar below the section shows the extent to which the mandatory answers of this section have been entered.
- Please note: Always check all sections. Sections with no mandatory questions are directly at 100%.
- By clicking on 'Print Form' you open the application form entirely to Word.

7. APPLICATION FORM SECTION

- All titles of the sections appear at the top of the page
- The questions appear when you scroll down
8. SAVE DRAFT & CONTINUE SECTION

- There are 3 options at the bottom of each section:
  - Save Draft: save information entered in the current section and stay on the current section of the form
  - Save Draft & continue: save information entered in the current section and go to the next section in the form
  - Save Draft & exit: save information entered in the current section and go to submit form

9. SUBMIT FORM WITH A MISSING VALUE

- Once all sections have been completed, the form can be submitted
- If mandatory questions are not yet filled in, the red block explains in which section and question information is missing.
- Click on the question or section numbers (in the red box) or on 'No, enter more details first'
10. SELECT LANGUAGE

- By default, the system is in Dutch.
- Change language to English? Click on the globe at the top of the menu bar.
- Select English at 'Your Preferred Language' and click on 'OK'.