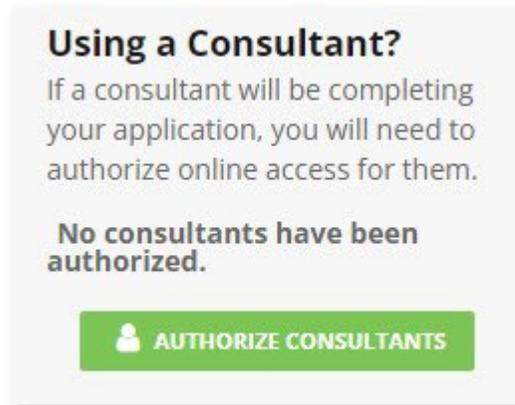


How to Authorize a Consultant for TIB's Online Application System

1. Get your username and password. You may already have it; it is the same one they use for online reimbursements. If you don't have it, email Vaughn Nelson at VaughnN@tib.wa.gov.
2. Log into the application system at: <http://www.tib.wa.gov/FundingApplications/index.cfm>
3. Click on "Authorize Consultant", in the lower left-hand corner of the page.



4. Choose from the list and click "Authorize".

Select consultants below that you want to authorize to submit TIB online funding applications on your behalf.

If you want to use a consultant that is not on the list, contact TIB so they can be added to the online application system. Once TIB has established login credentials for them, you can come back here and select them as an authorized consultant.

You may authorize up to 5 consultants.

Consultant	Action
<input type="text" value="Gray & Osborne - Seattle"/>	<input type="button" value="AUTHORIZE"/>

Note: Now the authorized consultant(s) can start and fill out an application on your behalf. However, they can only view and work on applications they start. Any application started by the agency can only be viewed while logged in as the agency.

8/2/2022