

## How to Add a Collaborator

1. One person from an applicant company can designate another person to assist with completing an application by assigning them a Collaborator Role. Once the second person is registered and has completed their profile (see How to Register as an Applicant below), you can add them as a Collaborator in the application.
2. If you haven't done so already, click on the green "+" on your home page on the applicable MLSC program you'd like to apply to, to create a new application. If you have already started an application, your draft application should be accessible from your home page, halfway down under "My Applications"
3. In your application, under the "Company Information" tab, there is a section called "Collaborators".
  - a. To add a Collaborator from the same company, use the drop down to search for the contact name and select it from the list. Then use the second drop down menu to either assign them as a collaborator who can enter/edit fields, or one who only has viewing privileges. Then click on the "+" sign to add.

SmartSimple - TEST Che... X

https://mlsc.smartsimple.com/iface/ex/ax\_index.jsp?lang=1

MASSACHUSETTS LIFE SCIENCES CENTER

Home Panels SAB Chair Panels Peer Reviews My Profile

1 of 3

Please indicate the year that you were incorporated to do business.

**Collaborators**

In order to assign a collaborator, that individual must first register in our system.

**Assign Organization Collaborators**

Add contacts within your organization to the application to give them access to collaborate. A 'Collaborator' will have full edit access to the application and 'View Only' can only view the application.

Select Contact -- Select Role -- +

Select Contact --

Cheryl Sadeli

Cheryl Sadeli

Cheryl Sadeli

Ioan Applicant

Teresa Reviewer

PIN

ur organization. You will require a PIN for each contact added. If they are already registered, they can retrieve their PIN from their profile and provide it to you. If they are not already registered, they will have to go to the site and you have the required PIN, click the Search Contact by PIN button to assign collaborators to the proposal; a PIN number is required for each member. Note the PIN is case sensitive and please avoid any additional spacing.

Search Contact by PIN

| Name          | Role                  | E-mail                       | Phone          | Organization    |
|---------------|-----------------------|------------------------------|----------------|-----------------|
| Cheryl Sadeli | Collaborator          | c.sadeli.franco@gmail.com    | (123) 456-7890 | TEST Cheryl Co. |
| Cheryl Sadeli | Collaborator Mew Only | masstag@masslifesciences.com |                | TEST Cheryl Co. |

**Company Information**

Provide the name of the person acting as the applicant's authorized representative for purposes of this Application. This person must be an officer or director of the Applicant, or other person directly authorized to act on behalf of the Applicant.

\* First name of Authorized Representative:

\* Last name of Authorized Representative:

Withdraw Application Save Draft Submit Application

5:00 AM 10/17/2016

- b. To add a Collaborator from a different company, use the second option “Assign Collaborator by PIN”. This PIN can be found in the Collaborator’s profile page. He/she will have to provide you with this information once he/she has registered in the system.

SmartSimple - TEST Che: x  
https://mlsc.smartsimple.com/face/ev\_ax\_index.jsp?lang=1

MASSACHUSETTS LIFE SCIENCES CENTER

Home Panels SAB Chair Panels Peer Reviews My Profile

Cheryl Sadeli

Main

My PIN: 1DA7 4D6S 2711 2D2A XXXX X

Profile Status: Complete

\* First Name: Cheryl

Middle Initial:

\* Last Name: Sadeli

Advanced Degrees / Licenses:

Ph.D.  M.D.  
 M.S.  M.B.A.  
 M.A.  P.E.  
 B.S.  J.D.  
 C.P.A.  Other (please specify)

\* Contact email address: c.sadeli.franco@gmail.com

Administrative Assistant email address - optional :

\* Best contact telephone number: (123) 456-7890

Phone Extension:

Link to online bio (LinkedIn, etc.):

\* Current job title: test applicant

\* Current Company /

Save Draft

5:02 AM 10/17/2016

- c. Once you have that information, click on the “Search Contact by PIN” button. Fill in the requested information and click on “Retrieve Contact Information”.

### **How to Register as an Applicant**

1. On our website, click on the “Apply Now” button which will bring you to the smart simple homepage: mlsc.smartsimple.com
2. Under the New Users Register Below, click on the “Applicant Registration” button.
3. Complete the requested information and click “Submit”.
4. You should receive a confirmation that your registration is successful and an e-mail will be sent to you with your login information. Once you have the login information, click on the link to login.
5. Once you login, you need to complete your profile information by clicking “My Profile” before you can apply to any of MLSC’s programs.