

Macmillan Grants Online

User Guide

Sign In / Sign Up

If you've already registered to use the Online Portal for Macmillan Grants, you can **Sign In** using the e-mail address and password you registered with.

If you haven't registered, you'll need to **Sign Up**. Signing up is a simple 2 stage process...

1 – Validate e-mail address

- From the 'Sign In' page, click '**Sign Up Now**'
- Enter your e-mail address and click '**Send verification code**'.
You must sign up using your work e-mail address that is unique to you
- An e-mail will be sent to you with a 6-digit verification code
- Enter the verification code and click '**Verify Code**'
- Set your password and click '**Create**'.

2 – Registration

1. Complete the Registration form with your details
We only accept applications made by Professionals supporting people living with cancer. Therefore, we ask for details including your job title, employer name and address, and your main work address (if different).
2. Click 'Complete registration'

You'll now be taken to your Dashboard.

Dashboard

Your Dashboard is your landing page when you sign in, from where, you can:

- Start a new application
- Continue with incomplete applications
- Track progress of submitted applications
- Review outcomes of your applications
- Update your personal details
- Change your password

Macmillan Grant application

- To start a new application, click the 'Start application' button on your Dashboard
- Complete the form with details of the person living with cancer and click the 'Continue to next step' button to go to the next page
- To return to a previous page of the application, use the links on the left-hand side
- If you are waiting on further information before you can continue the application, you can return to your Dashboard at any time by clicking the Macmillan logo in the top left corner. Any completed pages will be automatically saved. The application will remain available for 40 days in 'Pending Grant Applications' on your Dashboard, for you to return to and complete
- Medical Report - If you meet our criteria to complete the medical report, you can choose to complete this online or upload documentation we accept in place of the medical report (e.g. DS1500). If you don't meet our criteria, you can either: -
 - Download and print a blank Medical Report, to get completed by a Healthcare Professional. You can then scan or photograph the document to upload this to the form; OR
 - Upload documentation we accept in place of the medical report
- Once submitted, you can print a copy of the application for your records

For Data Protection reasons, we assume that applications not submitted to us within 40 days are no longer required and the data is deleted.

Progress and Outcomes

We aim to process applications within 2 working days. If we need further information, we'll get in touch.

If you have agreed we can contact you by e-mail, we'll send you an e-mail with the outcome of the application once we have made a decision. In the meantime, you can track the progress of the application in the 'Active Applications' section of your Dashboard.

The application will be in one of the following statuses:

- 'Submitted' – We have received the application and it is waiting to be assessed
- 'Processed' – We are currently assessing the application
- 'Pending Information' – We need more information before we can make a decision. We will have tried to contact you with no success. Please call us to discuss the application

If you experience any difficulties with using the online portal or application, please contact the Macmillan Grants Team on 020 7840 7810.