Inviting New Participants and their Circle of Support to the Portal

Hello Participants and Circle of Support!

We are excited to have you with us! Below is information on our Portal. This information will include an explanation of the portal, its use, what you should be doing in the portal, and how to login.

Each participant and primary contact will have a Dashboard, which shows all their information in one place. This information will include all paperwork submitted to ISS by or on behalf of the participant (i.e. time sheets, expenses), the year to date budget summaries, approved budgets, and a place for the Broker to complete the Staff Action Plan so that it is uploaded to our system. In order for us to update staff time sheets (which removes the need for a separate billing sheet!), we need brokers to create staff action plans in our portal and send us the signed copy.

We are so excited for you to see and explore the Portal and all that it has to offer. We are confident that it will benefit everyone involved! The Portal will be able to provide information on how much has been spent out on each budget line, as well as how much is remaining. You will be able to access that information whenever you would need to, and it will be more accurate than the year to date reports of the past.

We have created the following videos to assist you with logging into the Portal and learning how to navigate it. Please take the time to watch the videos.

> How to Log In
>
> Introducing the New ISS Portal

Please take the time to sign in and explore the Portal.

How do you log in?

Simply point your browser to: https://portal.issny.org/

If this is your first time logging in, your temporary credentials will be emailed to you.

If you have technical issues, please email our Web Support Team (websupport@issny.org) directly.

Thank you so much!

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