

Connect the Ready Grant Program

VETRO FiberMap Instructions | Fall 2022



VETRO is proud to be working with Maine Connectivity Authority to assist Applicants with applying for Grant Funding. This guide will provide you with information to ensure a successful experience while submitting designs for consideration in VETRO.

1. Using the credentials provided in your welcome email, log in to the [VETRO FiberMap Platform](#).
2. After logging in, a UserFlow popup will guide you through the Grant Application Process in VETRO.

For new VETRO users, the workflow is as follows:

- Turn on MCA Fall 2022 Grant Layers.
- Enable Edit Mode and create a Project with your Organization Name.
- Create a Plan and use your Survey Monkey Apply Application ID.
- With Global Editing enabled, use the Move/Copy Tool to move Points of Interest into your newly created Plan.
- Change the Plan you are Editing in to the Application Plan and begin drawing your Network.
- If you already have a Network and need to Import the design, follow the steps outlined in the UserFlow for Importing in VETRO by *clicking* the **blue icon** in the bottom left of the screen. *Select Applicant Help*, then **Import Files**.
- Once you are done, navigate back to Survey Monkey Apply and indicate that you have finalized your design and your submission is ready for review.

For Existing VETRO users, the workflow is as follows:

- Click your username in the top left corner of the screen.
- Select Switch Organizations from the drop down menu.
- Select the MCA Grant Applicant Instance.
- Once you arrive at the MCA Grant Applicant Instance, follow steps **i** through **vii**.

3. To submit more than one application, you will be required to go back through the initial MCA Grants portal steps, instead selecting [**"I have an instance."**] After making your additional application selection, click **Submit** to submit this additional application Plan. Use the new unique Application ID as the name of the Plan—**do not reuse previous IDs, as applications with duplicate IDs may not be considered by Maine Connectivity Authority.**

4. For technical questions about VETRO please reach out to support@vetrofibermap.com. For questions regarding the application process, please contact info@maineconnectivity.org.