How to "Create A Response" in FedConnect

Sign in
This will likely be the first page you see after you sign in

Click on “opportunities”
Search for the FOA and select it
You will then be brought to the FOA opportunity page
Depending on how your screen size is set, you will likely have to move all the way over the right of the page and all the way down to the bottom of the page to see the option of “Create” under “Responses” – click “Create”
This will bring up a summary page with information about your organization's registration in FedConnect

Click “Continue”
This page is where you attach your file (application). Click on “Attach File”
At this page, put in a title (such as “EECBG Program for City of Morgantown”). Click the look up box to the right of “File name” to browse in your computer.
The next screen allows you to browse in your computer and upload your application file.
Once you have uploaded your application file (you don’t see any on my example below), click “Continue”
Click “Continue” at this screen

NOTE: If you attach your file under “cost sensitive attachments” it is limited as to who can view it on DOE’s side. Therefore, we are asking that you do not attach anything at this page – merely just click “continue”
At the next Summary Page, click “Continue” again.
At the final page, complete your submission by clicking on the green button “Submit Response to Agency.”

You will get a confirmation page (not shown in this example) to print and save.