

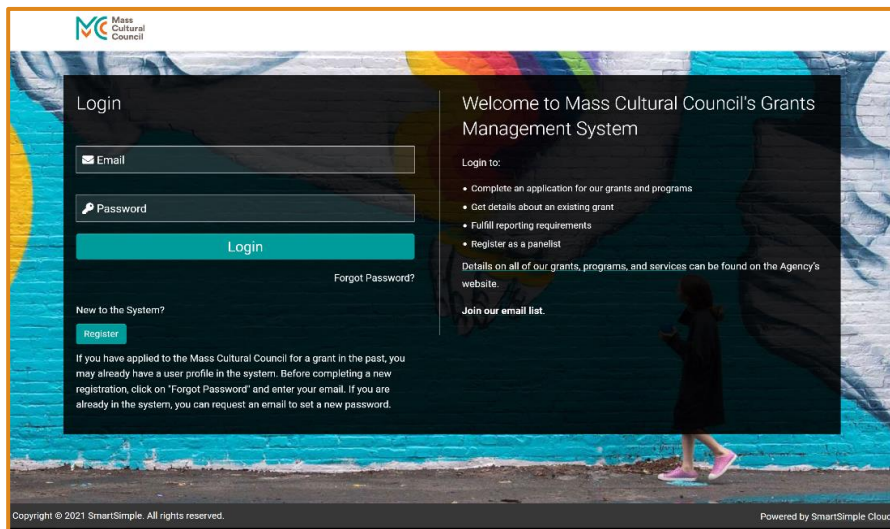
Login: What do I need to do to log in for the first time?

For Local Cultural Council Members

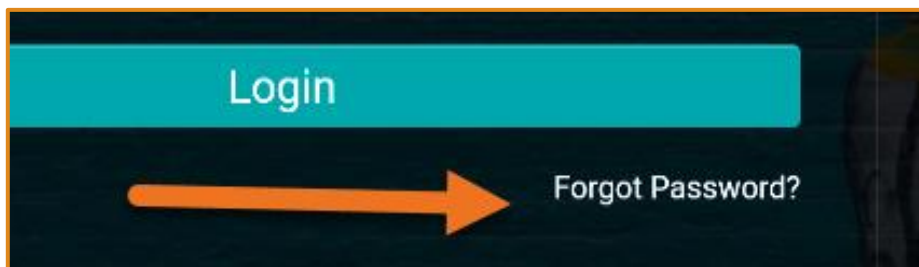
A Local Cultural Council Member user account has been created in Mass Cultural Council's **NEW** Grant Management System (GMS) for each Local Cultural Council member who had an email address in the old system.

When you log in to the system, your email address is your username.

To log in for the first time:



1. Go to <https://massculturalcouncil.smartsimple.com>



2. Click **Forgot Password**.

3. Enter your email address, check the box "I'm not a robot," and click **Submit**. You should receive an email with your temporary password.

4. This email contains your name and username (email address). **Copy the temporary password.** Then, use the link in the email to verify the email address and go to the Login Page.

Login

Email

Enter Your Email address

Password

Login

Paste or Type your temporary password

- On the Login Page, enter your email address and **paste the temporary password**, then click **Login**.

Mass Cultural Council

Home Funding

Welcome **Your Name** LCC Member

Update Local Guidelines and Priorities

My Profile

Council Profile

Change Password

LCC Financial Reporting and Grant Decisions

Click below view submit or view completed reports and grant decisions.

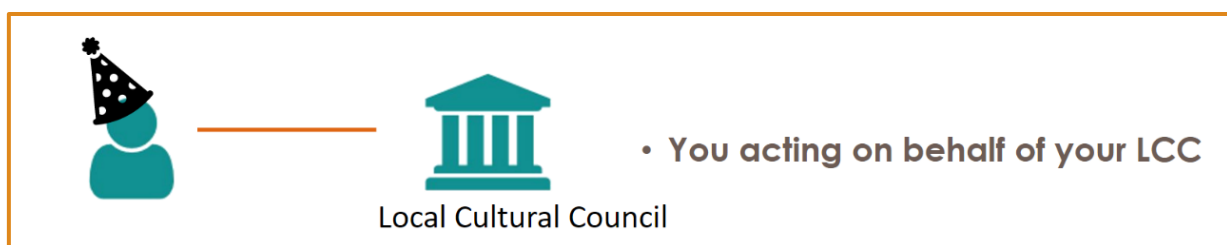
Category	Count
Pending	0
Completed	0

Applications Submitted to Your LCC

Please find your applications below.

Category	Count
Panel Book	0
Submitted	0
Reconsiderations Approved	0
Pending Denials	0
Pending Approvals	0

- Upon the successful login, **your LCC Member Portal** is displayed.



Click **Change Password** to replace the temporary password with a secure password to access the LCC Member Portal.