



THE  
LUTHERAN  
WORLD  
FEDERATION

Department for Theology  
Mission and Justice

# LWF member church projects Web portal

## Step-by-step instructions

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## LWF member church projects portal

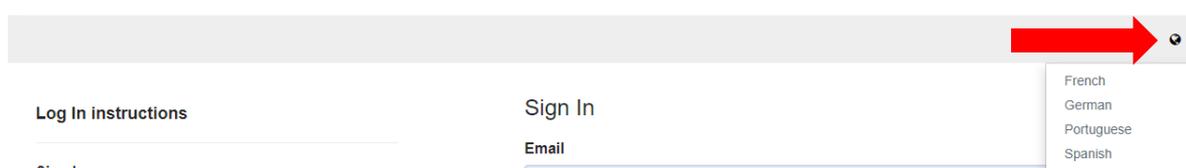
Zengine is the online portal that administrates the LWF member church projects. LWF member churches will use this portal to submit project applications, to follow the screening process and to submit relevant documents and reports during the implementation period.

This step-by-step guidance helps churches to navigate through the portal.

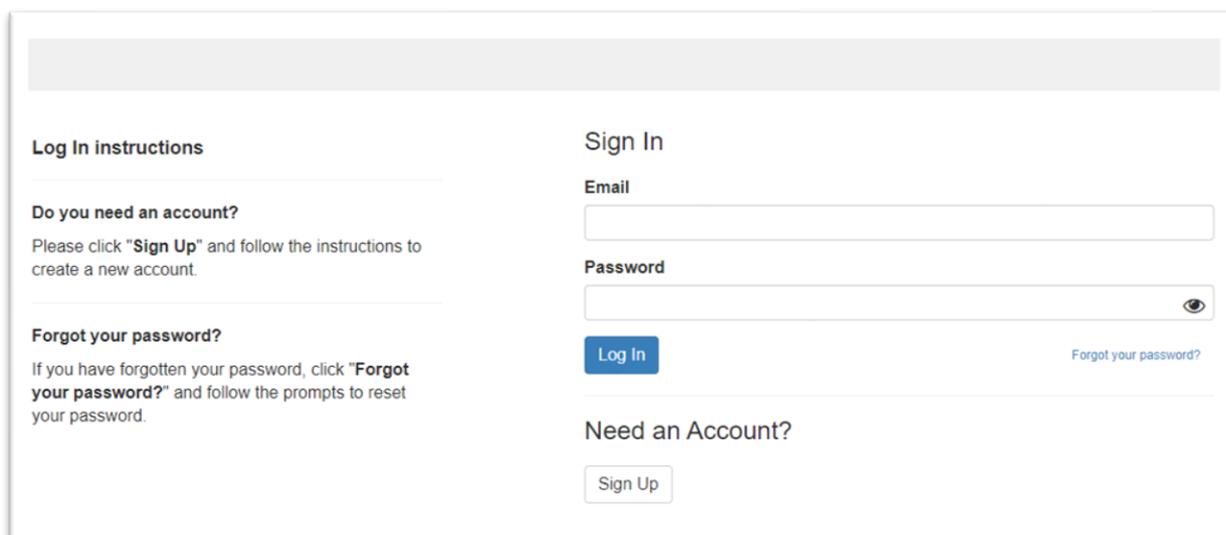
### Step 1: How to log in

To access the LWF member church projects portal, click on the following link: [https://webportalapp.com/sp/lwf\\_pcmprogram\\_en](https://webportalapp.com/sp/lwf_pcmprogram_en).

Click on the globe icon in the upper corner to select your language and follow the instructions on the left side of the page to log in.



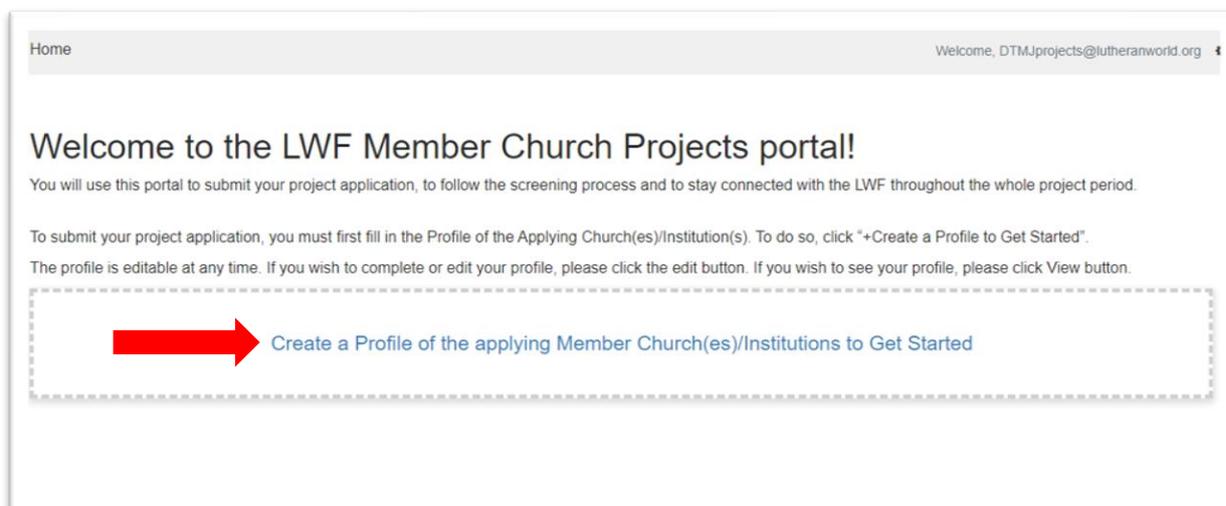
If this is the first time you log in, please create a new account by clicking on **Sign Up**. If you already have an account, please enter the Email and Password, and click on **Log In**.



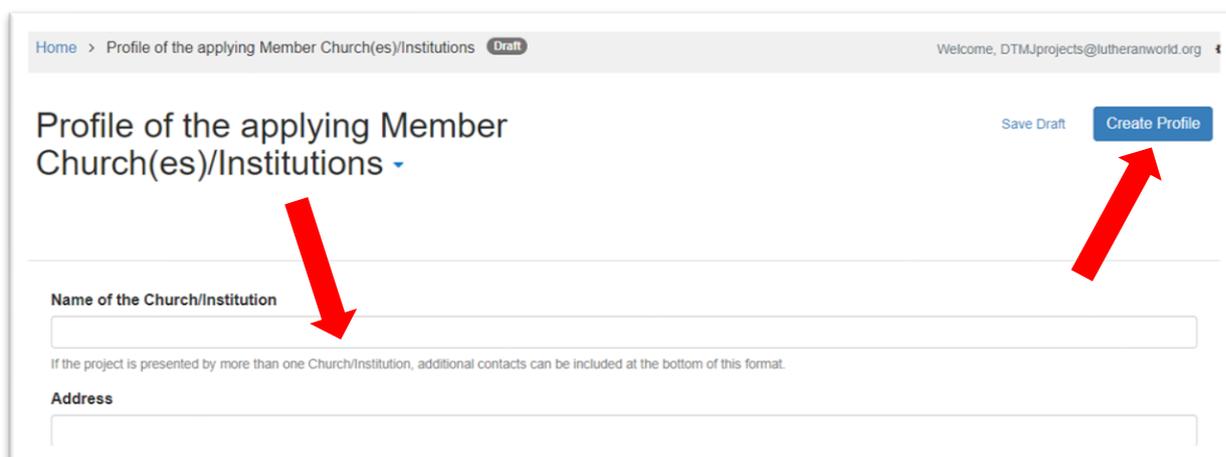
Best practice: create one account for the entire organisation to be shared with relevant staff. This way, you can have at any time an overview on all the project applications submitted by your church. You can also follow the current implementation status of ongoing projects.

## Step 2: Create a profile

To get started, go to your [Homepage](#) and click on **Create a Profile of the applying member church(es)/institutions**.



The following webpage appears. Fill in the form and click **Create Profile**.

A screenshot of the 'Profile of the applying Member Church(es)/Institutions' form. The breadcrumb trail at the top reads 'Home > Profile of the applying Member Church(es)/Institutions' with a 'Draft' status indicator. The page title is 'Profile of the applying Member Church(es)/Institutions'. On the right side, there are two buttons: 'Save Draft' and 'Create Profile'. A red arrow points to the 'Create Profile' button. Below the title, there is a large text input field for 'Name of the Church/Institution'. A red arrow points to this field. Below this field, there is a small note: 'If the project is presented by more than one Church/Institution, additional contacts can be included at the bottom of this format.' Below that is an 'Address' label and another text input field.

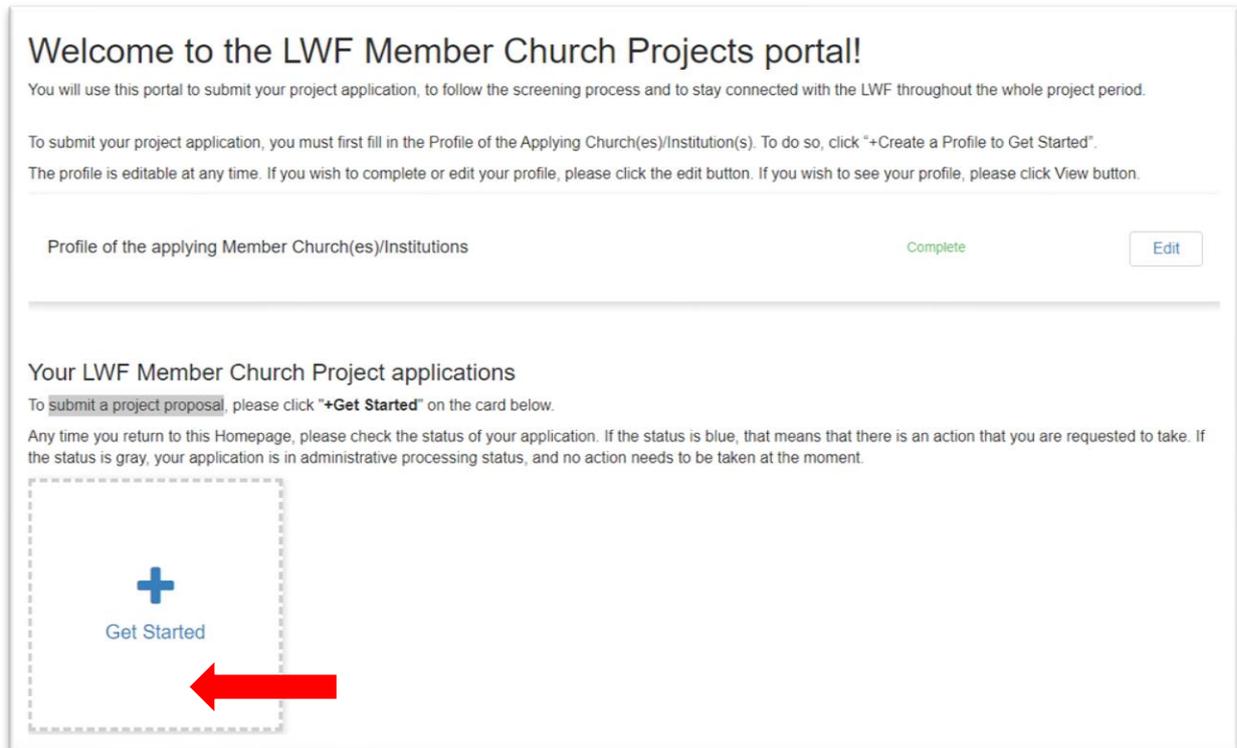
The profile is editable at any time by clicking on **Edit** on the Homepage. If more than one church and/or institution applies, additional contacts can be included at the bottom of the format.



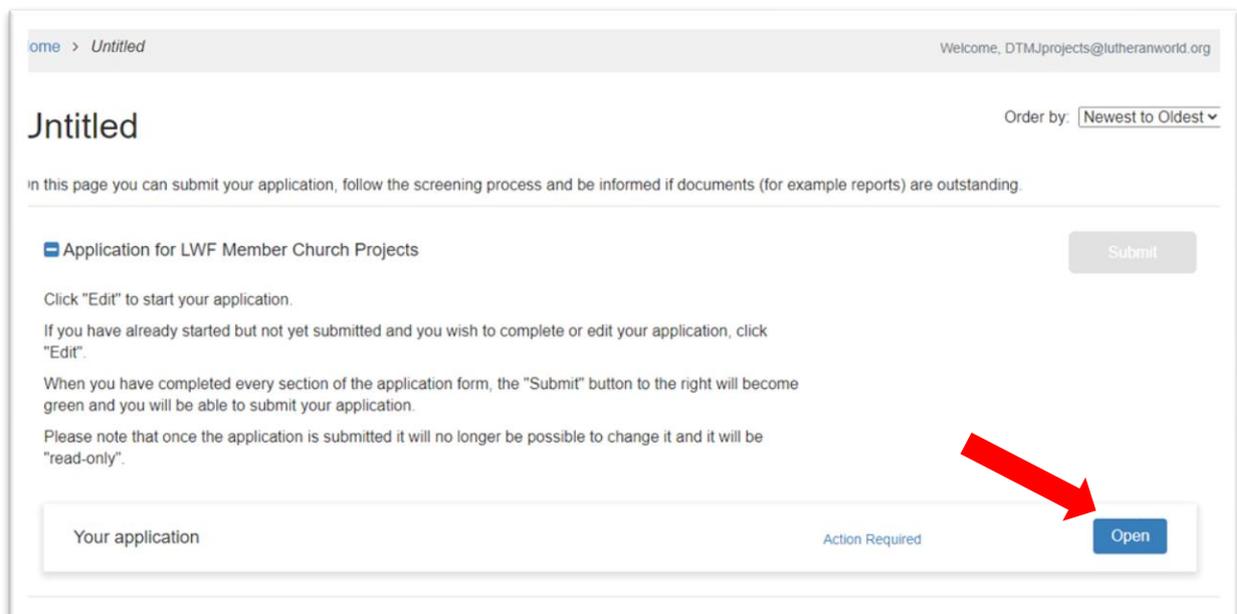
Best practice: include the name and the email of the person responsible for endorsing projects as "Main Contact of the church/institution". The contact person for the project itself (eg project coordinator) can be included at a later stage in the application format.

### Step 3: Submit a project proposal

Once step 2 is completed, you can start drafting your project proposal. To do so, click on **+ Get Started** at the bottom of the Homepage.



The following webpage appears. Click on **Open**.



The Application format appears. Select the type of project you wish to apply for, complete all fields and upload the attachments. Formats for the attachments can be downloaded at the bottom of the page.

You can save the Application as a draft at any time and return later to complete by clicking on **Save Draft**.

Once the form is complete, click the blue **Mark Complete** button.

Home > -> Your application **Draft** Welcome, DTMJprojects@lutheranworld.org

Your application ▾ Save Draft **Mark Complete** Close

### Application for LWF Member Church Project

Please complete all fields and attachments (Church Profile, Budget and Endorsement letter). Only complete applications will be accepted. You can save this form as a draft and return later to complete by clicking "Save Draft" at the bottom of this page. Once the form is complete, please click the blue "Save" button at the bottom of the page. DO NOT open up your application in two separate windows as you may lose your work.

#### 1. Applying Church(es)/Institution(s)

Name of the Church/Institution \*

Region \*

The following webpage appears. At this stage, you can still edit your project application. To edit your application, click the **Edit** button.

When you have completed your application form, click the green **Submit** button. If the Submit button grey, it means that you haven't marked complete. Go back to the format and click on **Mark Complete**.

Home > -Test EN Welcome, DTMJprojects@lutheranworld.org

## -Test EN Order by: Newest to Oldest

On this page you can submit your application, follow the screening process and be informed if documents (for example reports) are outstanding.

**Application for LWF Member Church Projects** **Submit**

Click "Edit" to start your application.

If you have already started but not yet submitted and you wish to complete or edit your application, click "Edit".

When you have completed every section of the application form, the "Submit" button to the right will become green and you will be able to submit your application.

Please note that once the application is submitted it will no longer be possible to change it and it will be "read-only".

|                  |          |             |
|------------------|----------|-------------|
| Your application | Complete | <b>Edit</b> |
|------------------|----------|-------------|

Please note that once the application is submitted it will no longer be possible to change it and it will be "read-only". To read your application, click the **View** button.

Home > -Test EN Welcome, DTMJprojects@lutheranworld.org

## -Test EN Order by: Newest to Oldest

On this page you can submit your application, follow the screening process and be informed if documents (for example reports) are outstanding.

Application for LWF Member Church Projects This has been submitted.

Thank you!

Your project application is now under review. You will be contacted if any additional information is required.

Your application View

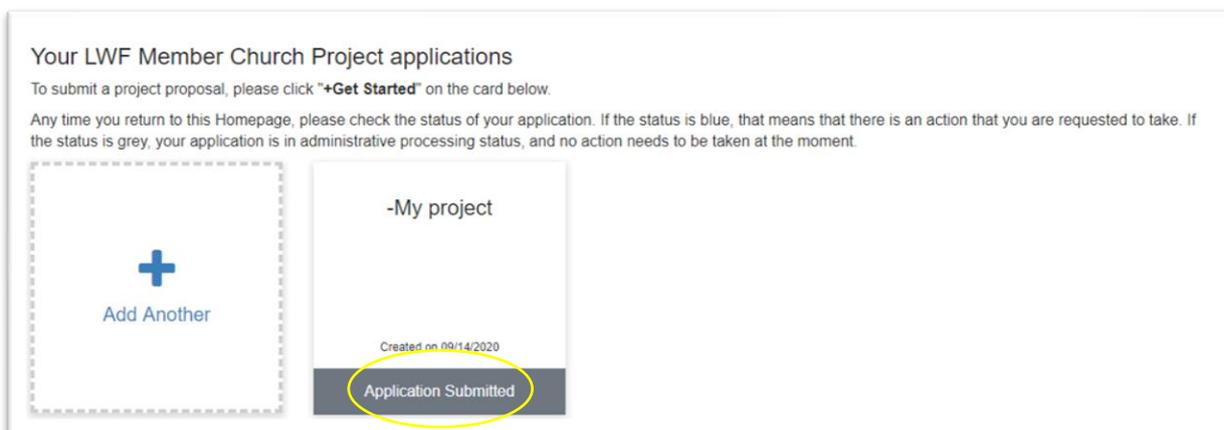


Once the application is submitted, a confirmation email is automatically sent to both the “Main Contact of the church/institution” and the “Contact person for the project”. If you haven’t received the confirmation email, please contact [dtmjprojects@lutheranworld.org](mailto:dtmjprojects@lutheranworld.org).

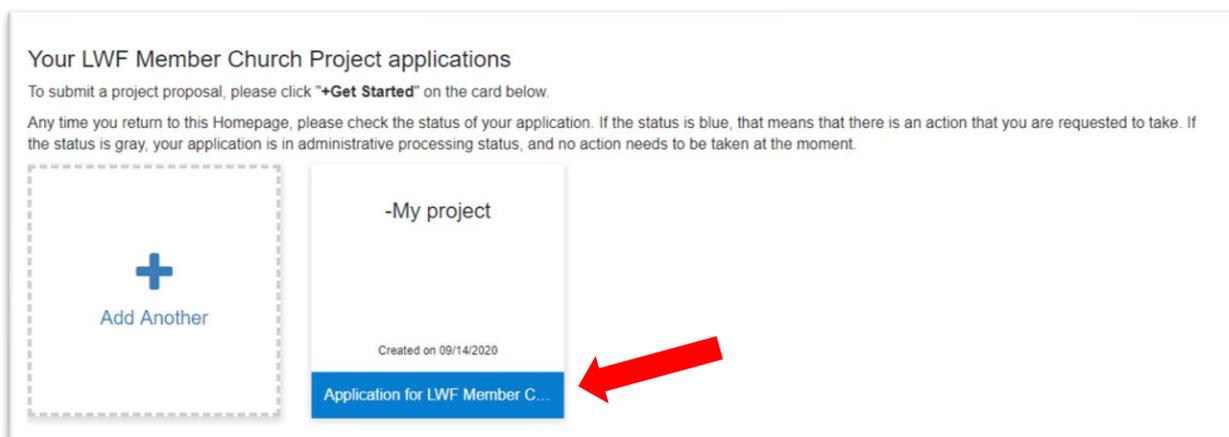
## Step 4: The screening process

During the project review process, you can check the status of your application from your [Homepage](#).

If the status is grey, your application is in administrative processing status and no further action is requested from your end for the time being.



If the status is blue, it means that there is an action that you are requested to take.

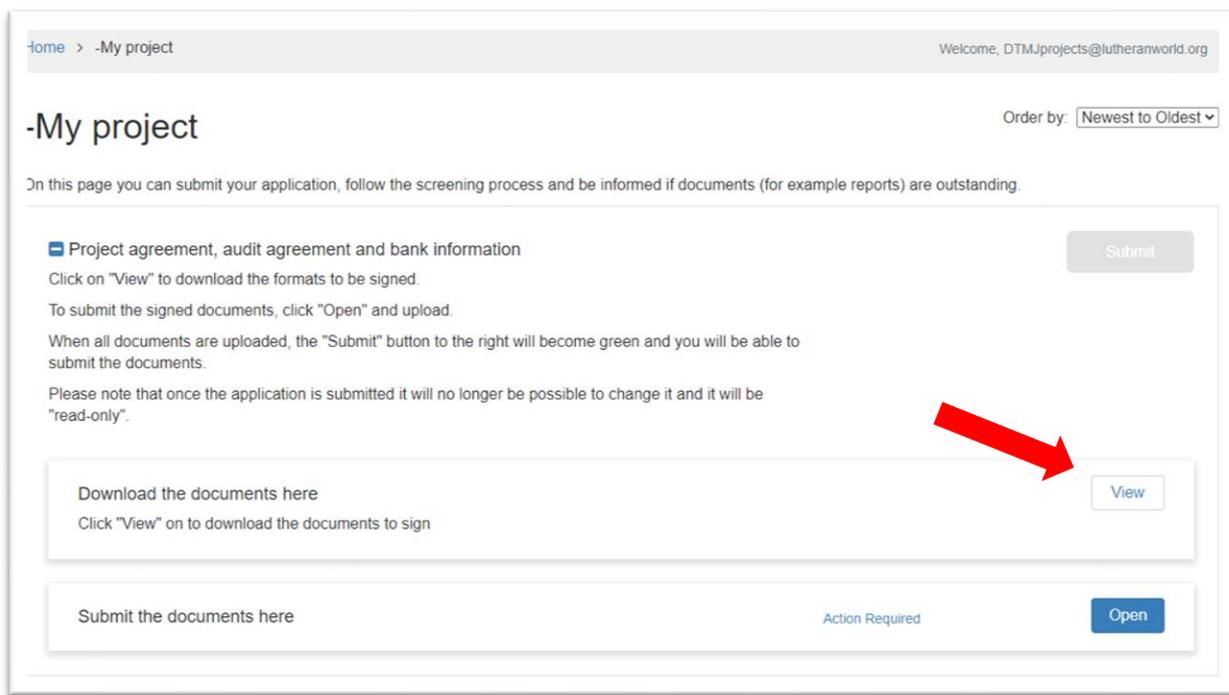


For instance, you might be requested to edit your application or provide additional annexes. To do so, click on your project application, then click **Open**, edit the application form as requested, click on **Mark Complete** and then again on **Submit** ([see page 4](#)).

## Step 5: Project activation

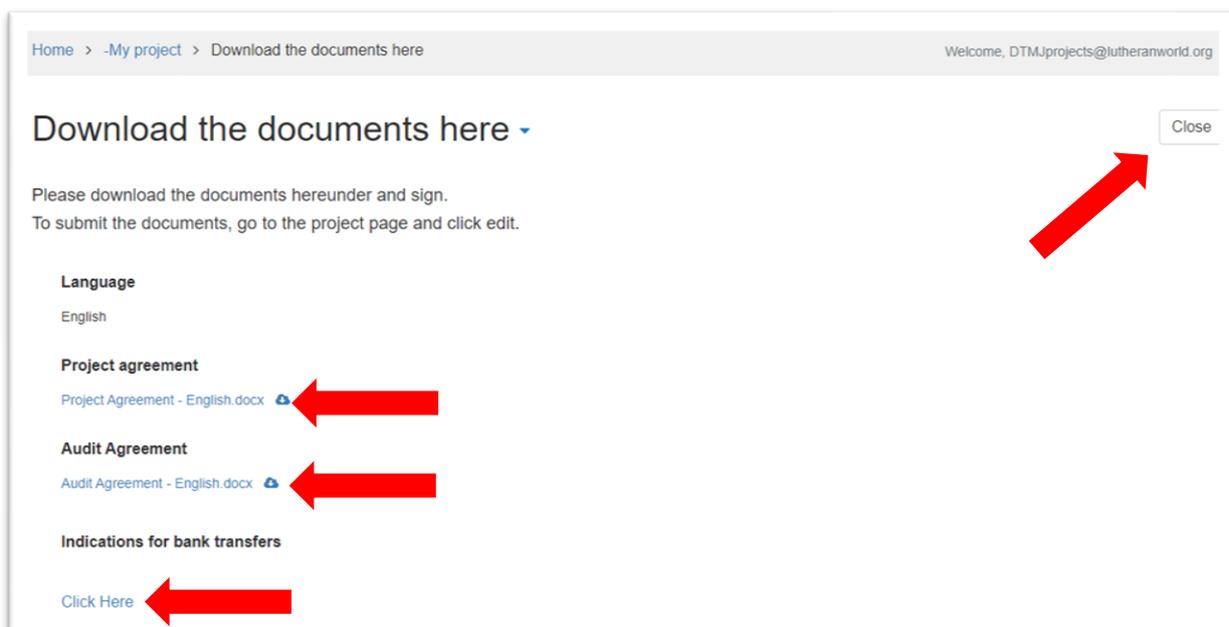
If your project is approved, the status is blue and you are requested to submit the following documents: project agreement, audit agreement (if applicable) and bank card.

To do so, click on the project box and then click on **View** to access the webpage where you can download the documents.



The screenshot shows a web interface for a project. At the top, there is a breadcrumb trail: "home > -My project" and a welcome message: "Welcome, DTMJprojects@lutheranworld.org". The main heading is "-My project" with a dropdown menu set to "Newest to Oldest". Below this, a paragraph states: "On this page you can submit your application, follow the screening process and be informed if documents (for example reports) are outstanding." A section titled "Project agreement, audit agreement and bank information" contains instructions: "Click on 'View' to download the formats to be signed. To submit the signed documents, click 'Open' and upload. When all documents are uploaded, the 'Submit' button to the right will become green and you will be able to submit the documents. Please note that once the application is submitted it will no longer be possible to change it and it will be 'read-only'." A "Submit" button is visible on the right. Below the instructions, there are two boxes: "Download the documents here" with a "View" button, and "Submit the documents here" with an "Open" button. A red arrow points to the "View" button.

The following webpage appears. Click on the three links to download the formats, then click the **Close** button.



The screenshot shows a web page titled "Download the documents here" with a breadcrumb trail: "Home > -My project > Download the documents here" and the same welcome message. The main heading is "Download the documents here" with a dropdown arrow. Below this, a paragraph states: "Please download the documents hereunder and sign. To submit the documents, go to the project page and click edit." A "Close" button is in the top right corner. The page lists three items for download: "Language" (English), "Project agreement" (Project Agreement - English.docx), and "Audit Agreement" (Audit Agreement - English.docx). Each item has a download icon and a red arrow pointing to it. Below these, there is a link "Indications for bank transfers" with a "Click Here" link and a red arrow pointing to it.

Print and sign the documents, and scan them again. To submit the signed documents, click **Open** on your project page, then click on **+ Select a file** and upload them. Insert today's date

and include your signature in the appropriate fields. When you are done, click on **Mark Complete**.

Home > -My project > Submit the documents here **Draft** Welcome, DTMJprojects@lutheranworld.org

### Submit the documents here ▾

[Save Draft](#) [Mark Complete](#) [Close](#)

Please upload all required documents.  
You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.  
When you are ready to submit all documents, click the "Save" button at the bottom of the page.

Language

**Project agreement \***  
  

**Audit agreement \***  
  

**Indications for bank transfers \***  
  

**Today's date \***

**Please type your name below to act as an electronic signature \***

The following webpage appears. Click on **Submit**.

Home > -My project Welcome, DTMJprojects@lutheranworld.org

## -My project

Order by:

On this page you can submit your application, follow the screening process and be informed if documents (for example reports) are outstanding.

Project agreement, audit agreement and bank information [Submit](#)

Click on "View" to download the formats to be signed.  
To submit the signed documents, click "Open" and upload.  
When all documents are uploaded, the "Submit" button to the right will become green and you will be able to submit the documents.  
Please note that once the application is submitted it will no longer be possible to change it and it will be "read-only".

Download the documents here   
Click "View" on to download the documents to sign

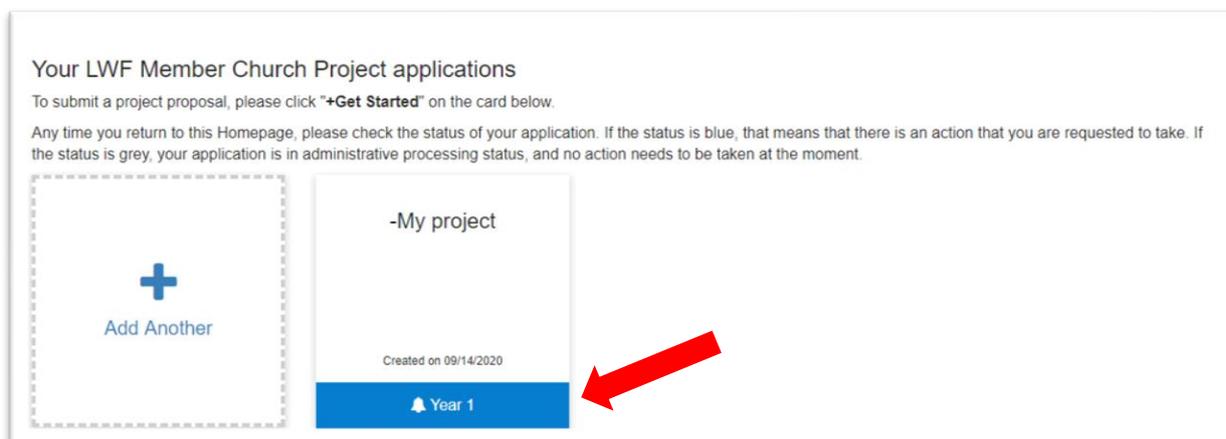
Submit the documents here Complete



Best practice: remember that once you click on submit, it will no longer be possible to change the documents. Use the **Save Draft** button if you still want to revise and possibly edit your documents.

## Step 6: Project implementation

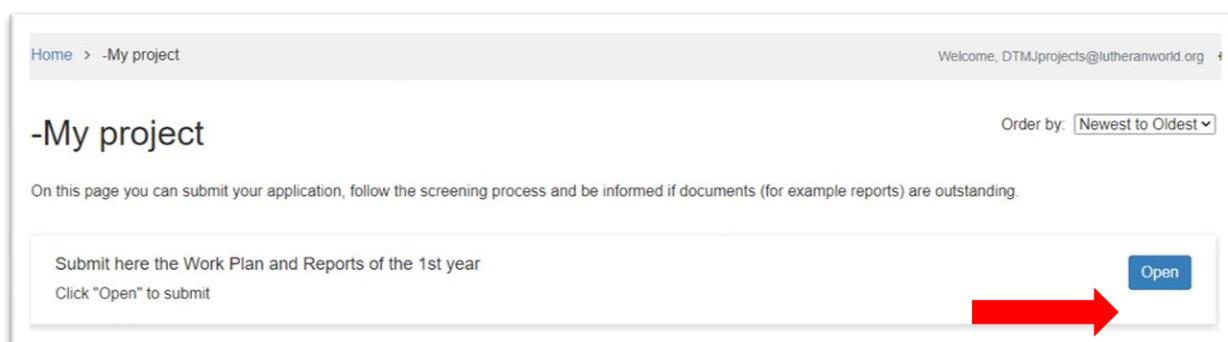
Once all documents are submitted, the project is activated and implementation can start. The status is blue and **Year 1** is marked on the project box.



You can start to submit the annual Work Plan and the reports as per the following schedule:

| REPORT   | PERIOD UNDER REVIEW | DUE TO LWF/DTMJ               |
|--|---------------------|-------------------------------|
| <b>First semester project narrative and financial reports</b>                    | January—June        | 30 September of the same year |
| <b>Annual project narrative and financial reports (includes second semester)</b> | January—December    | 31 March of the next year     |
| <b>Annual Audit</b>  | Annually            | 30 April of the next year     |

To submit the Work Plan and Reports of the 1st year, click on your project, then click on **Open**.



The following webpage appears. Pay attention to the "Due Date" and if "Action is Required". Click the **Open** button next to the document you wish to submit.

Home > -My project > Submit here the Work Plan and Reports of the 1st year Welcome, DTMJprojects@lutheranworld.org

## Submit here the Work Plan and Reports of the 1st year Close

View: All

|  |   |                      |
|--|---|----------------------|
| Year 1 - Annual Work Plan & Budget<br>Click on "Edit" to upload, then click on "Save"    | Completed                                       | <a href="#">View</a> |
| Year 1, Semester 1 - Narrative report<br>Click on "Edit" to upload, then click on "Save" | Completed                                       | <a href="#">View</a> |
| Year 1, Semester 1 - Financial report<br>Click on "Edit" to upload, then click on "Save" | Due Date: September 30, 2020<br>Action Required | <a href="#">Open</a> |

The following webpage appears. Click on **+ Select a file**, then upload the file and click on **Mark Complete**.

Home > -My project > Submit here the Work Plan and Reports of the 1st year > Year 1 - Annual Work Plan & Budget - 2020-09-14 Welcome, DTMJprojects@lutheranworld.org

## Year 1 - Annual Work Plan & Budget - 2020-09-14 Save Draft Mark Complete Close

**Report Upload**  
Deadline: 31 of March

**+ Select a file**

Once year 1 reporting is completed, the project status will change to Year 2 (and so on until project completion).

Your LWF Member Church Project applications

To submit a project proposal, please click **"Get Started"** on the card below.

Any time you return to this Homepage, please check the status of your application. If the status is blue, that means that there is an action that you are requested to take. If the status is grey, your application is in administrative processing status, and no action needs to be taken at the moment.

+

Add Another

-My project

Created on 09/14/2020

🔔 Year 2

At any time, you can consult previous reports by clicking on **Open** in the “Previous reports” box.

Home / -my project welcome, U1M.projects@runneranworld.org

## -My project Order by: Newest to Oldest

On this page you can submit your application, follow the screening process and be informed if documents (for example reports) are outstanding.

Submit here the Work Plan and Reports of the 2nd year  
Click "Open" to submit Open

Previous reports This has been submitted.

Previous reports ➔ Open