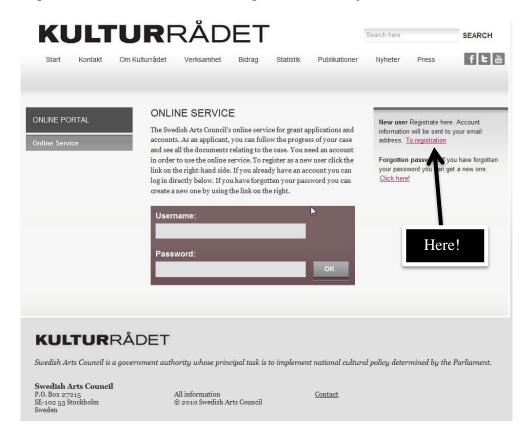SWEDISH
ARTSCOUNCIL

How to use the Online service

This is a short instruction how to use our Online service.

Create a user account
First time users have to registrate for a user account. On the right hand side of the login page, there is a link to a registration form.

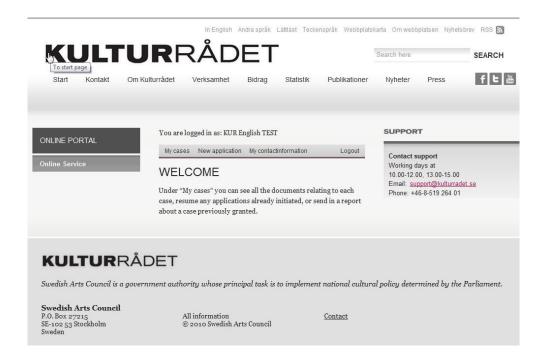http://www.kulturradet.se/en/Onlineportalen/Onlinetjansten/

Fill out the form and submit your data. You will receive an email with a login username and password. This will only be requested the first time you log in. Next time you will be able to log in directly using your login details.

Login and apply for grant
Log on to our online service. From the home page you will be able to access "My cases", "New application" or "My contact information".

Under "My cases" you will be able to find cases registered on this account. You can also find forms saved but not submitted.

Under "New application" you will find a drop down list including all open applications.

Your contact information can be changed under "My contact information".

NOTE

The information provided in "My contact information" will automatically be transferred to your application form. Any changes to this information must be made under "My contact information".

If you save an on going application you will get a confirmation on the screen. You can reopen and continue filling out the form via "My cases" and "Forms saved, but not yet submitted".

When you submit an application form, you will get a confirmation on the screen in about 20 sec including the registered case number. You will also receive an email confirming your application. This email includes the filled out application form attached as a pdf-file. You will also find your registered case under "My cases" and "My registered cases".