

## 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/>

**KULTURRÅDET**

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ONLINE PORTAL

Online Service

**ONLINE SERVICE**

The Swedish Arts Council's online service for grant applications and accounts. As an applicant, you can follow the progress of your case and see all the documents relating to the case. You need an account in order to use the online service. To register as a new user click the link on the right-hand side. If you already have an account you can log in directly below. If you have forgotten your password you can create a new one by using the link on the right.

Username:

Password:

OK

New user Registrare here. Account information will be sent to your email address. [To registration](#)

Forgotten password? If you have forgotten your password you can get a new one. [Click here!](#)

Here!

**KULTURRÅDET**

Swedish Arts Council is a government authority whose principal task is to implement national cultural policy determined by the Parliament.

Swedish Arts Council  
P.O. Box 27215  
SE-102 53 Stockholm  
Sweden

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Contact

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”.

In English Andra språk Lättläst Teckenspråk Webbplatskarta Om webbplatsen Nyhetsbrev RSS

# KULTURRÅDET

To start page

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You are logged in as: KUR English TEST

My cases New application My contactinformation Logout

## WELCOME

Under "My cases" you can see all the documents relating to each case, resume any applications already initiated, or send in a report about a case previously granted.

### SUPPORT

**Contact support**  
Working days at  
10.00-12.00, 13.00-15.00  
Email: [support@kulturadet.se](mailto:support@kulturadet.se)  
Phone: +46-8-519 264 01

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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".