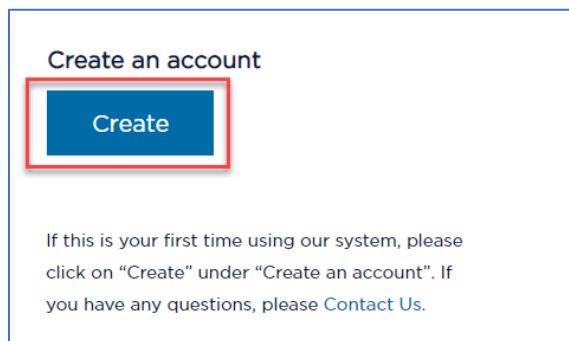![Kaiser Permanente logo](KAISER PERMANENTE®)

LOI Submission Guidance

Our contributions management system – Mosaic:
Kaiser Permanente's application portal, Mosaic, is accessible via any modern web browser such as Chrome, Safari, or Firefox. To submit a proposal, visit https://mosaic.versaic.com. You can save this URL to return to the portal and easily access any proposal you have started or submitted.

Creating an account with Mosaic:
If this is the first time you are using our new Mosaic portal. ***Please note that creating an account in Mosaic does not guarantee funding***. Account creation requires a two-step authentication process, ensuring you receive any future notifications from our system. To create an account, click "Create" under Create an account.
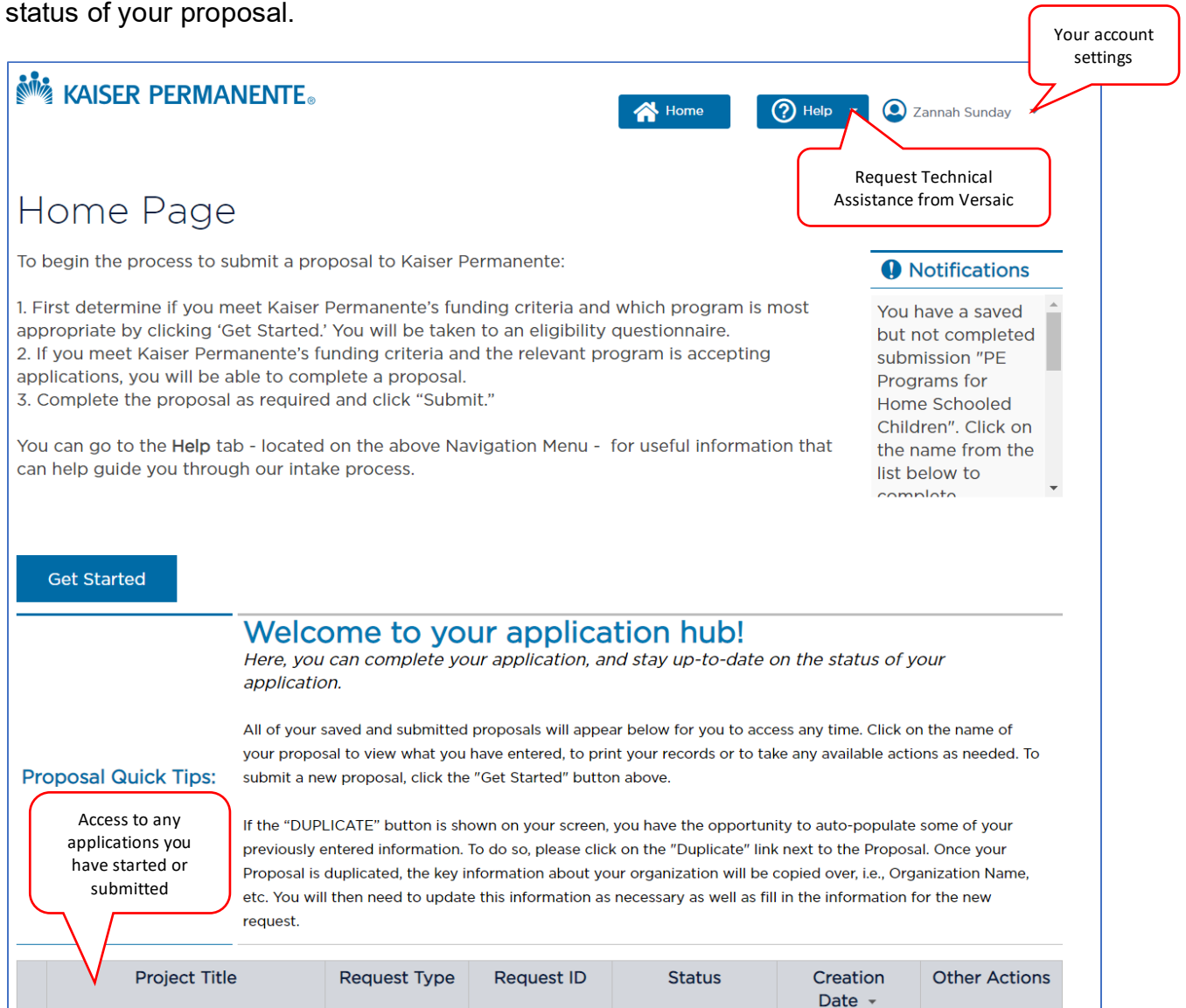

At the next screen, follow the instructions to enter your email address (it must be one that you have access to), which will serve as your username. Check the "I am not a robot" box and click "Create an Account."

You will receive an email from no-reply@versaic.com with instructions to complete your account creation. Upon successful account creation, you may log into your account. All users for your organization should use this account and log-in information.

If you do not receive an email confirmation when you set up your account, request changes to your account, or submit a proposal, please add noreply@system.versaic.com to your address book and check your "junk mail" folder to make sure that messages from Kaiser Permanente or Mosaic were not marked as spam. If you require further technical support, please click the "Contact Us" button at the bottom of the page.

The Mosaic Home Page

Once you have created a Mosaic account, please enter your username (email) and password. At the home page, you can access your account settings (where you can also update your email or password, begin the funding eligibility questionnaire, or access any applications you have started or submitted. If you require technical assistance with the site, click the "Help" button at the top right of your screen. Note that the "Help" button service cannot provide any information on funding eligibility or the status of your proposal.

Your account settings

KAISER PERMANENTE₀

🏠 Home   ❓ Help   ⊙ Zannah Sunday

Request Technical Assistance from Versaic

Home Page

To begin the process to submit a proposal to Kaiser Permanente:

1. First determine if you meet Kaiser Permanente's funding criteria and which program is most appropriate by clicking 'Get Started.' You will be taken to an eligibility questionnaire.
2. If you meet Kaiser Permanente's funding criteria and the relevant program is accepting applications, you will be able to complete a proposal.
3. Complete the proposal as required and click "Submit."

You can go to the **Help** tab - located on the above Navigation Menu - for useful information that can help guide you through our intake process.

ⓘ Notifications

You have a saved but not completed submission "PE Programs for Home Schooled Children". Click on the name from the list below to complete.

Get Started

Welcome to your application hub!

Here, you can complete your application, and stay up-to-date on the status of your application.

All of your saved and submitted proposals will appear below for you to access any time. Click on the name of your proposal to view what you have entered, to print your records or to take any available actions as needed. To submit a new proposal, click the "Get Started" button above.
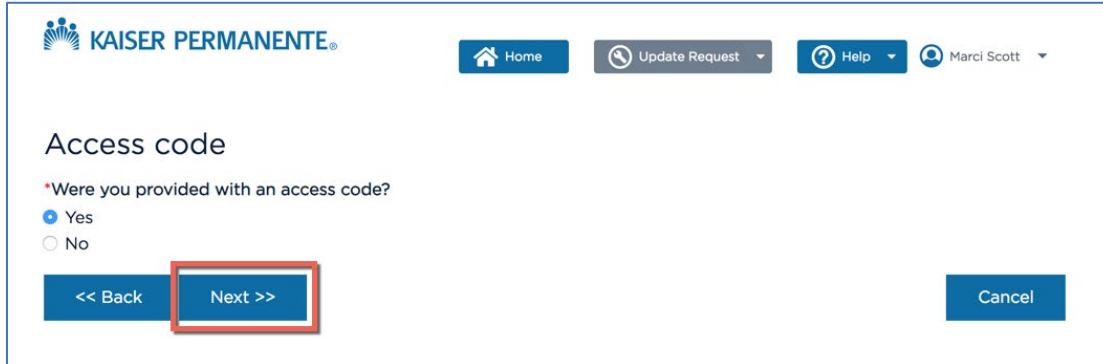
Proposal Quick Tips:

Access to any applications you have started or submitted

If the "DUPLICATE" button is shown on your screen, you have the opportunity to auto-populate some of your previously entered information. To do so, please click on the "Duplicate" link next to the Proposal. Once your Proposal is duplicated, the key information about your organization will be copied over, i.e., Organization Name, etc. You will then need to update this information as necessary as well as fill in the information for the new request.
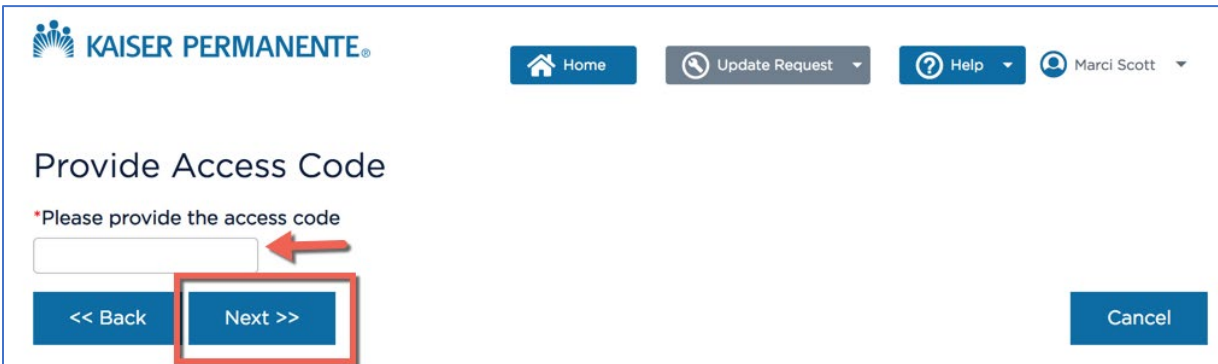
	Project Title	Request Type	Request ID	Status	Creation Date ▾	Other Actions

To access the application:

On the Home page, click the "Get Started" button. On the next page, click "Next". On the next page, you will be prompted to indicate whether you were provided an access code. Select "Yes" and then click "Next."

On the next page, enter the access code related to this LOI

You will be taken to the LOI application form. Note that you can save the LOI application and return to it later. The first part of the LOI application will ask you to provide information about your organization; then, you will be asked to give details on the program for which you are applying.

Tips on completing your application:

- Do not use your browser arrows to move back and forth between pages – you will exit from the LOI form, and you may lose unsaved work. Instead, use the blue buttons at the bottom of each page marked "Back" and "Next."

- Save your work often. You may wish to write your responses in a separate offline document and copy and paste them into the online application to avoid the possibility of losing unsaved work. If you prepare your responses in Word or other programs outside the online application, you may find variance in how different programs calculate word/character limits.

- Please provide all the information requested in each question, entering the information directly into the LOI application form. Avoid using extremely technical language and spell out acronyms the first time they are used.

- We are unable to consider incomplete LOI applications. Please complete all LOI application sections unless a question is "optional." All required questions are marked with a red *. You cannot move to the next page until all the necessary questions are completed.

- To attach a file where requested, click the "Browse" button under the attachment name (acceptable file types and file size limitations are shown at the bottom of that page). Then locate the file on your computer and click "OK." The file name will appear next to the "Browse" button, and you will see a rotating circle indicating it is being uploaded.

- When you are ready to submit your LOI application, click "Submit." If you are unprepared to submit, you can save, exit, and return to the LOI application anytime. Once an application is submitted, you cannot make any further edits unless requested by Kaiser Permanente staff.
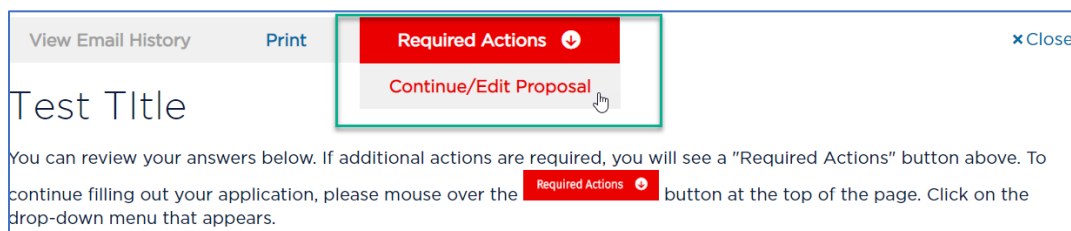
FAQs:

Q. Can I complete my LOI application over time?
A. Yes, at any time, you can click "Save" and keep working or "Save and Close" to save your work and close the application.

Q. How do I return to my LOI application to complete and submit it?
A. At the home page, find your application and click on the project title. On the next page, hover over the Required Actions menu and click "Continue/Edit Proposal."

Q. I have submitted my LOI application. How do I know it has been received?
A. You will receive a notification notice from our system confirming the LOI application has been submitted. Also, on the Home Page, you will see your application, and the status should be listed as "Under Consideration."

Q. I need technical assistance using the site. How do I get help?

A. If you are logged into the site, click the "Help" button on the top right of the page and click "Request Help." You will be able to enter your question on the next page. Please note that when requesting technical assistance for the site, you submit your request to Kaiser Permanente's vendor, Versaic. Versaic hosts the Mosaic platform and can only assist you with questions about using the Mosaic site. Versaic cannot answer any questions about the application's content, your eligibility to apply for funding, the status of your proposal, or Kaiser Permanente's charitable contributions in general. You may also contact the MAS-Contributions@kp.org.

Q. If I have questions about the application (deadlines, questions about content), whom do I contact?

A. If you have any program-related questions, please reach out to your Kaiser Permanente Project Leads, Laura Flamm (Diverse Business Growth) at Laura.Flamm@kp.org, and Laura Howard (Food is Medicine) at Laura.J.Howard@kp.org.