       If you registered for an application last year, and you would like to apply to one or more of same programs again this year, you can "clone" last year's application into a new application for this year. This can be a time saver by copying *most* (but not all) of your answers from last year's application to this year's cloned application. You will have the ability to add new programs to your application after the cloning is complete.
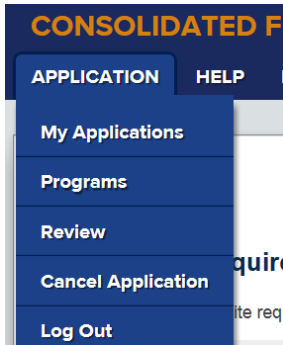
To clone last year's application:

- Log into the CFA portal with the email address and token you used to complete last year's application.

    https://apps.cio.ny.gov/apps/cfa/login.cfm

    Click the "Forgot Token" link on the login page to obtain last year's token.
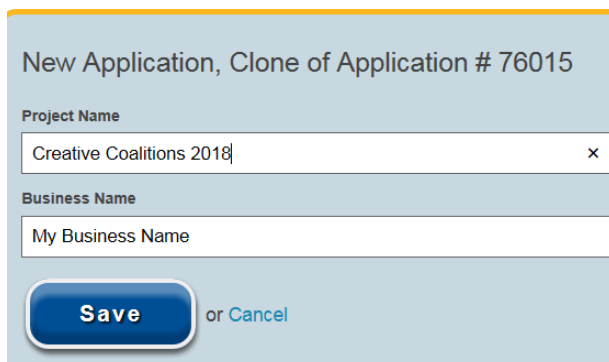
- After you log into the portal, click "Applications", then "My Applications" from the blue Ribbon

- Locate the application you wish to clone from your list of applications and select "Clone"

- Enter a new Project Name and (optionally) a new Business name for the cloned application and click "Save". By default, last year's Project and Business names will be displayed

- Your cloned application will now appear in your list of applications. Select "Proceed to Application" to start working on your newly cloned application

Notes on Cloned Applications:

- You will still have to answer the Threshold Questions associated with the cloned programs to ensure that you are still eligible to apply for the cloned programs.
- Certain answers from your "old" application will **not** be cloned including Location, Attachment, Budget, and Certification questions.
- Once you complete the Threshold questions from cloned programs, you can select the "Programs" tab from the blue ribbon to add new programs to your application.