

## \*Cloning an Application\*

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

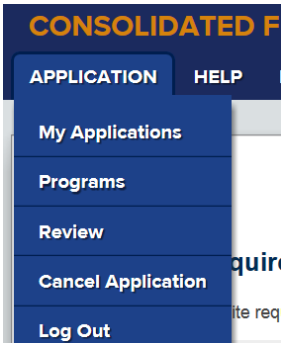
### To clone an application:

- 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”

A screenshot of the application selection interface. It shows a card for "Application # 76015" with a "Project Name" of "Creative Coalitions". There are two buttons: "Select" and "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

A screenshot of the "New Application, Clone of Application # 76015" form. It has two input fields: "Project Name" with the value "Creative Coalitions 2018" and "Business Name" with the value "My Business Name". At the bottom, there is a "Save" button and a "Cancel" link.

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

Application # 79787 - *currently selected*

**Project Name**  
Creative Coalitions 2018

**Business Name**  
My Business Name

**Finalization Status**  
In Progress

Edit

Download

Cancel

Clone

**Proceed to 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.