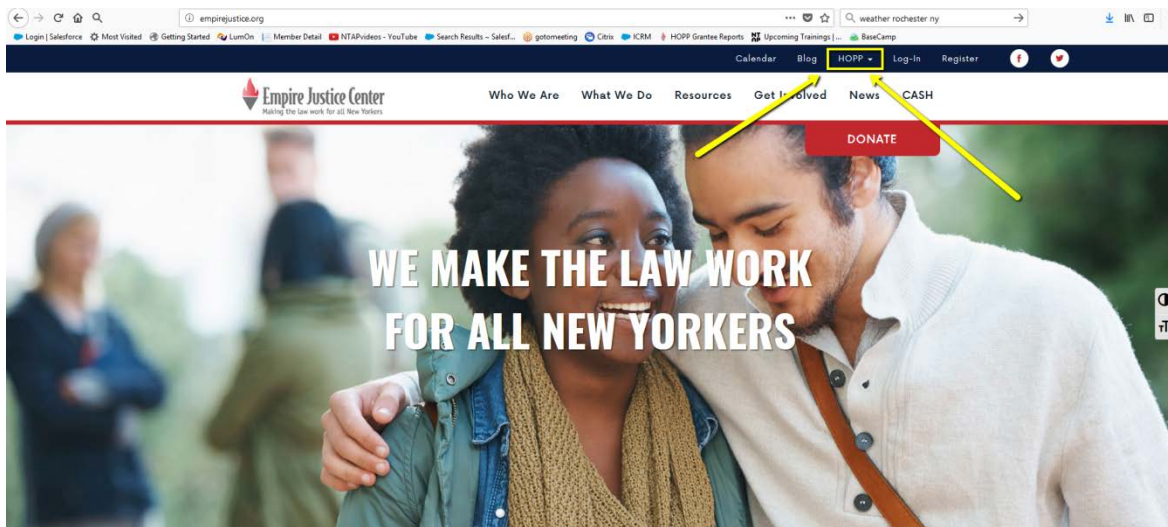


Using the New HOPP Portal

1. Go to empirejustice.org.
2. Note the appearance of “HOPP” on the main navigation bar (boxed and arrows in yellow, below).



3. Hover over the “HOPP” word, and 4 dropdown options will appear – HOPP, HOPP Resources, HOPP Training, and Upload Reports. Select any of these options.



4. You will be redirected to a log-in page. The username and password you used on the previous website should work as it did before.
5. After you successfully log in, you will be brought back to the Empire Justice Home Page. Simply hover over the “HOPP” in the main navigation bar, and select the appropriate dropdown for what you are looking for.

Where can I find what I'm looking for?

HOPP Resources

6. The HOPP Resources page contains a document library searchable by keyword, and offers several filters to narrow down what you are looking for. The Resource types are:
 - a. Program materials – all things reporting, as well as any general information relating to the HOPP grant
 - b. Resources – general resources that can help you as you go about your client work. Escalations, loan tools, etc.
 - c. Upcoming Trainings & Training Presentations – upcoming trainings/registration links, and materials from previous trainings that do not have an accompanying webinar recording (there are not many of these)

HOPP Training

7. The HOPP Training page contains previously recorded HOPP trainings. There is a keyword search, as well as some other filters to narrow down what you are looking for.

HOPP Landing Page

8. This page is labeled as simply “HOPP.” It is a general page that incorporates elements from the other sections of the portal, including a link to HOPP Resources, and the most recent trainings.

Upload Instructions

9. Hover over “HOPP” on the main navigation bar, and select Upload Reports.



10. You will see an upload page similar to the old page.

The screenshot shows the 'HOPP GRANTEE UPLOAD PAGE' on the Empire Justice Center website. The page has a dark blue header with navigation links: 'Blog', 'Calendar', 'HOPP', 'Who We Are', 'What We Do', 'Resources', 'Get Involved', 'News', and 'CASH'. A 'DONATE' button is visible in the top right. The main content area is a teal color and contains the following elements:

- A red 'DONATE' button in the top right corner.
- The title 'HOPP GRANTEE UPLOAD PAGE' in white text.
- A paragraph of text: 'This page is used to upload your reporting documents. If you have any questions or concerns please contact Alex Maroselli, AG HOPP Program Manager for the Empire Justice Center.'
- Two input fields: 'Organization Name' and 'Date'.
- A dark grey file upload area with the text 'Drop files here or' and a 'SELECT FILES' button.
- A note: 'Accepted file types: pdf.' with a PDF icon.
- A checkbox labeled 'I'm not a robot' with a reCAPTCHA logo.
- A red 'SUBMIT' button at the bottom.

11. Enter your organization name, the date, and be sure to check the box indicating that you are not, in fact, a robot.

Quick Tips

1. The “HOPP” on the main navigation bar is your best friend.
2. You can find everything you are looking for in one of two places – if it is a previously recorded webinar, check the HOPP Training section. If it is any other type of resource, check the HOPP Resources section.
3. Struggling to find what you’re looking for? Take advantage of the ability to search both the training and resource libraries by keyword.
4. If all else fails, contact Shannon Swiatek at sswiatek@empirejustice.org and she will assist you.