HOW TO ASSIGN A PIN IN FASTLANE

Go to the FastLane home page at: https://www.fastlane.nsf.gov/fastlane.jsp
Click on *Proposals, Awards and Status.*
In the box *PI/Co-PI Log In* (right upper screen), enter your information and click on Log In.
Click on the following:
- Proposal Functions
- Proposal Preparation
- Prepare Proposal
- Create Blank Proposal (make note of the Temporary Proposal # as I will need this to access your proposal)
- Go Back (near the bottom of page)
- Proposal PIN (you may want to use **the last 4 digits** of your office phone number)
- OK

FastLane has a demonstration application for the orientation of new FastLane users. The demonstration is available by clicking the "FastLane Demonstration" link or by entering the address www.fldemo.nsf.gov. Users may go to this address and get familiar with FastLane functions.

You do not have to be registered with FastLane to use it. In fact, registered users cannot login to the applications by using their real login information.
Most of the applications have pre-filled login values that should not be changed.