

## Site Access and Account Creation

You will access the system via the [log on page](#). It's recommended that you bookmark this page in your internet browser for ease of access. If you've already created an account you may enter your email and password and log right in. Otherwise, you'll want to click on the Create New Account button. If at any time after creating an account, you can't remember your password, you may click on the Forgot Your Password button, enter your email address, and you will be sent a link to reset your password.



### Logon Page

A screenshot of the logon page for the Foundation's online grant portal. The page includes an 'Email Address\*' field, a 'Password\*' field, and three buttons: 'Log On', 'Create New Account', and 'Forgot your Password?'. Two yellow arrows point to the 'Create New Account' and 'Forgot your Password?' buttons. A grey information box on the right contains instructions for new and existing users and a 'Not Sure?' section.

Welcome to the Foundation's online grant portal.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

**Not Sure?** If you think that you have already registered in the system, do not create a new account. Please contact our Administrator, at example@email.com to receive your username and password.

### CREATE NEW ACCOUNT:

- Creating a new account is a multi-step process;
  - with the first section collecting **Organization Information**;
  - the second section collecting **User Information**;
  - and sections three and four collecting **Executive Officer** information.
- After Organization Information has been entered click on the **"Next"** button.
- The next section is the **"User Information"** section, or YOUR information.
  - If your address is the same as your organization's you may use the **"Copy Address from Organization"** button to automatically pull the address information from the organization address fields into the address fields in this section.
  - It is very important to note that the email address entered in the **Email/Username** field becomes the Applicant's **Username** in the system.
- Once the fields on the **"User Information"** section are completed, click on the **"Next"** button.
  - Please note that should you need to navigate to previous section in the registration process, you must use the **"Previous"** button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using their browser's "back" button you will lose all registration information entered.
- In the next section you indicate if you are the Organization's Executive Officer.
  - If you are the executive officer, select **"Yes."** You are taken to a section of optional fields that includes only the fields that were not required in the **"User Information"** section.
  - If you are not the executive officer, select **"No,"** and complete the required fields.
- Once the executive officer's information is entered, click on the **"Next"** button to create a password.
- Password requirements are listed at the top of the section, so the applicant can create their password accordingly.

- Once the password is created, the applicant clicks the “**Create Account**” button.

The screenshot shows a web form for password creation. At the top, a grey header contains the word "Password". Below it, a text box contains the instruction: "Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&\*()\_". This text box is highlighted with an orange border. Below the instruction are two input fields: "Password\*" on the left and "Confirm Password\*" on the right. At the bottom left is a button with a left-pointing arrow and the text "Previous". At the bottom right is a blue button with the text "Create Account", which is highlighted with an orange border and has an orange arrow pointing to it from the left.

**EMAIL CONFIRMATION:**

Upon clicking Create Account you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the onscreen instructions and click the “Continue” button to finish the registration process. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications.