

STEP-BY-STEP INSTRUCTIONS FOR CREATING A NEW FOUNDANT ACCOUNT

For new Organizations only*

1. To get started creating an account for your organization, click the link to the Foundant homepage <u>here</u>. The home page will appear as pictured below.

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j SelectLanguage ▼	Community Foundation						-	
	Email Address* Password* Log On Create New Account Forgot your Password?	Welcome to the Lehigh Valley Community 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. Please use the "Forgot your organization has already registered in the system, do not create a new account. Please contact Monique Moreno at monique@lvcfoundation.org to receive your username and password.						
Srant Management Software (provided by Foundant Technologies © 2021							

2. New users should click the 'Create New Account' button to get started. The Organization Information tab requires the organization's address and tax ID to proceed. We recommend including an email address and website as well.

NOTE: This option should not be used for organizations who have an existing account.

3. Once the Organization Information tab has been completed, click 'Next'. This will take you to the User Information tab. Foundant requires an address, telephone number, and email address to create a user account. Once this tab is complete, click 'Next'.

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Organization Information										
User Information										
Copy Address from Organization										
Prefix (Mr, Mrs, Ms, etc.)*			First Name*							
Middle Name			Last Name*							
Suffix (Sr, Jr, III, etc.)			Business Title*	r B.E.S.T Award						
Email / Username*			Email / Username Confirmati	ion*						
Telephone Number (###-### x###	Ð"		Mobile Number (###-###-###	#)						
Address 1*			Address 2							
City*			State*							
Grant Management Software provided by Found	dant Technologies © 2021									

- 4. The Executive Officer Question tab is a yes or no question. If you are not the Executive Officer for your organization, you will be prompted to input the Executive Officer's information on the next tab.
- 5. The Additional Executive Officer Information tab is similar to the User Information tab. Please fill this form out to the best of your ability.

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					Cancel	Account	Creation	l
User Information								
Executive Officer Question								
Additional Executive Officer Information								
Copy Address from Organization								
Prefix (Mr, Mrs, Ms, etc.)*	First Name*							
Last Name*	Business Title*							
Email*	Telephone Number (###-###-###	## x###)						
Address 1	City							
State	Postal Code							
< Previous							Next >	Ī
Password								
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The final step is to choose a password. Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_. Once complete, click 'Create Account'.

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Create New Account							
fyou already have an Account, click the 'Cancel Account Creation' button	to go to the Logon page						
A Using the browser's back button will delete your registration information	on.						
 This registration process has multiple steps you must complete before 	e you can apply.						
Fields with an asterisk (*) are required.							
Organization Information							
User Information							
Executive Officer Question							
Additional Executive Officer Information							
Password							
Passwords must be at least six characters long and may contain capital of	or lowercase letters, numbers, or	any of the following special characters: !@#\$%&	*()				
Password*		Confirm Password*					
< Previous					Cr	reate Acc	ount
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