



## Grant Portal Access & Account Creation | Applicant Tutorial

To access the grant portal, visit the [Logon Page](#). If you already have an account, enter your email address and password, and click the “Log On” button. If you have forgotten your password, click “Forgot your Password?”, enter your email address, and an email will be sent to you to reset your password.

If you are a new user, click the “Create New Account” button.

### Creating a New Account

1. From the Logon page, click **Create New Account**.
2. Complete the Organization Information tab. Click **Next** when complete.
  - This section requires the organization’s address and tax ID (EIN) to proceed. We recommend also entering an email address and website.
  - Note: If you think that you or someone at your organization has already registered in the system, **do not** create a new account. Contact Rachael Hartman at [rachael@centre-foundation.org](mailto:rachael@centre-foundation.org) or call (814) 237-6229 to receive your username.
3. Complete the User Information tab, click **Next** when complete.
  - This section is for 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.
  - The email address entered in the *Email / Username* field becomes your username in the system.
  - If you need to navigate to the 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 the browser's back button, you will lose all registration information you have entered.

4. The next section is titled Executive Officer Question.
  - If you are the executive officer, select the **Yes** radio button and click **Next**. 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 the **No** radio button, click **Next**, and complete the required Executive Officer fields.
5. Once the executive officer's information is entered, click **Next**.
6. The final step is to create a password for your account. 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**.

## Email Confirmation

Upon creating an account, you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the on-screen instructions and click **Continue** to finish the registration process. If you did not receive an email, please check your Spam folder.

Now that you have an account in this system, remember: this is an account that you will use for both present and future applications through Centre Foundation.

If you need any assistance, please contact Rachael Hartman, Community Impact Director, at [rachael@centre-foundation.org](mailto:rachael@centre-foundation.org) or call (814) 237-6229.