



Foundant Online Grants System Tutorial

Module I
Creating a Profile and Setting Up an
Organization

Creating a Profile (Module I)

To create a new profile, begin by clicking the "Create New Account" button here.

Logon Page

Email Address*

Password*

[Forgot your Password?](#)

or

Welcome to the Richard S. Shineman Foundation's online grant making system!

If you have not yet had a conversation with our executive director and are interested in submitting an application, please contact Karen Goetz at karen@shinemanfoundation.org or 315-312-5561 before you create an account.

New Users: Please click on "**Create New Account!**"

To view the applicant word tutorial on how to register [Click Here](#), for the video version [Click Here](#).

Returning Users: Please enter your Email Address and Password and click **Log On**.

If you have any questions please contact us at karen@shinemanfoundation.org.

Thanks!

Creating a Profile (Module I)

Begin by filling out the following information. On this screen you are entering in your organizational information.

Note – Using the browser's back button will delete your registration information.

[Cancel Account Creation](#)

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

i This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information


Organization Name*	EIN / Tax Identification Number*
<input type="text"/>	<input type="text"/>
Web Site	Telephone Number (xxx-xxx-xxxx)*
<input type="text"/>	<input type="text"/>
Fax Number (###-###-####)	Address 1*
<input type="text"/>	<input type="text"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State*	Postal Code*
<input type="text"/>	<input type="text"/>
County*	
<input type="text"/>	


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Creating a Profile (Module I)

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Organization Information

User Information

Prefix (Mr, Mrs, Ms, etc.)*

First Name*

Middle Name

Last Name*

Suffix (Sr, Jr, III, etc.)

Business Title*

Email / Username*

Email / Username Confirmation*

Telephone Number (###-###-#### x####)*

Mobile Number (###-###-####)

Address 1*

Address 2

City*

State*

Postal Code*

County*

Enter your information.

Note – Your login name will be an email address. It will also be the address we will use to communicate with you if we have questions, which sometimes require immediate response.

Note – A user's email address can only be connected to one organization at a time.

Note – Please use your organization's mailing address.

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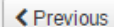
Organization Information

User Information

Executive Officer Question

Are you the Organization's Executive Officer?*

- Yes
- No





Additional Executive Officer Information

Password


Note – *It is not required that the executive officer complete the application or be the primary contact person.*

If you select **"Yes,"** you will be asked for additional Executive Officer information. If you select **"No,"** you will be required to enter an executive officer's information.

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Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Copy Address from Organization

First Name*

Last Name*

Email*

Telephone Number (###-###-#### x###)

Address 1

City

If you selected "NO," you will see this screen. If you selected "YES," you will see a similar screen asking for additional information.

County

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Password

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Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&*()_

Password*

Confirm Password*

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[Create Account](#)

Create your password.

Creating a Profile (Module I)

Email Confirmation

i You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'Administrator (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Administrator (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

- I have received the email
- Continue without checking
- I have not received the email

Continue

Send Email Again

Congratulations! You have created your account!
You will receive a confirmation email with your login information. Please save this for future use.

Creating a Profile (Module I)

Thanks for using Richard S. Shineman Foundation's Online Grant System!

You have just completed "Creating a Profile and Setting Up an Organization."

Additional training materials can be found at
<http://www.shinemanfoundation.org/apply-grant>

Need technical assistance? Contact [Penny Halstead](mailto:penny@shinemanfoundation.org)
at penny@shinemanfoundation.org