



## **CREATING LOGIN**

### **PREVIOUSLY FUNDED ORGANIZATION/PREVIOUS USER**

Steps for if your organization has submitted a grant proposal in the past and you were the **previous user**:

- Please log in using the email address that was used in those submissions, and use the temporary password of “password”. This will give you access to the new system, and all of your organization’s previous grant proposals will now be accessible to you on your dashboard.

### **PREVIOUSLY FUNDED ORGANIZATION/ NEW USER**

Steps for your organization if you are a **new user** or don’t know what email was used in the past:

- Contact the Foundation to avoid creating duplicate accounts.

### **NEW GRANTSEEKING ORGANIZATION/NEW USER**

If you and/or your organization HAVE NOT submitted a grant proposal to the Foundation in the past:

- You will need to set up a new account, which includes your new username/email address and set up your temporary password as “password”.

For questions or technical issues, please contact  
[Kristen Summers](#), Grants Manager at (216) 431-8010