NORTH CAROLINA
COMMUNITY FOUNDATION

## Creating a Profile in NCCF's Online System

1. Once you have arrived at the online system webpage, begin by clicking the **Create New Account** button.
2. Complete all of the required fields on this page (marked with *).
   - The email address should be for an account that you check regularly. Notifications and updates about your application will be sent to this email address.
   - Note: Using the browser's back button before your account set-up is complete will delete your profile.
3. Next, you will be asked to create a password. It must be at least 6 characters and can only contain letters, numbers, and the following symbols: !@#$%^&*()_
4. Once you have created your account, you will receive a confirmation email. Please save it for future reference. If you do not receive the email, please follow the instructions provided for looking in your junk/spam folder.

If you need technical assistance in setting up your profile account, please contact D'Wayne Wilkins at: dwilkins@nccommunityfoundation.org.