



Foundant Online Grants System Tutorial

Module I *Creating a Profile and Setting Up an* *Organization*



Creating a Profile (Module I)

NORTH CAROLINA
COMMUNITY FOUNDATION



Grants

Logon Page

Email Address*

Password*

[Forgot your Password?](#)

Log On

Create New Account

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

We are currently upgrading our Grants system!

First Name
Click here for assistance, please refer to the Module I training materials. Be sure to keep this login information for your organization's records.

TIP: This email address is the one we will use to communicate with you if we have questions, which sometimes require immediate response. We suggest using an email address that is available to anyone at your organization who needs to access the application.

Been here before?



Creating a Profile (Module I)

[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*
<input type="text"/>	<input type="text"/>
Fax Number	Organization Email
<input type="text"/>	<input type="text"/>

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.



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Once you have entered in your organization's information, click the next button to move through the next steps of entering the rest of the information required for the profile

City*

Postal Code*

User Information

Executive Officer

Additional Executive Officer Information

Password



Creating a Profile (Module I)

User Information

Salutation First Name*

Middle Name Last Name*

Suffix Business Title

Email / Username* Email / Username Confirmation*

Telephone Number* Mobile Number

Fax Number Address 1*

Enter your information.

Note - Your login/user name will be an email address. We suggest using an email address that can be used by anyone at your organization who needs to access the application. It will also be the address we will use to communicate with you if we have questions, which sometimes require immediate response.

Note – Please use your organization’s mailing address.



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Organization Information

User Information

Executive Officer

Are you the Organization's Executive Officer?*

Yes

No

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Next >

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 information for your profile. If you select “**No**,” you will be required to enter information about your executive officer.



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Additional Executive Officer Information

Salutation	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix	Business Title
<input type="text"/>	<input type="text"/>
Email*	Telephone Number
<input type="text"/>	<input type="text"/>
Mobile Number	Fax Number
<input type="text"/>	<input type="text"/>
Address 1	<input type="text"/>

If you selected **“No”**, you will see this screen. If you selected **“Yes”**, you will see a similar screen asking for additional information.



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Create your password.

Note - Password must be at least 6 characters and can only contain letters, numbers and the following symbols: !@#\$%^&*()_

Organization Information

User Information

Executive Officer

Additional Executive Officer Information

Password

Password*

Confirm Password*

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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, 'North Carolina Community Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'North Carolina Community Foundation (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

Send Email Again

Continue

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 NCCF's Online Grant System!

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

Need technical assistance? Contact NCCF Tech Support at
tech@nccommunityfoundation.org