

# How to Create an Account


This document will provide assistance in signing up for our grant system. You can use this link <https://www.grantinterface.com/Home/Logon?urlkey=nvcf> to get there.

1. To begin, you must first create a new account



## Logon Page

<p>Email Address*</p> <input type="text"/>	<p><b>Welcome to the North Valley Community Foundation's online grant portal</b></p> <p><u>New Users</u>: Please click on "Create New Account" to complete the registration process and create your logon credentials.</p> <p><u>Existing Users</u>: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.</p> <p><u>Not Sure?</u> If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, Logan Todd @ <a href="mailto:ltodd@nvcf.org">ltodd@nvcf.org</a> to receive your username.</p>
<p>Password*</p> <input type="password"/>	
<p><input type="button" value="Log On"/> <input type="button" value="Create New Account"/></p> <p><a href="#">Forgot your Password?</a></p>	



2. You will first enter information about your organization. All of the information you enter here will be retained, meaning that you will not have to enter this again for any grant you apply for in the future (Note: This is for the organization you are applying on behalf of, your personal information will be on the next step.) When all required fields are filled, click “Next”.

### 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

<b>Organization Name*</b> If you are applying as an individual, please enter your full name here (first name last name = Sue Smith)	<b>EIN / Tax ID (##-#####)</b> If you are applying as an individual, please enter NA
<input type="text"/>	<input type="text"/>
Organization Name is Required	
<b>Web Site</b>	<b>Telephone Number (###-###-#### x###)*</b>
<input type="text"/>	<input type="text"/>
<b>Organization Email</b>	<b>Address 1*</b>
<input type="text"/>	<input type="text"/>
<b>Address 2</b>	<b>City*</b>
<input type="text"/>	<input type="text"/>
<b>State*</b>	<b>Postal Code*</b>
<input type="text"/>	<input type="text"/>
<b>Country</b>	
<input type="text"/>	

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3. Next, you will fill in your personal information as a representative of the organization. There is a button at the top that allows you to copy the address from the Organization Information section in the previous step. Note that the email address you use will be your username. When you are finished, click “Next”.

Organization Information

User Information

[Copy Address from Organization](#)

<b>Prefix (Mr, Mrs, Ms, etc.)*</b>	<b>First Name*</b>
<input type="text"/>	<input type="text"/>
Prefix (Mr, Mrs, Ms, etc.) is Required	
<b>Middle Name</b>	<b>Last Name*</b>
<input type="text"/>	<input type="text"/>
<b>Suffix (Sr, Jr, III, etc.)</b>	<b>Business Title*</b>
<input type="text"/>	<input type="text"/>
<b>Email / Username*</b>	<b>Email / Username Confirmation*</b>
<input type="text"/>	<input type="text"/>
<b>Telephone Number (###-###-#### x###)*</b>	<b>Mobile Number (###-###-####)</b>
<input type="text"/>	<input type="text"/>
<b>Address 1*</b>	<b>Address 2</b>
<input type="text"/>	<input type="text"/>
<b>City*</b>	<b>State*</b>
<input type="text"/>	<input type="text"/>
<b>Postal Code*</b>	<b>Country</b>
<input type="text"/>	<input type="text"/>


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- Once you click “Next”, you will be prompted to create a password. This would be a good time to write down your username and password for future reference. When you are finished, click “Create Account”.

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Organization Information


User 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\***




- Once you click “Create Account” the system will send you an email and take you to a page to confirm that you received it. You are technically allowed to skip this step, but we highly recommend that you follow the steps to ensure you get emails from the system. This is how we will communicate with you with questions and decisions about your application. There is also another How To document linked on this page that is helpful if your spam filter is blocking emails from GLM. When you are finished, click “Continue”

#### Email Confirmation

 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 Valley Community Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'North Valley Community Foundation (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#)  out removing email addresses from spam filters.

I have received the email

Continue without checking

I have not received the email



6. You are in! Welcome to our grant system. Please note, if you are not already at the Apply page, or when you next log in if you are not taken directly to the Apply page, you can navigate there by clicking Apply at the top of the page.

The screenshot shows the top navigation bar of the NVCF Foundation website. On the left is the NVCF Foundation logo. To its right are three icons: a home icon, an 'Apply' icon, and a 'Fax to File' icon. Below these icons is a horizontal line. Underneath the line, on the left, is a document icon followed by the word 'Apply'. A red arrow points to this 'Apply' text. To the right of 'Apply' is a text input field labeled 'Enter Access Code' with a small 'Enter Code' button to its right. Below the input field is a blue-bordered box containing an information icon and the text: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below this box is a search bar with a magnifying glass icon, the text 'Quick Search', and a close 'X' icon. Below the search bar are two rows of content. The first row is titled 'Eligibility - Camp Fire Relief Request' and contains a 'Preview' button on the left and a blue 'Start Eligibility Quiz' button on the right. The second row is titled 'Eligibility - Butte Strong Fund Request' and also contains a 'Preview' button on the left and a blue 'Start Eligibility Quiz' button on the right.

You now have an Account with NVCF! If you need help applying for a grant, check out our Document, “How To - Apply for a Grant”. If you created an account because you are a board member or an evaluator for one of the grant programs, please contact NVCF’s Director of Grants Logan Todd at [ltodd@nvcf.org](mailto:ltodd@nvcf.org).