Registration Tutorial

Overview

This document is designed to provide grant applicants with instructions for use of the Hampton Roads Community Foundation's new online grant application system. Remember while this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered. If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons. Please save every 15-25 minutes. If you have questions, please contact Amy Kurtz at (757) 622-7951.

Registration Page

If you already have an account:

1. Enter your login, which is your e-mail address, in the Email Address field

2. Enter the Password that you chose when you set up your account.

3. Press the "Log On" button to enter the online application system.

If you have forgotten your password:

4. You can click on the Forgot your Password link, enter your User ID, and the system will email your password to your e-mail account.
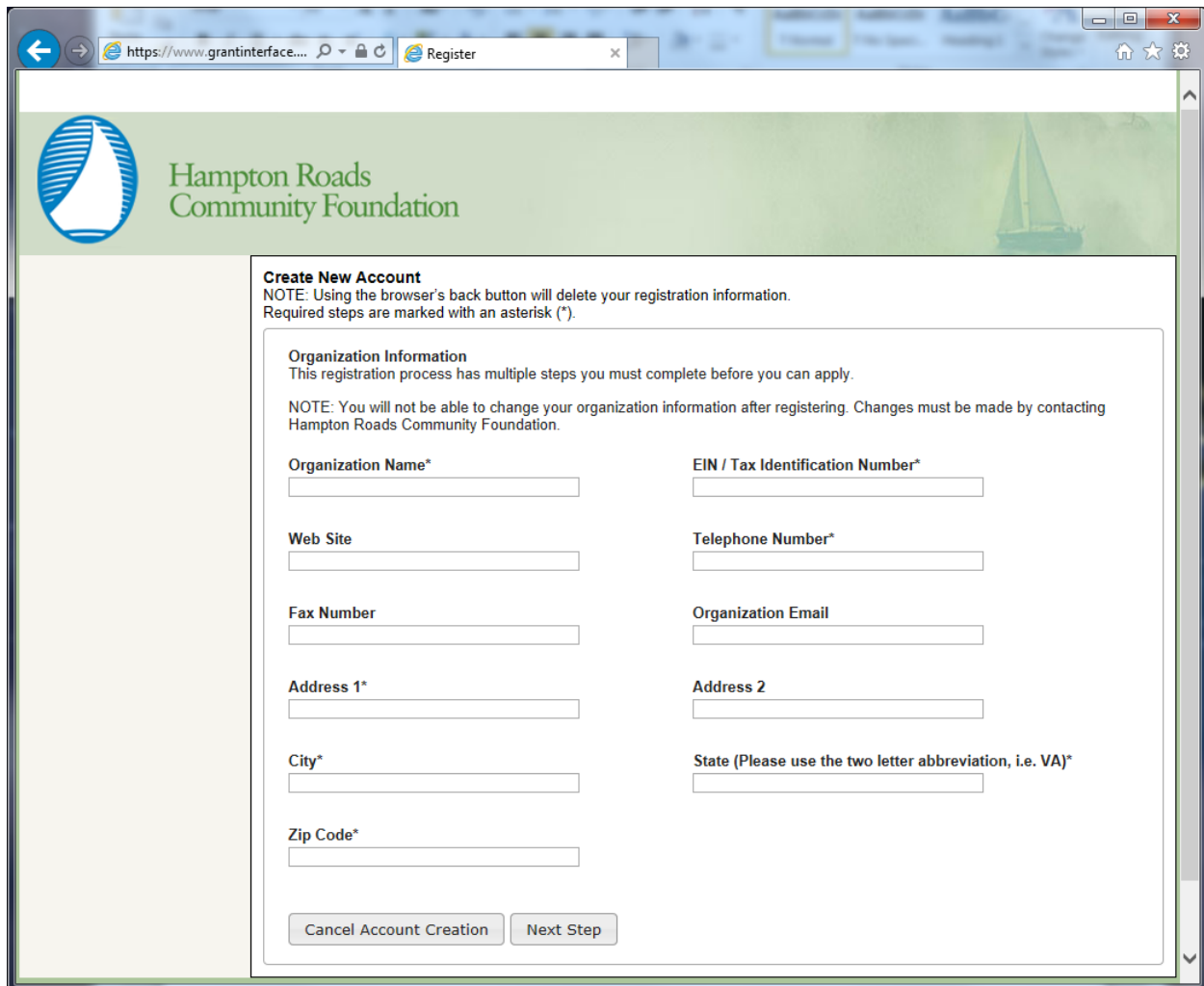
If you do not have an existing account;

5. Click on Create New Account to register.
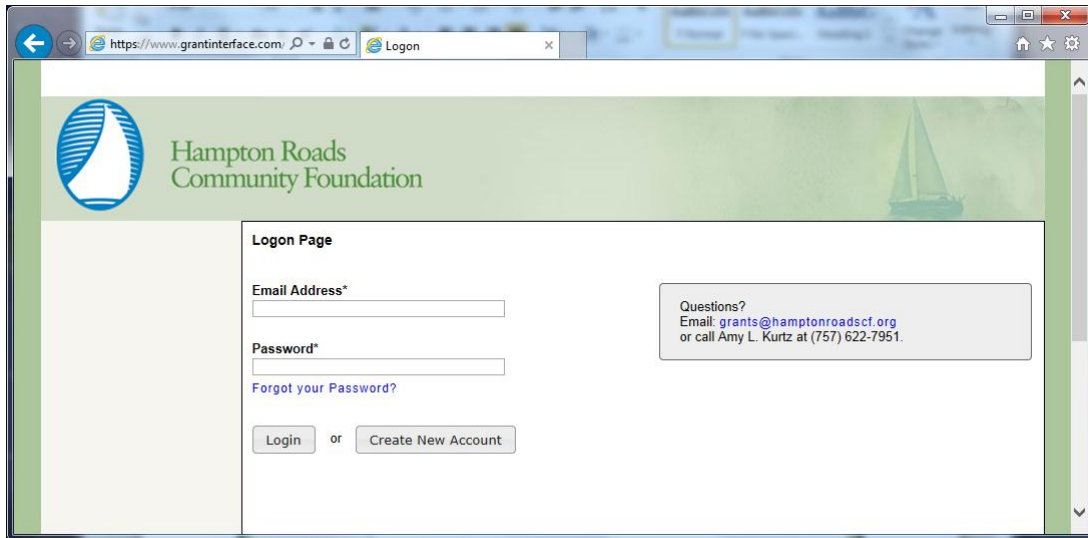
To register an account

1. Click on Create New Account
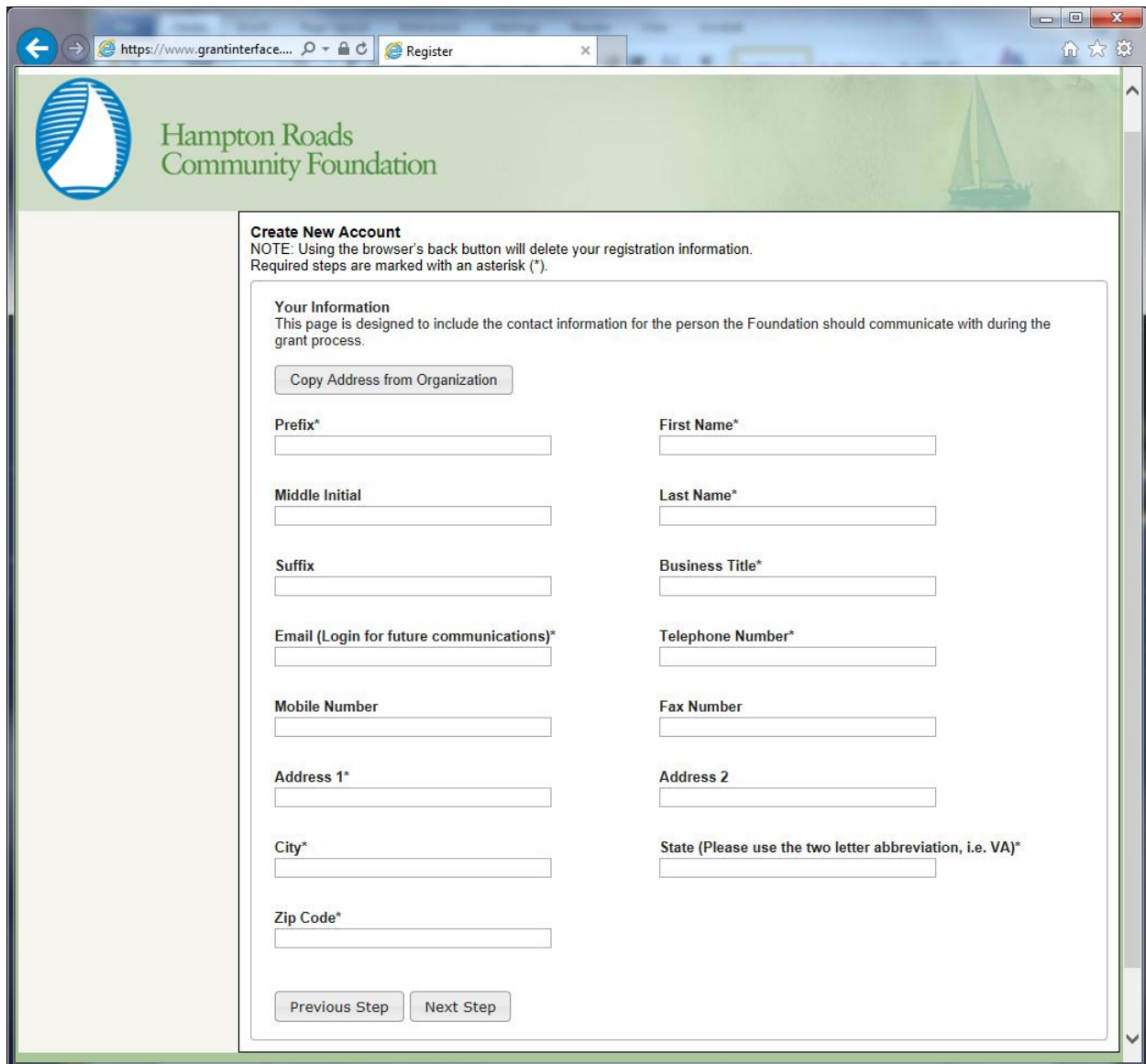
2. Enter your organization information
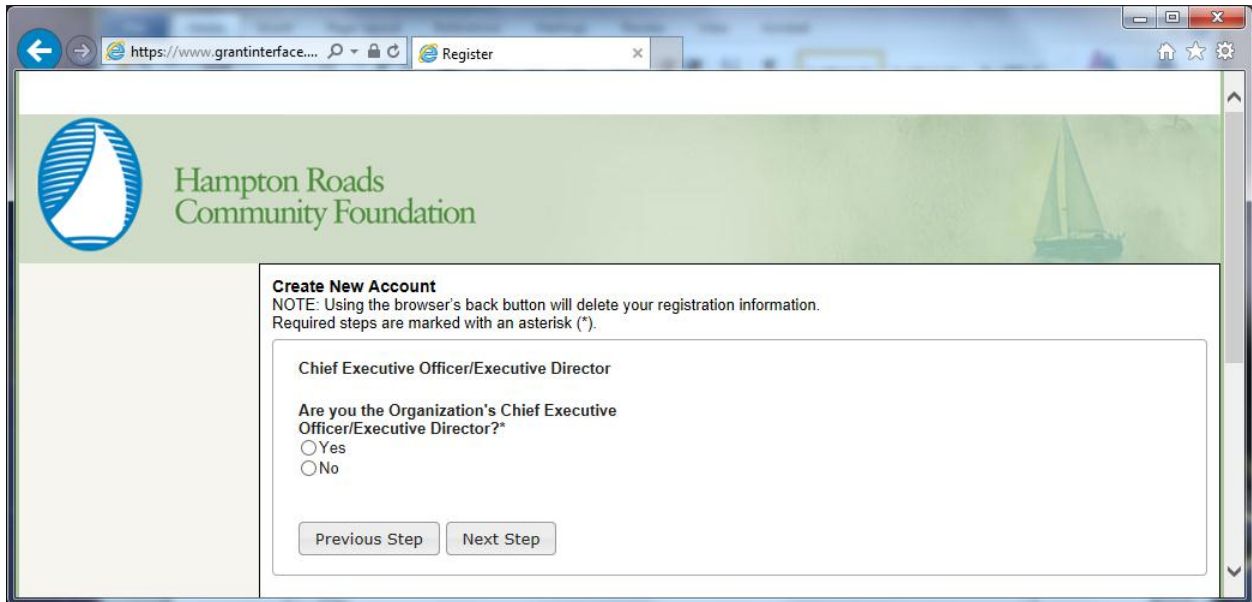
3. Click on the Next Step button

4. Enter your contact information (if you are a consulting grant writer, please register using the name and email address of the executive director or primary contact at the organization which is applying. Please share login (email) and password with others in the organization who will need access to the online portal. **Applications can be accessed only via the account in which they were started.**
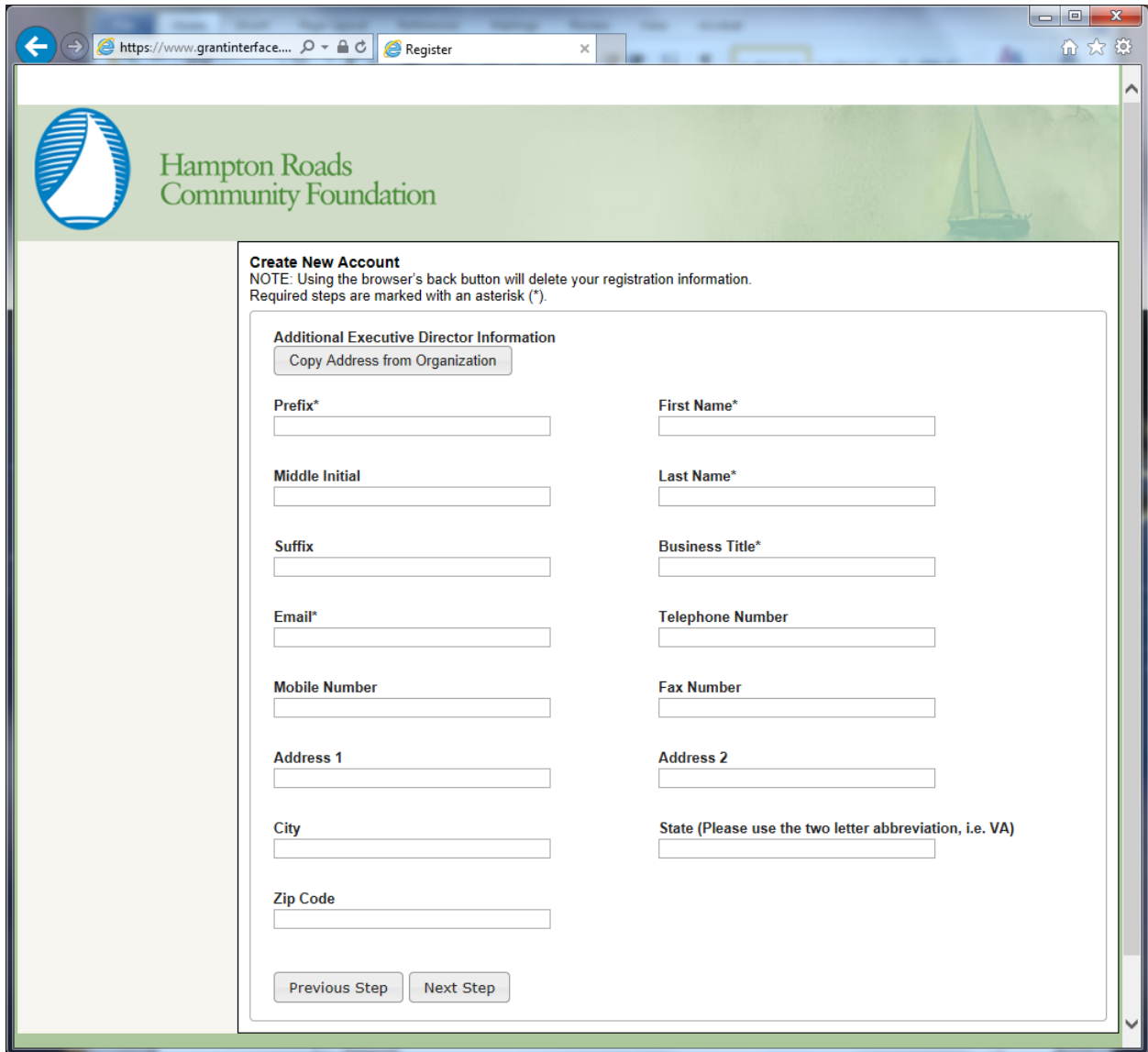
Create New Account
NOTE: Using the browser's back button will delete your registration information.
Required steps are marked with an asterisk (*).

Your Information
This page is designed to include the contact information for the person the Foundation should communicate with during the grant process.

[Copy Address from Organization]

Prefix*

First Name*

Middle Initial

Last Name*

Suffix

Business Title*

Email (Login for future communications)*

Telephone Number*

Mobile Number

Fax Number

Address 1*

Address 2

City*

State (Please use the two letter abbreviation, i.e. VA)*

Zip Code*

[Previous Step] [Next Step]

5. Click on the Next Step button (*hitting Enter will take you to the previous page*)

6. Indicate whether or not you are the organization's executive

7. Click on the Next Step button (*hitting Enter will take you to the previous page*)

8. Enter the organization executive information

Create New Account
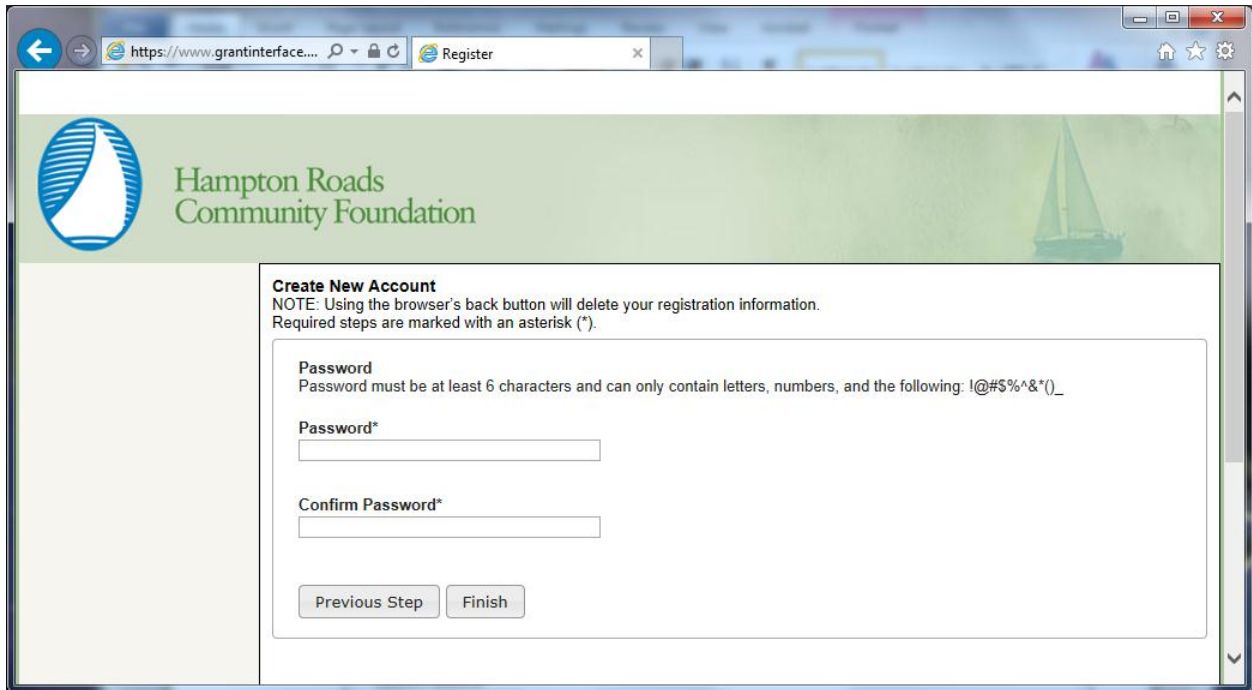NOTE: Using the browser's back button will delete your registration information.
Required steps are marked with an asterisk (*).

Additional Executive Director Information
Copy Address from Organization

Prefix*

First Name*

Middle Initial

Last Name*

Suffix

Business Title*

Email*

Telephone Number

Mobile Number

Fax Number

Address 1

Address 2

City

State (Please use the two letter abbreviation, i.e. VA)

Zip Code

Previous Step   Next Step

9. Click on the Next Step button

10. Enter your password - *must be at least 6 characters and can only contain letters, numbers, and the following: !@#$%^&*()_*

11. Click on the Finish button (you will be directed to the Application Page in your account where you can apply for grants).