Healthcare Foundation of Wilson

Online Grants System Tutorial

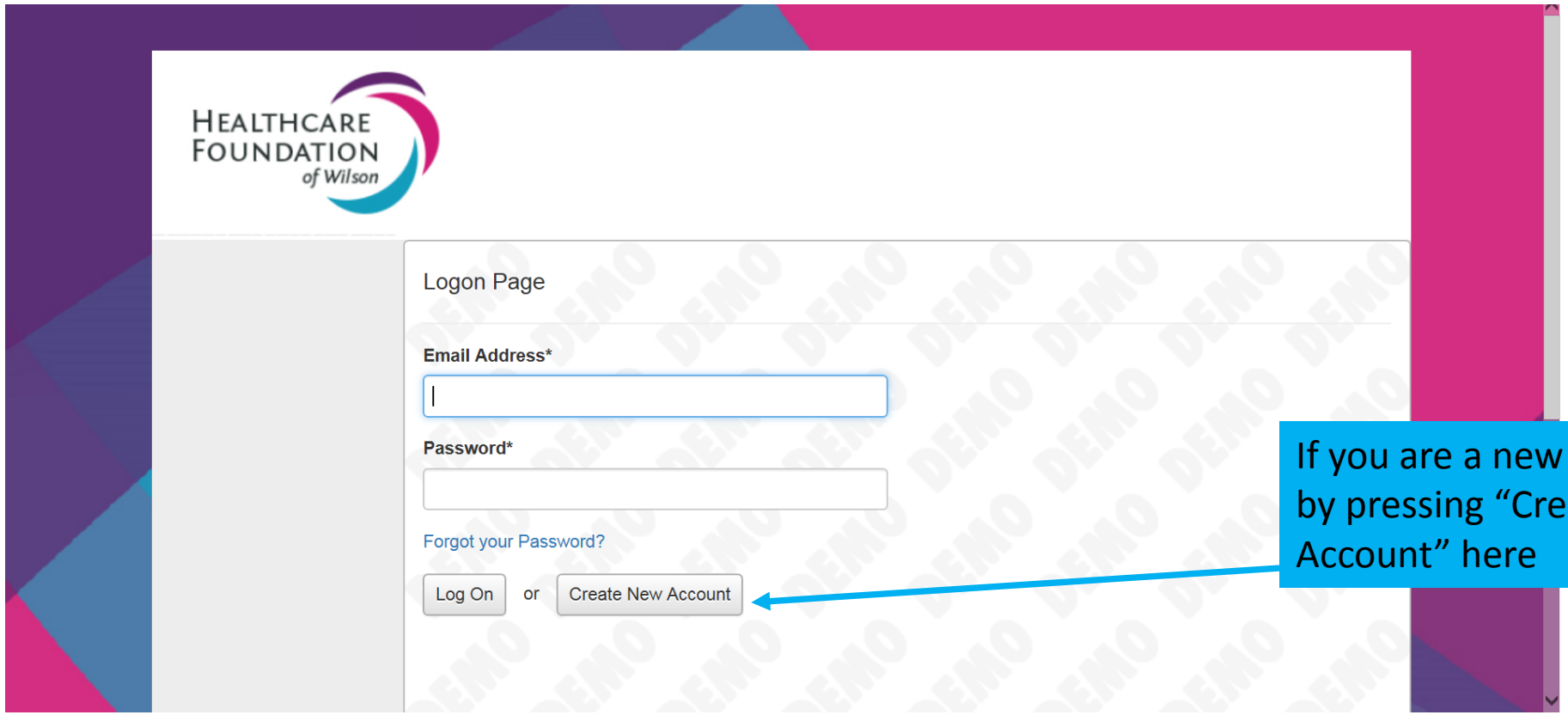
Module 1

Creating a Profile and Setting Up an Organization

Healthcare Foundation of Wilson

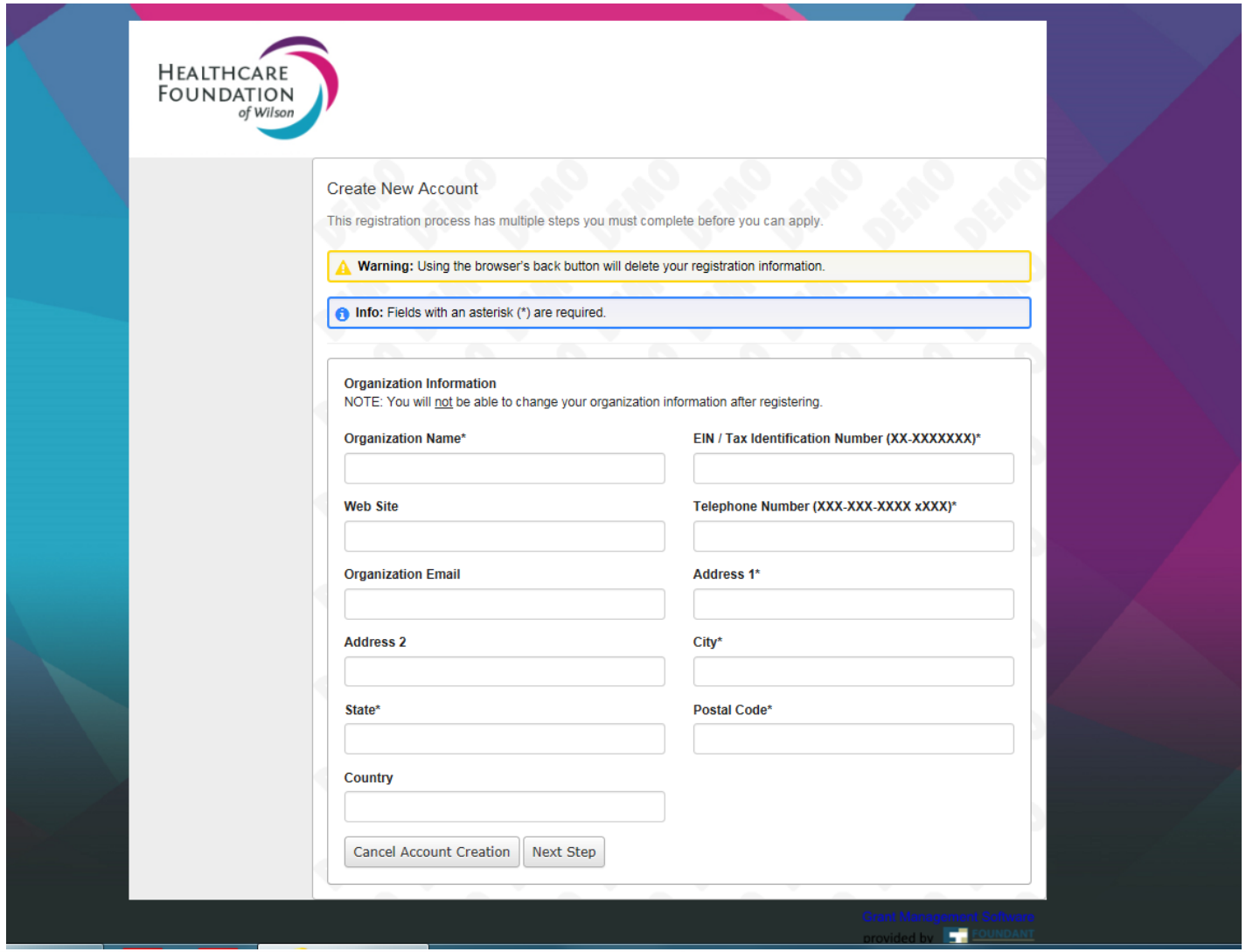
www.healthcarefoundationofwilson.org

Creating a Profile



If you are a new user, begin by pressing “Create New Account” here

Creating a Profile



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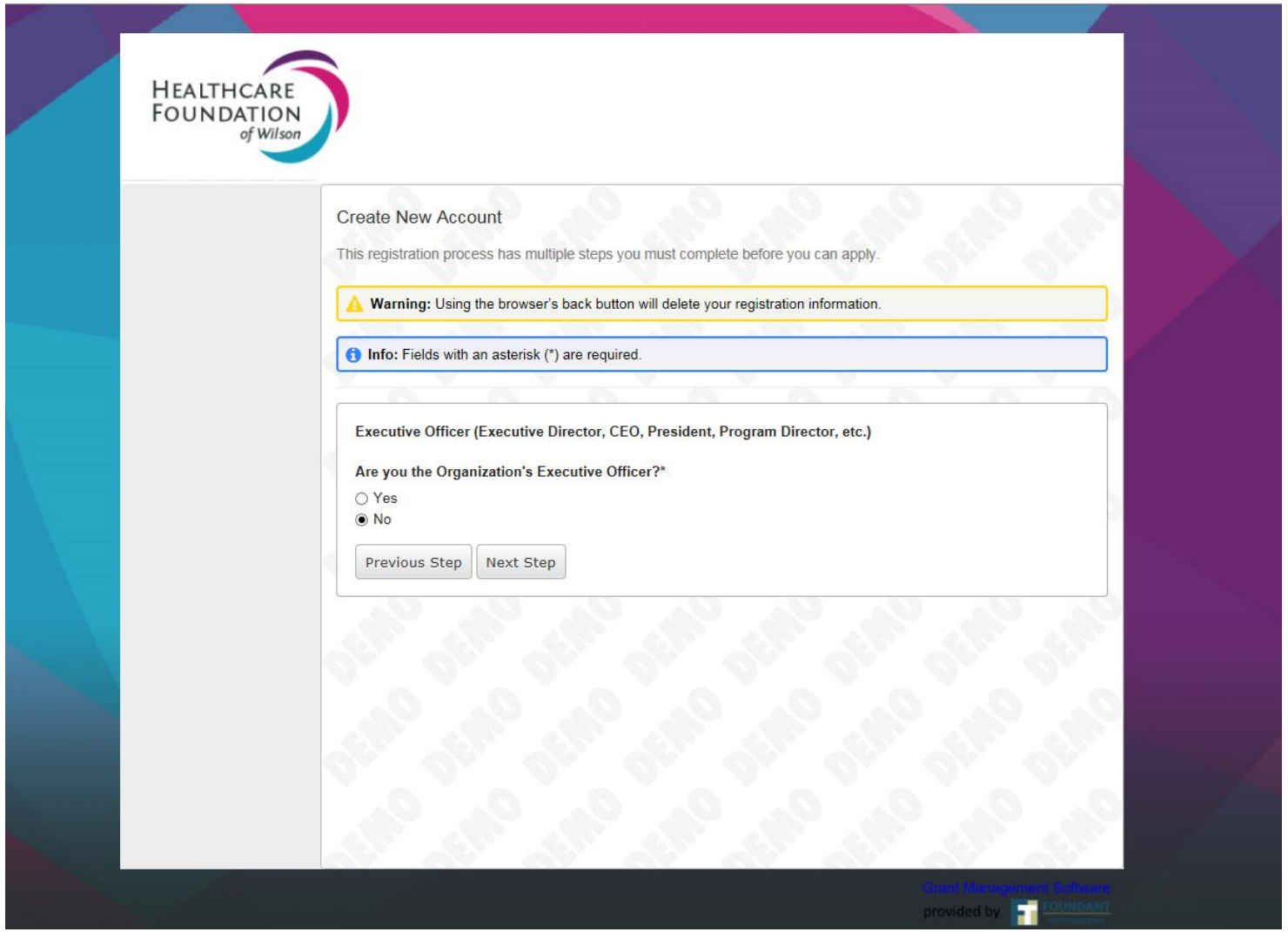
By selecting Create New Account, you will be directed to this screen, where you will complete the information for your Organization.

You must have information such as the Tax ID #, address, etc in order to proceed.

Once you have completed the organization's information, you will enter your information.

NOTE: Using the browsers back arrow will delete your registration information. Press "Next Step" when information is complete.

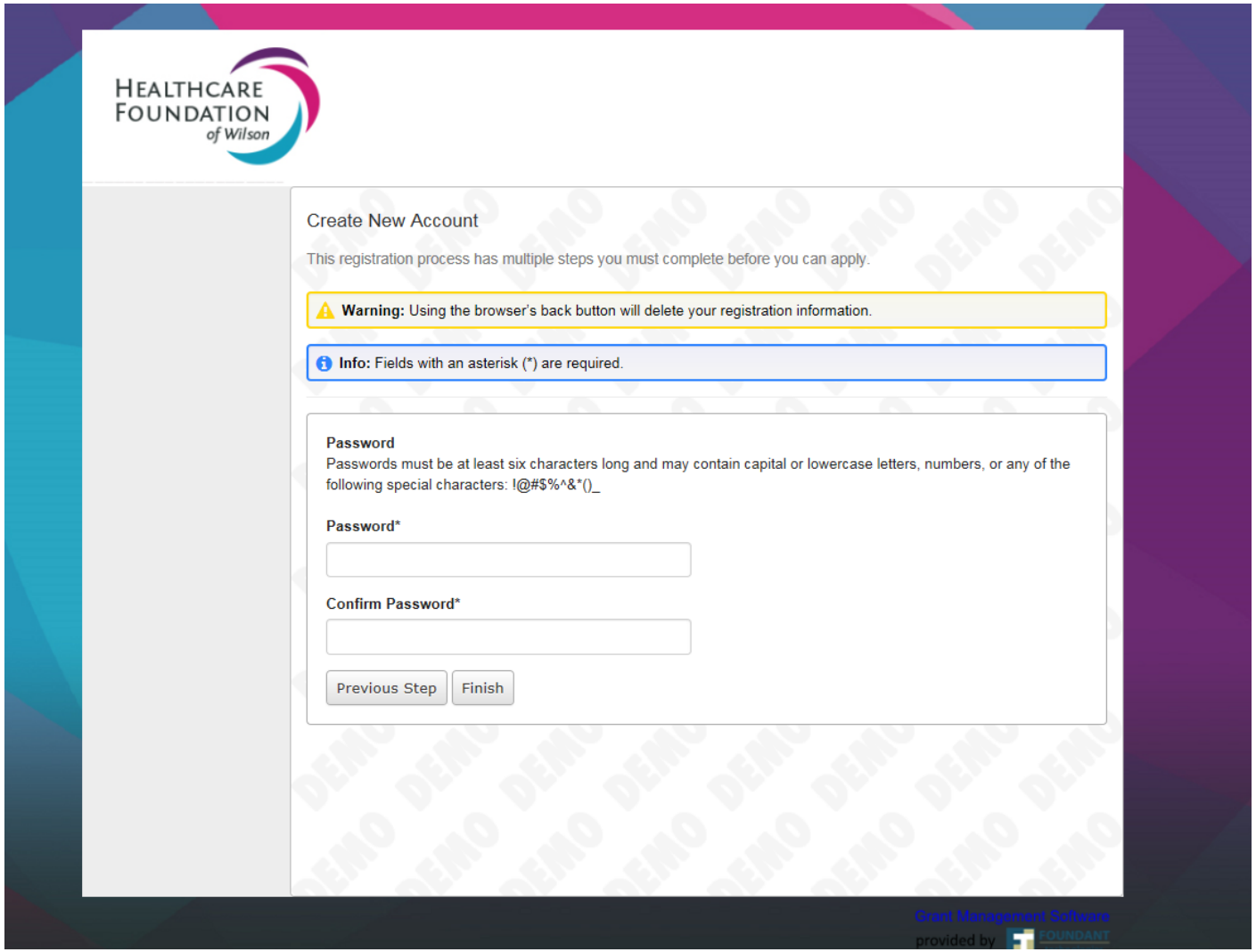
Creating a Profile



It is NOT a requirement that the "Executive Director" complete the application or be the primary contact.

If you select "Yes" you will be asked for additional information. If you select "No" you will be asked to enter the information about the "Executive Director."

Creating a Profile



Once all information has been entered, you may create a password.

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

NOTE: Any Profile or Password created in the training session will need to be Re-Created in the LIVE environment.

Creating a Profile

- **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

Thank you for using Healthcare Foundation of Wilson's Online Grant System!

Additional training materials can be found at:

www.healthcarefoundationofwilson.org