

HEALTHCARE FOUNDATION OF WILSON

Online Grants System Tutorial

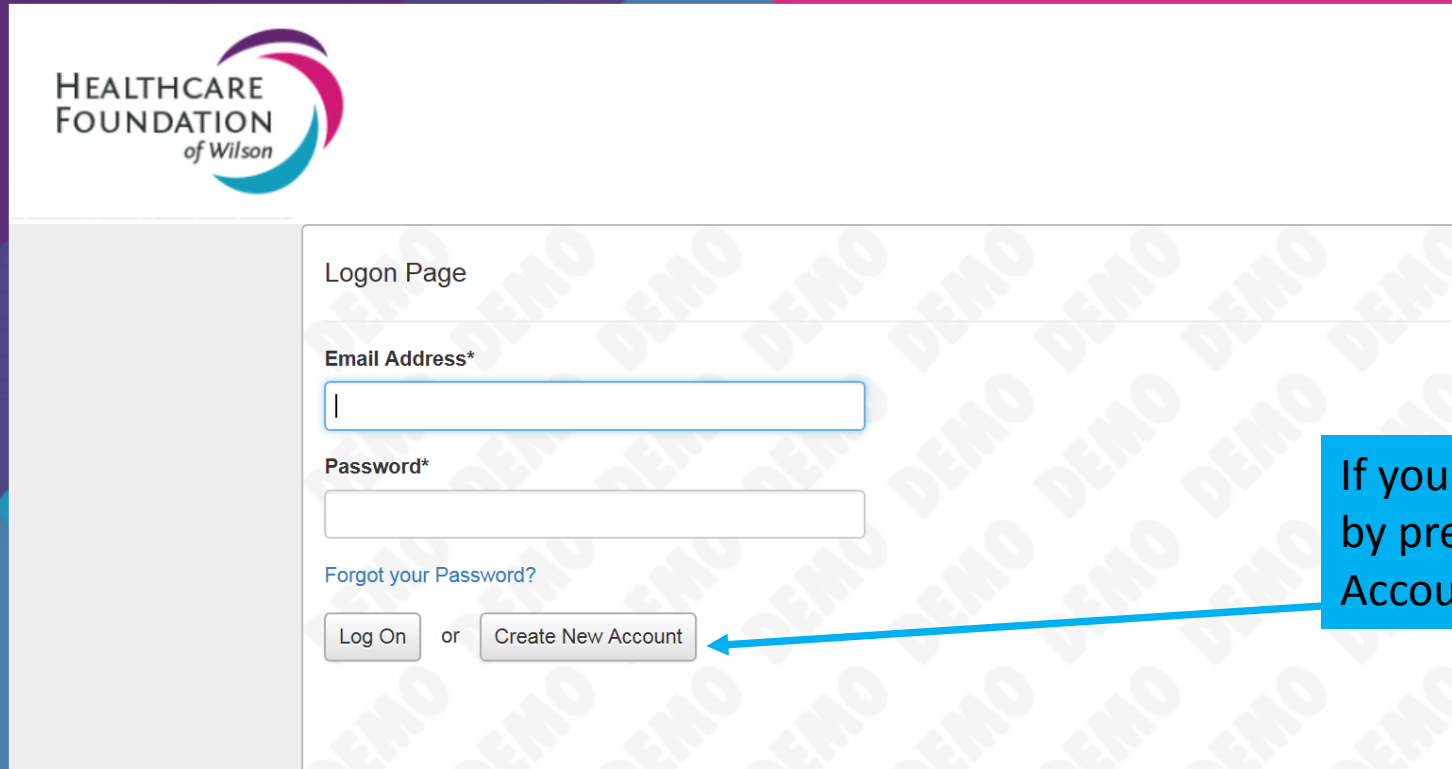
Module 1

Creating a Profile and Setting Up an Organization



www.healthcarefoundationofwilson.org

CREATING A PROFILE

A screenshot of the login page for the Healthcare Foundation of Wilson. The page has a white background with a grey sidebar on the left. The top left corner features the organization's logo. The main content area is titled "Login Page" and contains two input fields: "Email Address*" and "Password*". Below the password field is a link that says "Forgot your Password?". At the bottom of the form are two buttons: "Log On" and "Create New Account", separated by the word "or". A blue arrow points from a text box on the right to the "Create New Account" button.

HEALTHCARE
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of Wilson

Login Page

Email Address*

Password*

[Forgot your Password?](#)

or

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

CREATING A PROFILE

A screenshot of a web registration form titled "Create New Account" for the Healthcare Foundation of Wilson. The form includes a warning about the browser's back button, an info box about required fields, and a section for "Organization Information" with fields for Name, EIN, Website, Telephone, Email, Address, City, State, Postal Code, and Country. It also has "Cancel Account Creation" and "Next Step" buttons. A "DEMO" watermark is visible across the form. At the bottom, it says "Grant Management Software provided by FOUNDRANT".

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Create New Account

This registration process has multiple steps you must complete before you can apply.

Warning: Using the browser's back button will delete your registration information.

Info: Fields with an asterisk (*) are required.

Organization Information

NOTE: You will not be able to change your organization information after registering.

Organization Name*	EIN / Tax Identification Number (XX-XXXXXX)*
Web Site	Telephone Number (XXX-XXX-XXXX XXXX)*
Organization Email	Address 1*
Address 2	City*
State*	Postal Code*
Country	

Grant Management Software provided by FOUNDRANT

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

A screenshot of a web application for creating a new account. The page has a white background with a purple and teal geometric pattern on the left and right sides. At the top left is the Healthcare Foundation of Wilson logo. The main content area is titled "Create New Account" and includes a sub-header: "This registration process has multiple steps you must complete before you can apply." Below this are two informational boxes: a yellow one with a warning icon stating "Warning: Using the browser's back button will delete your registration information." and a blue one with an info icon stating "Info: Fields with an asterisk (*) are required." The main form section is titled "Executive Officer (Executive Director, CEO, President, Program Director, etc.)" and contains the question "Are you the Organization's Executive Officer?*" with two radio button options: "Yes" and "No". The "No" option is selected. At the bottom of the form are two buttons: "Previous Step" and "Next Step". A large, diagonal "DEMO" watermark is visible across the entire page. At the bottom right, there is a small logo for "Foundant" with the text "Cloud Management Software provided by" above it.

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

A screenshot of a web form titled "Create New Account" for the Healthcare Foundation of Wilson. The form includes a warning message about the browser's back button, an info message about required fields, and a password section with two input fields and two buttons: "Previous Step" and "Finish". The background of the form has a repeating "DEMO" watermark.

HEALTHCARE FOUNDATION of Wilson

Create New Account

This registration process has multiple steps you must complete before you can apply.

Warning: Using the browser's back button will delete your registration information.

Info: Fields with an asterisk (*) are required.

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*

Previous Step Finish

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