# 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

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.

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

Fields with an asterisk (*) are required.

Organization Information

**Organization Name***
If you are applying as an individual, please enter your full name here (first name last name = Sue Smith)

Organization Name is Required

**EIN / Tax ID (##-#######)**
If you are applying as an individual, please enter NA

**Web Site**

**Telephone Number (###-###-#### x###)***

**Organization Email**

**Address 1***

**Address 2**

**City***

**State***

**Postal Code***

**Country**

Next >

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

**Prefix (Mr, Mrs, Ms, etc.)***

Prefix (Mr, Mrs, Ms, etc.) is Required

**First Name***

**Middle Name**

**Last Name***

**Suffix (Sr, Jr, III, etc.)**

**Business Title***

**Email / Username***

**Email / Username Confirmation***

**Telephone Number (###-###-#### x###)***

**Mobile Number (###-###-####)**

**Address 1***

**Address 2**

**City***

**State***

**Postal Code***

**Country**

< Previous

Next >

4. Once you click "Next", you will 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***

‹ Previous                                                                    Create Account

5. 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 for about removing email addresses from spam filters.

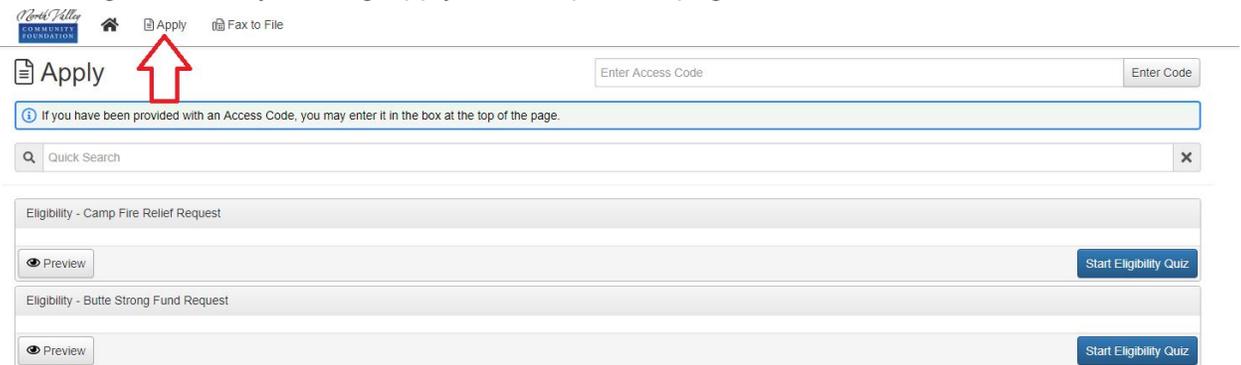○ I have received the email
○ Continue without checking
○ I have not received the email

Send Email Again                                                           Continue

6.  Your 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.



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.