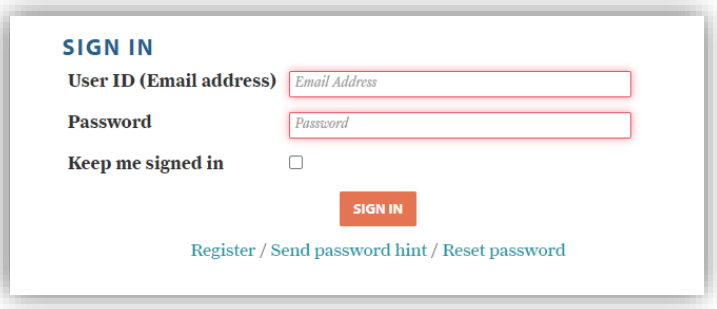
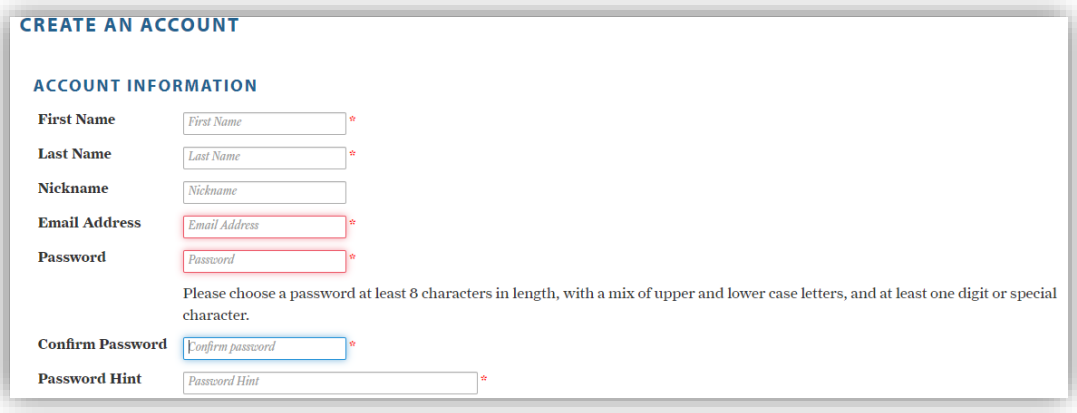
THE
WINSTON-SALEM
FOUNDATION

Nonprofit Applicant Registration Instructions

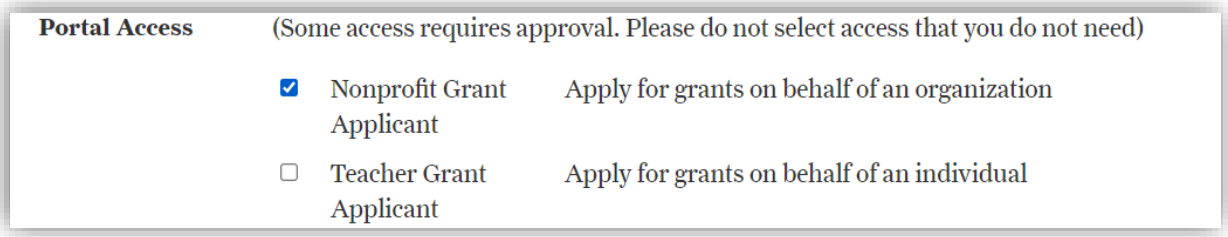
1. Go to https://portal.wsfoundation.org/
2. Click **Register**



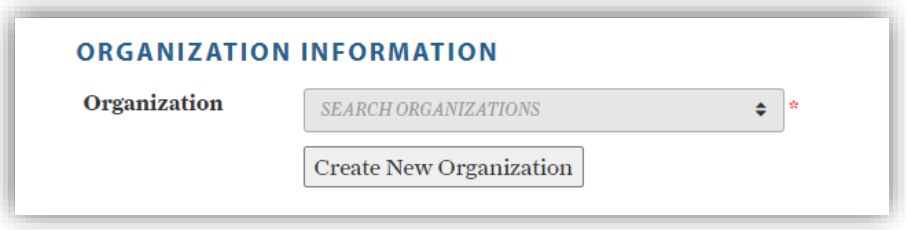
3. Complete the **Account Information** for your personal login information. Please use your organization email address.



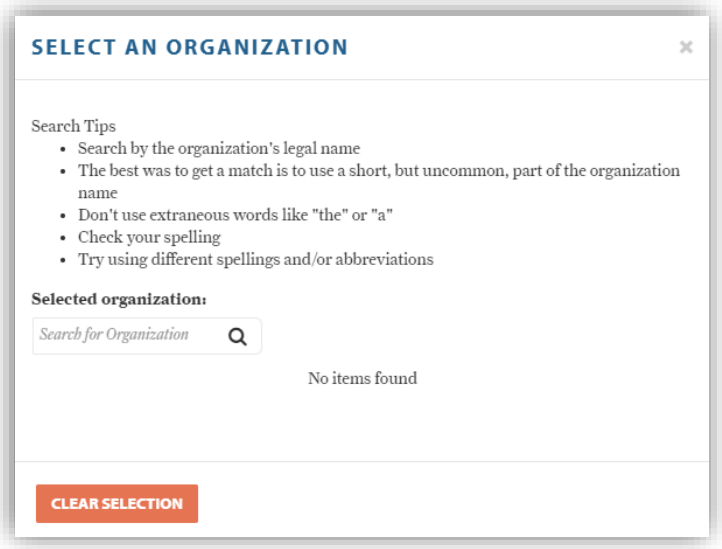
4. For **Portal Access** select **Nonprofit Grant Application**



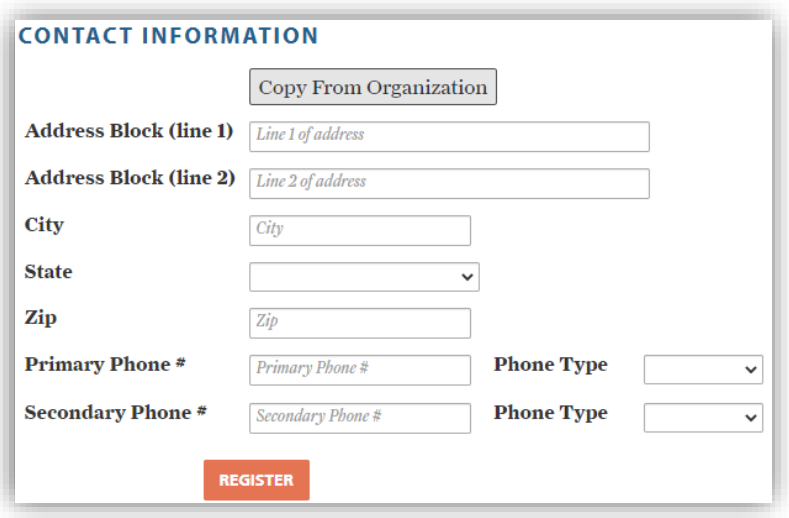
5. Click the dropdown menu to search for your organization.



6. Use the search tips to find your organization, which is already in our grantmaking database as a current grantee. If you see duplicate organizations or are unsure, please reach out to your grant contact.



7. **Select an organization.** Once you have selected the Organization, complete the contact information for the organization. Select **Copy From Organization**. If the address should be updated, please update it before selecting to submit your registration request.



8. You will receive an automated email when you register for the account. Please allow 2-3 business days for the Foundation to approve your registration. You will receive an automatic email when your registration is approved, and you may login to begin applying for a grant.

If you need assistance or have any questions, please contact us at grants@wsfoundation.org or call our office at 336-725-2382.