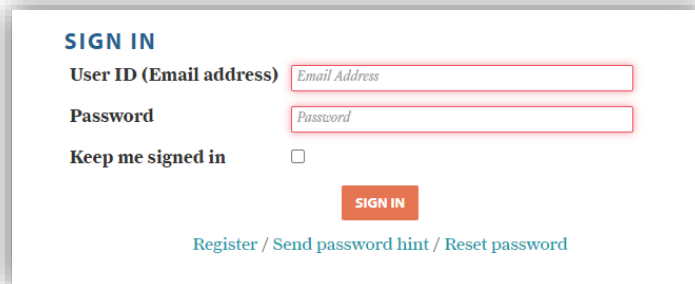


Nonprofit Applicant Registration Instructions

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



SIGN IN

User ID (Email address)

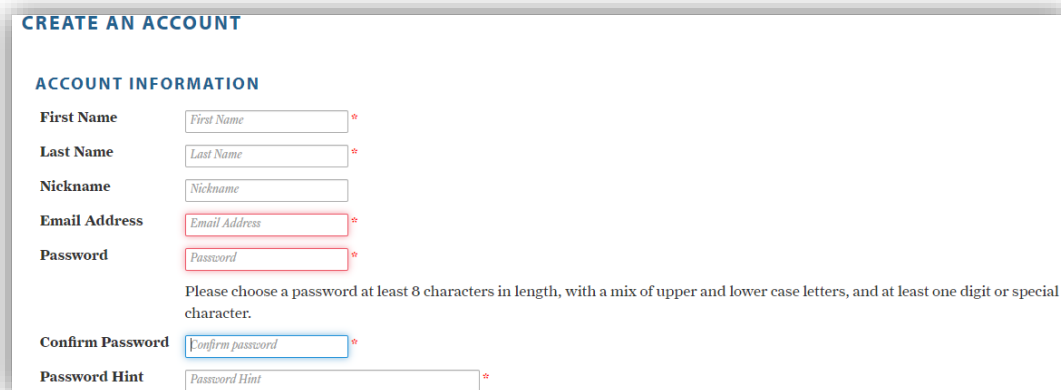
Password

Keep me signed in ☐

SIGN IN

[Register](#) / [Send password hint](#) / [Reset password](#)

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



CREATE AN ACCOUNT

ACCOUNT INFORMATION

First Name

Last Name

Nickname

Email Address

Password

Please choose a password at least 8 characters in length, with a mix of upper and lower case letters, and at least one digit or special character.

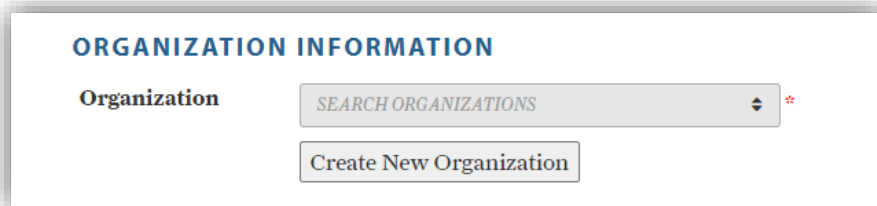
Confirm Password

Password Hint

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

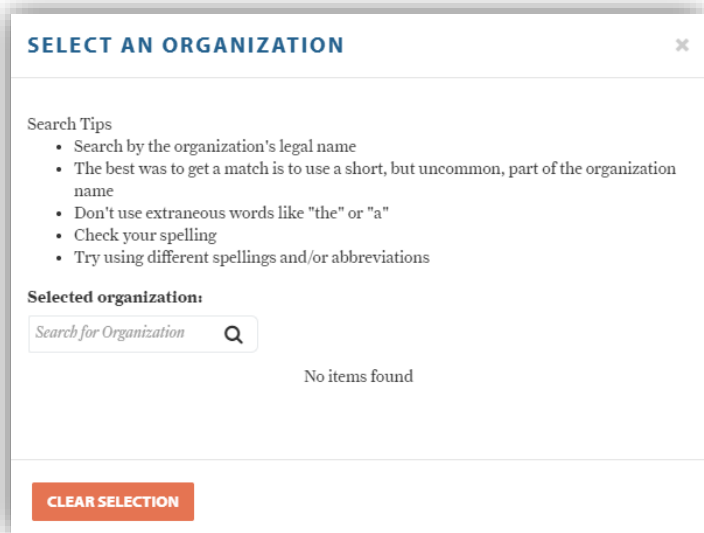
| Portal Access | (Some access requires approval. Please do not select access that you do not need) |
|---|---|
| <input checked="" type="checkbox"/> Nonprofit Grant Applicant | Apply for grants on behalf of an organization |
| <input type="checkbox"/> Teacher Grant Applicant | Apply for grants on behalf of an individual |

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



The image shows a form titled "ORGANIZATION INFORMATION". It contains a label "Organization" followed by a search input field with the placeholder text "SEARCH ORGANIZATIONS". To the right of the input field is a dropdown arrow and a red asterisk. Below the input field is a button labeled "Create New 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.



The image shows a modal titled "SELECT AN ORGANIZATION" with a close button (X) in the top right corner. It contains a section titled "Search Tips" with a bulleted list: "Search by the organization's legal name", "The best way to get a match is to use a short, but uncommon, part of the organization name", "Don't use extraneous words like 'the' or 'a'", "Check your spelling", and "Try using different spellings and/or abbreviations". Below this is a section titled "Selected organization:" followed by a search input field with the placeholder text "Search for Organization" and a magnifying glass icon. Below the input field, the text "No items found" is displayed. At the bottom of the modal is a red button labeled "CLEAR SELECTION".

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.

CONTACT INFORMATION

Copy From Organization

Address Block (line 1)

Address Block (line 2)

City

State

Zip

Primary Phone # **Phone Type**

Secondary Phone # **Phone Type**

REGISTER

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.