

# Foundant Online Grants System Tutorial

Creating Your New Organization Account

# Creating an Account

The screenshot shows the Bank of Hawaii online grant portal's logon page. At the top, the Bank of Hawaii logo and name are displayed. Below this, the page is titled "Logon Page". There are two input fields: "Email Address\*" and "Password\*", each with a corresponding text box. Below the password field is a link for "Forgot your Password?". At the bottom of the form area are two buttons: "Log On" (in a dark blue box) and "Create New Account" (in a light grey box). A blue callout box with a pointer to the "Create New Account" button contains the following text:

Welcome to the Bank of Hawaii online grant portal.

If this is your first time logging on to our system, you will need to create a new account.

To begin creating your new account, click on the **“Create New Account”** button.

Please click this link to view the applications before creating an account  
<http://demo.grantinterface.com/Process/Apply?urlkey=BankHawaii>

Click [HERE](#) to see examples that other administrators utilize to instruct their applicants.

# Creating an Account

**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.

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

Fields with an asterisk (\*) are required.

**Organization Information**

<b>Organization Name (DBA)*</b> If you have a DBA name please include it in parentheses ( ).	<b>EIN / Tax ID (## #####)*</b>
<input type="text"/>	<input type="text"/>
<b>Web Site</b>	<b>Telephone Number (### ### x###)*</b>
<input type="text"/>	<input type="text"/>
<b>Organization Email</b>	<b>Address 1*</b>
<input type="text"/>	<input type="text"/>
<b>Address 2</b>	<b>City*</b>
<input type="text"/>	<input type="text"/>
<b>State*</b>	<b>Postal Code*</b>
<input type="text"/>	<input type="text"/>
<b>Country</b>	
<input type="text"/>	

Begin by filling out the requested information. Here, you will be asked to enter your organization's information.

**Note:** Using the browser's back button will delete your information.

# Creating an Account

User Information

Prefix (Mr, Mrs, Ms, etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number (### ### #### x###)*	Mobile Number (### ### ####)
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code*	Country
<input type="text"/>	<input type="text"/>

Enter your information.

**Note:** Your login name will be an email address. We suggest using an email address that can be used by anyone at your organization who needs to access the application. It will also be the address we will use to communicate with you if we have questions, which sometimes require an immediate response.


**Note:** Please use your organization's mailing address.


You may also select the "Copy Address from Organization" button at the top of the page.

# Creating an Account

Create New Account

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Organization Information

User Information

Executive Director Question

Are you the Organization's Executive Director?\*

Yes

No

**Note:** The Executive Director is not required to complete the application or be the primary contact.

If you select “Yes,” you will be asked for additional Executive Director information. If you select “No,” you will be required to enter the information for the Executive Director.

# Creating an Account

If you selected “No,” you will be presented with the screen below. If you selected “Yes,” you will see a similar screen requiring additional information.

Additional Executive Director Information

Prefix (Mr, Mrs, Ms, etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email*	Telephone Number (### ### #### x###)
<input type="text"/>	<input type="text"/>
Mobile Number (### ### ####)	Address 1
<input type="text"/>	<input type="text"/>
Address 2	City
<input type="text"/>	<input type="text"/>
State	Postal Code
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	

# Creating an Account

## Create New Account

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

Fields with an asterisk (\*) are required.

Organization Information

User Information

Executive Director Question

Additional Executive Director 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](#)

Create your password.

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

# Creating an Account

Email Confirmation

**i** 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, 'Bank of Hawaii (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Bank of Hawaii (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

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

Make the appropriate selection and click “**Continue.**”

**Note:** *If you selected “I have not received the email,” the “Send Email Again” button will activate. Click that button to have your confirmation email sent again.*



# Creating an Account

**Congratulations!** You have successfully created your account!

**Note:** See: "[Applying for a Grant](#)" tutorial, page 4 for next steps.



**Bank of Hawaii**

**Apply**

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

# Creating an Account

Mahalo for using the Bank of Hawaii Charitable Foundation Services Online Grant System!

You have just completed *“Creating Your New Organization Account.”*

Additional Training Materials can be found here:

[Philanthropy - Online Training Documents](#)

Need assistance? Contact [Claire Tarumoto](#)