

## HAF+WRCF Grants Portal Registration Guide

### Step #1: Organization Information Questions

#### Organization Name Question:

- Enter your organization name. If you think your organization may already have an account, please 'Cancel Account Creation' and contact us. We will assist in creating a user account that is unique to you but tied to your organization account.
- If you are working with fiscal sponsor, please register under your organization name. Information about fiscal sponsors will be collected in individual grant applications.
- If you are registering as an individual (to apply for the Victor Thomas Jacoby Award, the Redwood Empire Quilters Guild grant, or the Peter E. Palmquist Memorial Fund), enter your full name in the "Organization Name" field.

#### EIN/Tax ID Question:

- If your organization has an EIN/Tax ID, please enter it here
- If your organization does not have an EIN (such as organizations working with a fiscal sponsor), please enter 22-2222222
- If you are registering as an individual, please enter 11-1111111

#### Physical/Mailing Address Questions:

- If you are based outside the United States, please email us at [grants@hafoundation.org](mailto:grants@hafoundation.org) before completing your registration.

[Cancel Account Creation](#)

### Organization Information

If you have questions or need any assistance with registration, please don't hesitate to [contact us!](#) If you are based internationally please email [grants@hafoundation.org](mailto:grants@hafoundation.org) before beginning your registration.

Organization Name* If you are registering as an individual, please enter your full name. Test Organization	EIN / Tax ID (##-#####)* Please enter your organization's EIN/Tax ID. If your organization does not have an EIN/Tax ID, please enter 22-2222222. If you are registering as an individual, please enter 11-1111111. 12-3456789
Web Site	Telephone Number (###-###-####)* 555-555-5555
Fax Number (###-###-####)	Organization Email If your organization has a general inquiry email address, please enter it here.
Physical Address* 123 Abby Road	Address 2
City* Eureka	State* CA
Postal Code* 95501	Mailing Address
City	State
Postal Code	

[Next >](#)

# HAF+WRCF Grants Portal Registration Guide

## Step #2: User Information Questions

### Address Question Quick Tip!

Use the 'Copy Address from Organization' button to auto-fill the address fields with the address you entered in the Organization Information section.

A screenshot of a web registration form titled "User Information". At the top right is a "Cancel Account Creation" button. Below the title is a "Copy Address from Organization" button. The form contains several input fields: "First Name\*", "Last Name\*", "Job Title/Role\*", "Suffix (Sr, Jr, III, etc.)", "Email\*" (with an envelope icon), "Email Confirmation\*" (with an envelope icon), "Pronouns" (with examples: she/hers, he/him, they/them, she/they), "Telephone Number (###-###-####)\*", "Extension", "Mobile Number (###-###-####)", "Address 1\*", "Address 2", "City\*", "State\*", and "Postal Code\*". At the bottom left is a "Previous" button and at the bottom right is a "Next" button.

## Step #3: Executive Director Question

If you are registering as an individual, select 'Yes' on this question.

A screenshot of a web registration form titled "Executive Director Question". The form is divided into sections: "Organization Information", "User Information", "Executive Director Question", "Additional Executive Director Information", and "Password". The "Executive Director Question" section contains the question "Are you the Executive Director of this organization?\*" with two radio button options: "Yes" and "No". Below the question is a "Previous" button.

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### Step #4: Additional Executive Director Information

If you select that you are not the Executive Director, you will be prompted to input your Executive Director's name and information.

#### Address Question Quick Tip!

Use the 'Copy Address from Organization' button to auto-fill the address fields with the address you entered in the Organization Information section.

#### Additional Executive Director Information

First Name*	Middle Name
<input type="text"/>	<input type="text"/>
Last Name*	Suffix (Sr, Jr, III, etc.)
<input type="text"/>	<input type="text"/>
Pronouns	Job Title/Role*
<input type="text"/>	<input type="text"/>
Email*	Telephone Number (###-###-####)
<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"/>

#### Organization Information

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#### User Information

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#### Executive Director Question

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#### Additional Executive Director Information

Middle Name	Suffix (Sr, Jr, III, etc.)
<input type="text"/>	<input type="text"/>
Pronouns	Mobile Number (###-###-####)
<input type="text"/>	<input type="text"/>
Address 2	
<input type="text"/>	

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#### Password

If you selected that you are the Executive Director, you will be offered another opportunity to answer any questions that you may have skipped in the previous section – these questions are optional and may be bypassed by clicking the 'Next' button.


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### Step #5: Password Section

Choose a password for your account. Passwords must be at least 6 characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%\*()\*\_

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.

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Organization Information

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User Information

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Executive Director Question

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Additional Executive Director Information

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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](#)

### Step #6: Click 'Create Account'!