#### **Step #1: Organization Information Questions**

#### **Organization Name Question:**

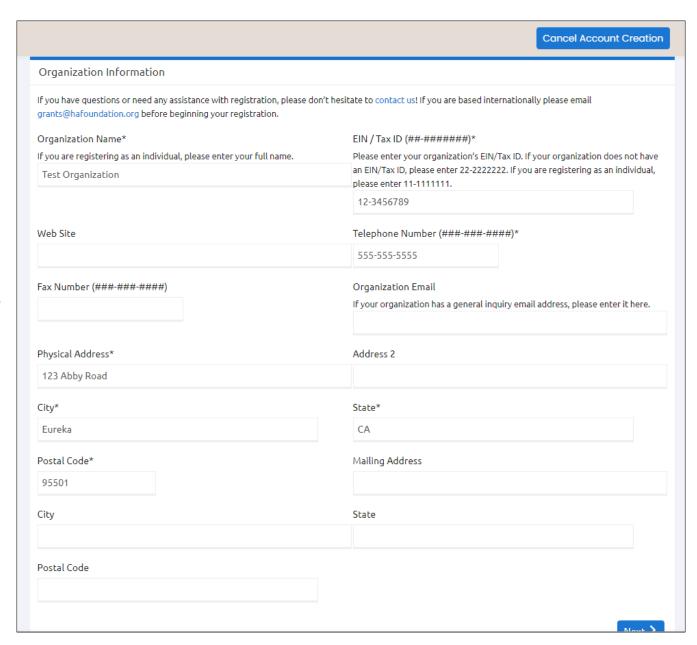
- Enter your organization name. If you think your organization may already have an account, please 'Cancel Account Creation' and contact us. We will assist in creating a user account that is unique to you but tied to your organization account.
- If you are working with fiscal sponsor, please register 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 22-222222
- 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
before completing your registration.



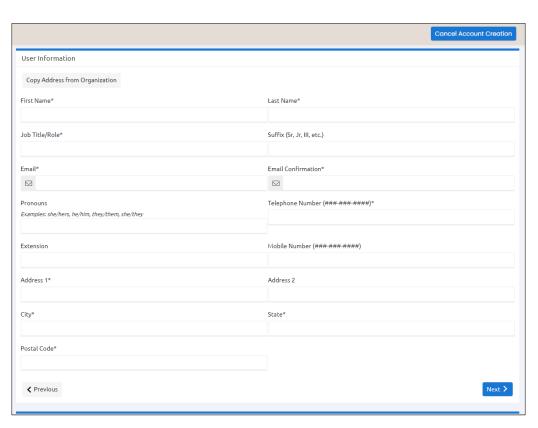
### **Step #2: User Information Questions**

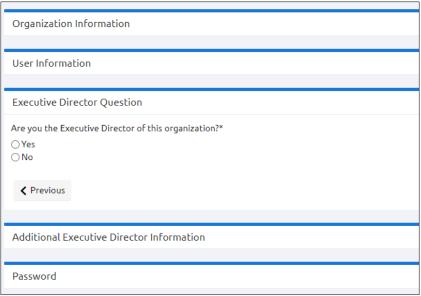
### **Address Question Quick Tip!**

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



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



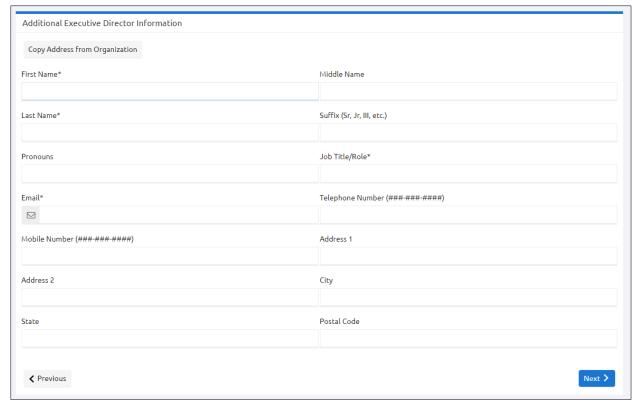


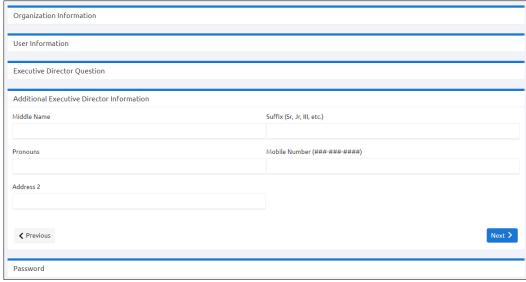
## **Step #4: Additional Executive Director Information**

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 autofill the address fields with the address you entered in the Organization Information section.

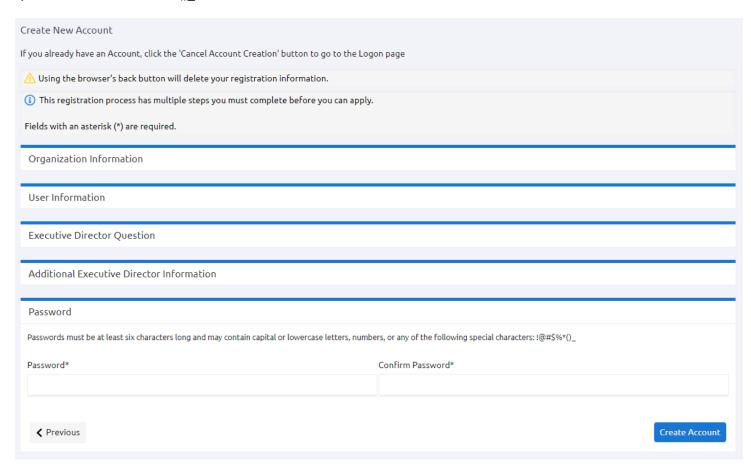




If you selected that you are the Executive Director, you will be offered another opportunity to answer any questions that you may have skipped in the previous section – these questions are optional and may be bypassed by clicking the 'Next' button.

#### 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: !@#\$%\*()\_



Step #6: Click 'Create Account'!