

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's account.***
- If you are working with fiscal sponsor, please register under your organization name. Information about fiscal sponsorship will be collected from individual grant applications.
- If you are registering as an individual (to apply for the Victor Thomas Jacoby Award 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 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 before beginning your registration.

Organization Name* If you are registering as an individual, please enter your full name. <input type="text" value="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. <input type="text" value="12-3456789"/>
Web Site <input type="text"/>	Telephone Number (###-###-####)* <input type="text" value="555-555-5555"/>
Fax Number (###-###-####) <input type="text"/>	Organization Email If your organization has a general inquiry email address, please enter it here. <input type="text"/>
Physical Address* <input type="text" value="123 Abby Road"/>	Address 2 <input type="text"/>
City* <input type="text" value="Eureka"/>	State* <input type="text" value="CA"/>
Postal Code* <input type="text" value="95501"/>	Mailing Address <input type="text"/>
City <input type="text"/>	State <input type="text"/>
Postal Code <input type="text"/>	

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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.

[Cancel Account Creation](#)

User Information

Copy Address from Organization

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Job Title/Role*	Suffix (Sr, Jr, III, etc.)
<input type="text"/>	<input type="text"/>
Email*	Email Confirmation*
<input type="text"/>	<input type="text"/>
Pronouns <small>Examples: she/hers, he/him, they/them, she/they</small>	Telephone Number (###-###-####)*
<input type="text"/>	<input type="text"/>
Extension	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*	
<input type="text"/>	

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Step #3: 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: !@#\$%^*()_

Organization Information

User 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*

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Step #4: Click 'Create Account'!