



Registration and Log-on

The Registration Process

New users must first register by clicking Create New Account on the Log-on page

The registration process has four sections:

1. Organization information (tax ID number/EIN required)
2. Your individual user information
3. Executive officer information
4. Choosing your individual user password

The registration process is straightforward; however, if you are submitting applications for different organizations, you will need to register separately using a different email address for each organization. Each individual user is linked to a single organization. For example, you are part-time staff or grant writer for both Organization A and Organization B. In order to submit an application for both Organizations A and B, you will need to register using one email address for the application for Organization A, and you will need to register another email address for the application from Organization B.

During the registration process, you cannot save partial information; therefore, you should gather all required information before beginning the registration process.

You user account ID is your email address.

Returning users log-on to the system using your email address and password. Please do not create a second new user account. Doing so could result in loss of historical information for your organization.

Updating Your Registration Information

To update your user information, click on your name at the top right corner of the screen and select Edit Profile from the drop-down menu.

To update your organization's or chief executive officer's information, contact the Foundation at grants@cfect.org or 860-442-3572.