

Creating a new account

1. Navigate to the [Greater Melbourne Foundation Grants Portal](#) ↗

2. Select the 'Create New Account' button.

The screenshot shows a 'Lologon' form with fields for 'Email Address*' and 'Password*'. A 'Create New Account' button is highlighted with a green box and a red arrow. Below the button, there is a note: 'Forgot your password?'. To the right, there is a 'Welcome to the Greater Melbourne Foundation's Online Portal.' message and instructions for new and existing users.

3. Complete each of the sections in the form, starting with Organisation Form.

- **Note:** Please ensure you populate all fields marked with an asterisk (*).

4. Organisation Form

The screenshot shows the 'Create New Account' form with the 'Organisation Information' section highlighted by a red arrow. The section includes fields for 'Organisation Name*', 'Organisation ABN (##-###-###)*', 'ACNC Link*', 'Telephone Number (##-####-####)*', 'Organisation Email', 'Address 1*', 'Address 2', 'Suburb*', 'State*', and 'Postcode*'. A 'Next >' button is visible at the bottom right.

- Once all fields are complete and correct, Click NEXT.

5. User Form

The screenshot shows the 'User Information' form. A red arrow points to the 'Copy Address from Organisation' button. The form includes fields for 'Prefix (Mr, Mrs, Ms, Dr, Prof, etc.)', 'First Name*', 'Last Name*', 'Post Nominal (AC, AO, OAM, etc.)', 'Job Title*', 'Email / Username*', 'Email / Username Confirmation*', 'Telephone Number (##-####-####)*', 'Mobile Number (### ### ###)', 'Address 1*', 'Address 2', 'Suburb*', 'State*', and 'Postcode*'. A 'Next >' button is visible at the bottom right.

- **Note:** You can save time and select the 'Copy Address from Organisation' this will prefill this form with the address you entered in the previous screen for Organisation Information.

- Once completed – Click NEXT.

6. Organisation Executive Officer Are you the Organisation's Executive Officer?

The screenshot shows the 'Executive Officer Question' form. It asks 'Are you the Organisation's Executive Officer?' with radio buttons for 'Yes' and 'No'. A 'Next >' button is visible at the bottom right.

- Select 'Yes' or 'No', whichever applies to you.
- Click NEXT.
- If you select 'Yes' move to step 8.

7. If you select 'No' complete the Additional Executive Officer Information.

The screenshot shows the 'Additional Executive Officer Information' form. A red arrow points to the 'Copy Address from Organisation' button. The form includes fields for 'Prefix (Mr, Mrs, Ms, Dr, Prof, etc.)', 'First Name*', 'Last Name*', 'Post Nominal (AC, AO, OAM, etc.)', 'Job Title*', 'Email*', 'Telephone Number (##-####-####)*', and 'Mobile Number (### ### ###)'. A 'Next >' button is visible at the bottom right.

- Click NEXT.

8. Finally, set a password.

The screenshot shows the 'Password' form. It includes fields for 'Password*' and 'Confirm Password*'. A 'Create Account' button is visible at the bottom right.

- Once set – Select 'Create Account'.

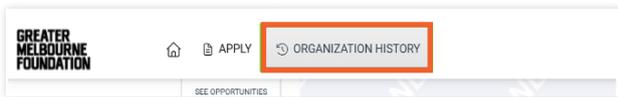
Once you complete your registration you will receive an email asking you to confirm your email address. Please ensure you complete this step to finalise your registration. You may need to check your junk folder if the email does not arrive in your inbox.

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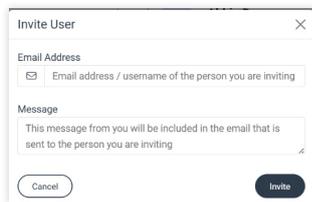
If your organisation already has an account:

If you need to register with the Foundation's Grants Portal and you are aware that someone from your organisation has already registered, please use the following instructions.

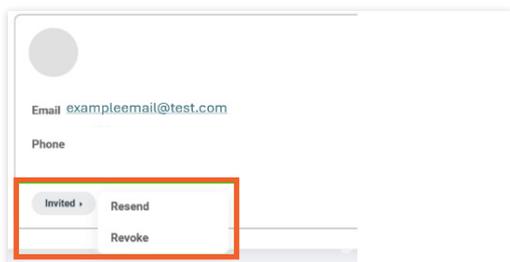
1. Contact the person from your organisation who has registered.
2. They will need to login to [Greater Melbourne Foundation Grants Portal](#) ↗
3. Instructions for the registered user:



4. On the dashboard, navigate to 'Organisation History'.
5. Under the 'Contact' tab, click Invite User.

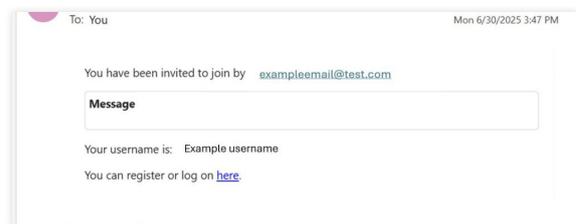


6. The prompt below will appear; here is where you input the user's email you wish to add under your organisation, and a message to the person.
 - a. After the invitation has been sent, you can resend the invite or revoke by clicking 'Invited'

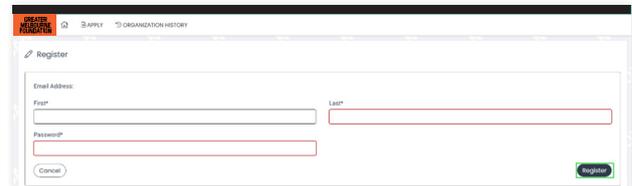


Instructions for the new user:

7. You will receive the below email invitation.



- Click 'Here' to proceed with the new user's registration.
- You will then be taken to a registration page, input your details and click 'Register'.



Note:

If you are unaware if someone from your organisation has registered with the Grants Portal and you begin the registration process, you will be prompted when putting in your organisation's ABN if it has already been previously used. The below error will appear:

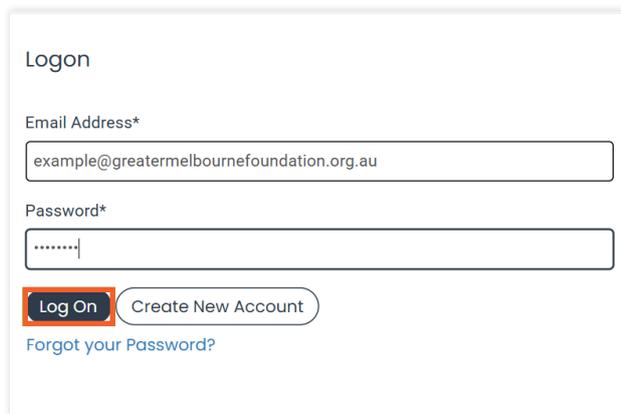


If this occurs, please reach out to the Grants Team by emailing grants@greatermelbournefoundation.org.au, they will be able to assist you in creating an account and connecting your account to your organisation.

Please do not create a new account for the same organisation, this creates duplication in the portal and removes your visibility of past interactions with us.

Logging-in with two-factor authenticator

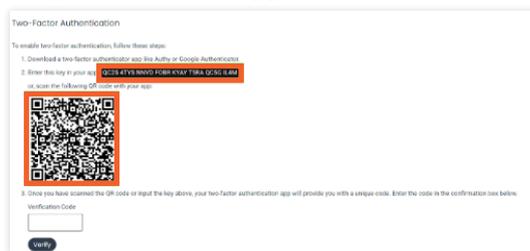
1. Log on using your credentials you have set up when registering with our new system.



The screenshot shows a 'Logon' form with the following elements:

- Email Address***: A text input field containing 'example@greatermelbournefoundation.org.au'.
- Password***: A password input field with masked characters '.....'.
- Log On**: A button with a red border.
- Create New Account**: A button with a rounded rectangular shape.
- Forgot your Password?**: A blue text link.

2. Set up a two-factor authentication application (e.g. Microsoft Authenticator)
3. Add the generated image or enter the provided key to your two-factor application.



The screenshot shows the 'Two-Factor Authentication' setup page with the following elements:

- Two-Factor Authentication**: Section header.
- To enable two-factor authentication, follow these steps:**: Instructional text.
- 1. Download a two-factor authenticator app: the Authy or Google Authenticator.**: Step 1.
- 2. Enter this key in your app:** Step 2, with a red box around the key 'QJ2S 4TYS 8WVQ F08R 6TAY T9BA 02-S0 8 4M'.
- or, scan the following QR code with your app:**: Step 3, with a red box around a QR code.
- 3. Once you have scanned the QR code or input the key above, your two-factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.**: Step 3.
- Verification Code**: A text input field.
- Verify**: A button.

4. Your two-factor application will provide you with a token into the Greater Melbourne Foundation Grants Portal Verification Code field, and then click 'Verify'



The screenshot shows the 'Verification Code' field with the following elements:

- 3. Once you have scanned the QR code or input the key above, your two-factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.**: Instructional text.
- Verification Code**: A text input field containing '168 432'.
- Verify**: A button with a red border.