

1. From the logon page click "Create New Account"



## Logon Page

Email Address\*

The Email Address\* field is required.

Password\*

The Password\* field is required.

Log On

Create New Account

Forgot your Password?



Welcome to the Greater Toledo Community Foundation Online Portal.

Please click on "Create New Account" to complete the registration process and create your logon credentials. After registering in the system, returning users will enter their credentials to log in.

**Toledo Rotary Club Foundation**

Applicants seeking the Toledo Rotary Club Foundation opportunity can enter "rotary" in the quick search box upon accessing the online system to navigate directly to that grant application.



Applicants seeking the First Solar Corporate Charitable Fund opportunity can enter "solar" in the quick search box upon accessing the online system to navigate directly to that grant application.

First time applicants are encouraged to view the following tutorials to become familiar with the system.

2. Organization Information:
  - a. Enter presenter's name for Organization Name
  - b. Enter "NA" for EIN/Tax ID
  - c. Enter "NA" for Primary Geographic Focus Area
  - d. Select "Education" for Primary Programmatic Focus
  - e. Complete Phone and Address Fields
  - f. All other fields can be left blank
3. User Information:
  - a. Complete user information details
4. Executive Officer Question
  - a. Click "Yes"
5. Additional Executive Officer Information
  - a. Click "Next"
6. After a password is selected the applicant will be taken directly into the online proposal

Any questions can be directed to Patrick Johnston at [patrick@toledocf.org](mailto:patrick@toledocf.org) or 419-241-5049