



PALLOTTINE FOUNDATION OF BUCKHANNON, WEST VIRGINIA

Online Grant Management System

Creating Your New Account Profile

Creating a New Account Profile



Pallottine Foundation
OF BUCKHANNON

Logon Page

Email Address*

Password*

[Forgot your Password?](#)

Log On

or

Create New Account

Welcome to the Pallottine Foundation of Buckhannon's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Executive Director, Janell Ray, at jeray@pallottinesac.org to receive your username and password.

If you are a new user, begin your "new Account" registration by selecting "Create New Account".

Creating a New Account Profile



Create New Account

This registration process has multiple steps you must complete before you can apply.

⚠ Using the browser's back button will delete your registration information.

i Fields with an asterisk (*) are required.

Organization Information

NOTE: You will not be able to change your organization information after registering.

Organization Name*

EIN / Tax Identification Number (XX-XXXXXXX)*

Web Site

Telephone Number (XXX-XXX-XXXX xXXX)*

Organization Email

Address 1*

Address 2

City*

State*

Postal Code*

Cancel Account Creation

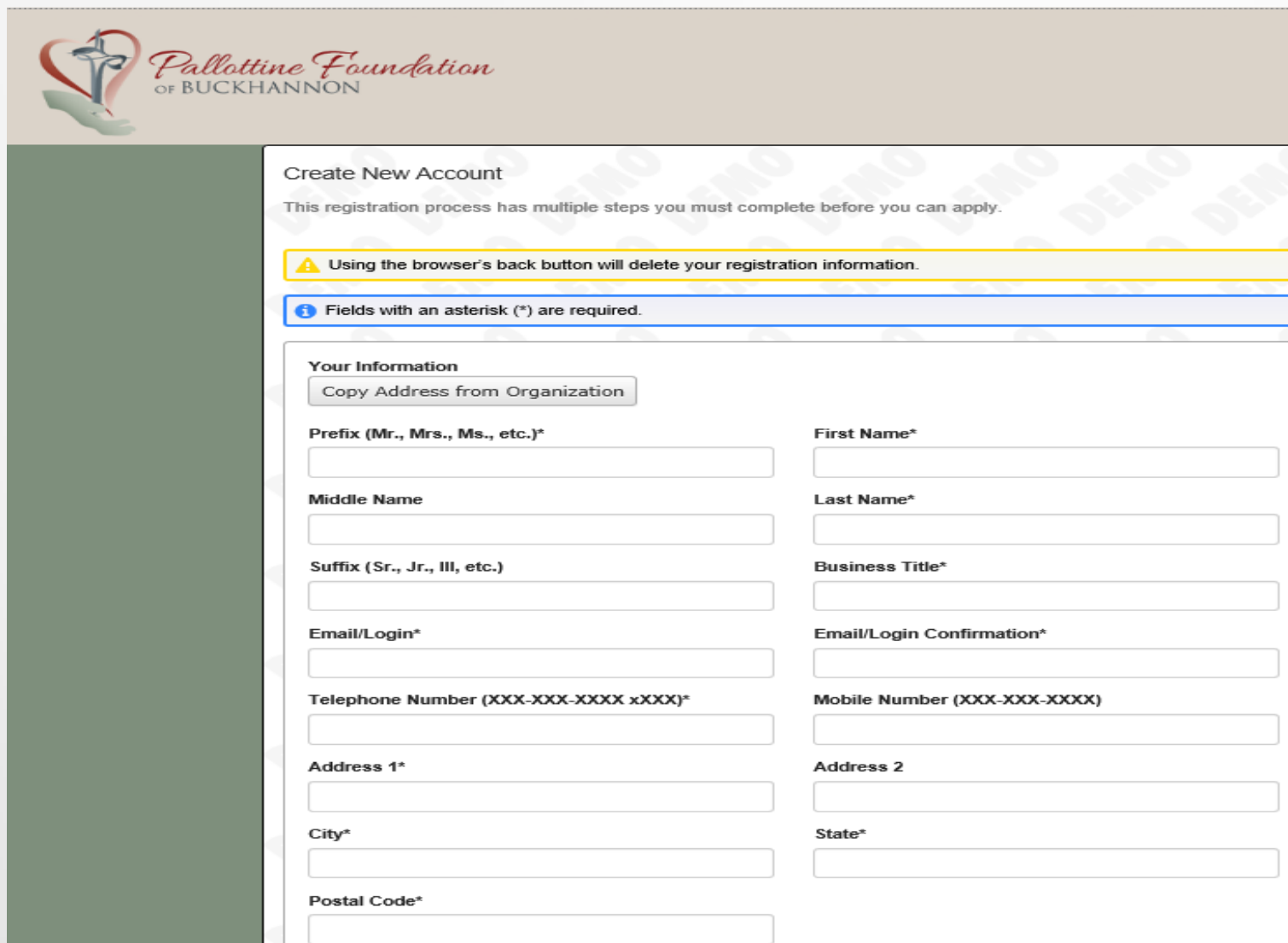
Next Step


By selecting "Create New Account", you have been directed to this screen to complete your organization's information.

To proceed, you please have your organization's basic information available, including your Tax ID number.

Press "Next Step" when information is complete. NOTE: Using your browser's back arrow will delete your registration information.

Creating a New Account Profile



 **Pallottine Foundation**
OF BUCKHANNON

Create New Account

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Your Information

Prefix (Mr., Mrs., Ms., etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr., Jr., III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email/Login*	Email/Login Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number (XXX-XXX-XXXX xXXX)*	Mobile Number (XXX-XXX-XXXX)
<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"/>	

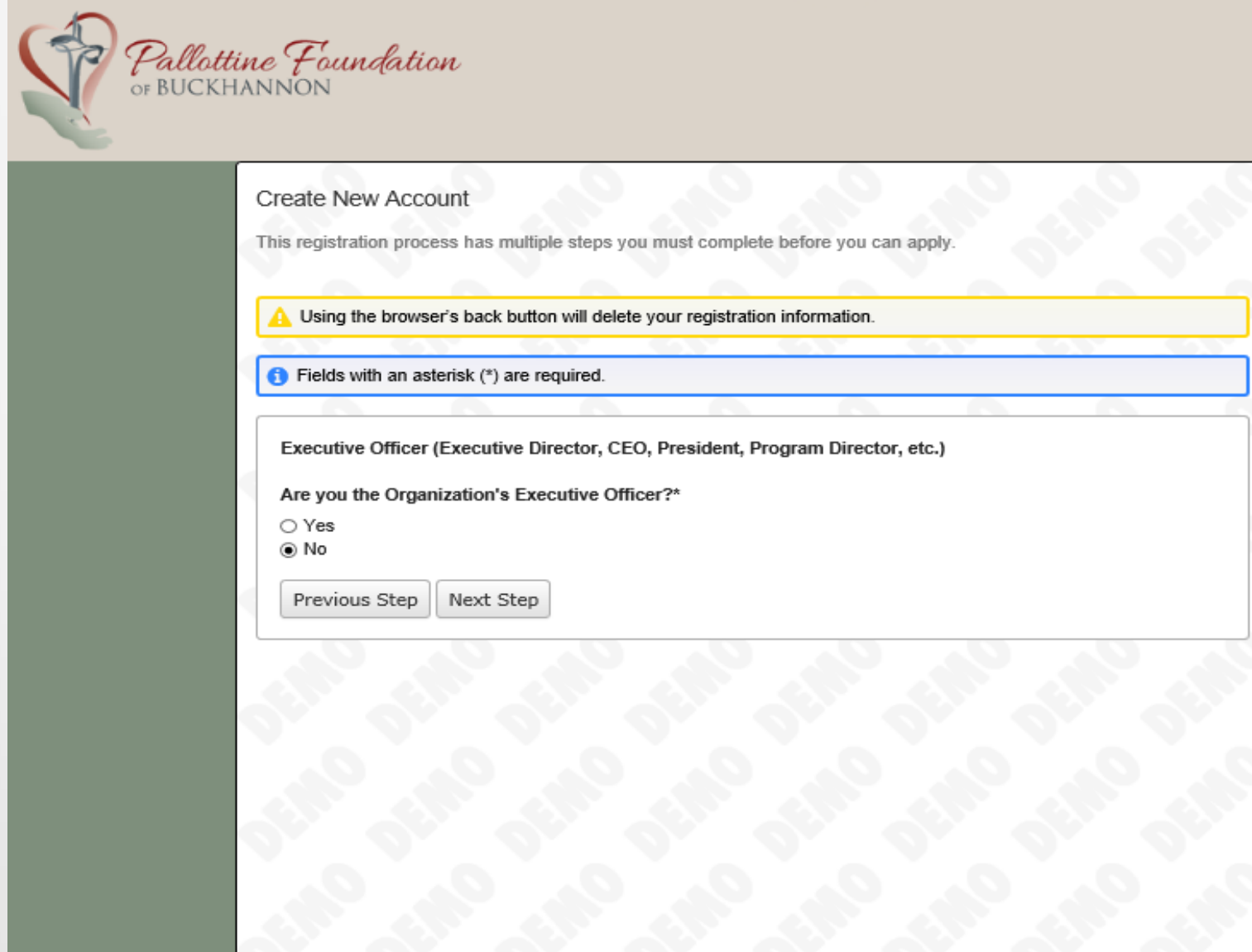
Enter YOUR information.

Items to Note:

Your login name will be an email address. We will use this address to communicate with you if we have any questions.

Use your organization's mailing address. This can be copied from the previous screen.

Creating a New Account Profile



The screenshot shows the 'Create New Account' page for the Pallottine Foundation of Buckhannon. The page features a header with the organization's logo and name. Below the header, there is a section titled 'Create New Account' with a sub-header 'This registration process has multiple steps you must complete before you can apply.' Two warning boxes are present: a yellow one stating 'Using the browser's back button will delete your registration information.' and a blue one stating 'Fields with an asterisk (*) are required.' The main form area is titled 'Executive Officer (Executive Director, CEO, President, Program Director, etc.)' and contains the question 'Are you the Organization's Executive Officer?*' with radio buttons for 'Yes' and 'No'. At the bottom of the form are 'Previous Step' and 'Next Step' buttons. The background of the page is watermarked with the word 'DEMO'.

Pallottine Foundation
OF BUCKHANNON

Create New Account

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ℹ Fields with an asterisk (*) are required.

Executive Officer (Executive Director, CEO, President, Program Director, etc.)

Are you the Organization's Executive Officer?*


Yes
 No

It is not required that the Executive Officer complete the application or be the organization's primary contact.

If you select "Yes", you will be asked for additional Executive Officer information.

If you select "No", you will be required to provide an executive officer's information.

Creating a New Account Profile



Create New Account
This registration process has multiple steps you must complete before you can apply.

⚠ Using the browser's back button will delete your registration information.

i Fields with an asterisk (*) are required.

Additional Executive Officer Information

Prefix (Mr., Mrs., Ms., etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr., Jr., III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email*	Telephone Number (XXX-XXX-XXXX xXXX)
<input type="text"/>	<input type="text"/>
Mobile Number (XXX-XXX-XXXX)	Address 1
<input type="text"/>	<input type="text"/>
Address 2	City
<input type="text"/>	<input type="text"/>
State	Postal Code
<input type="text"/>	<input type="text"/>

If you selected “NO” on the previous screen, you will be required to complete this screen for an executive officer of the organization.

If you selected “YES” on the previous, you will see a similar screen asking for additional information.

Creating a New Account Profile



The screenshot shows the 'Create New Account' page for the Pallottine Foundation of Buckhannon. The page header features the foundation's logo, which includes a stethoscope and a hand holding a heart, with the text 'Pallottine Foundation OF BUCKHANNON'. The main content area is titled 'Create New Account' and includes a sub-header 'This registration process has multiple steps you must complete before you can apply.' Below this, there are two informational boxes: a yellow one with a warning icon stating 'Using the browser's back button will delete your registration information.' and a blue one with an information icon stating 'Fields with an asterisk (*) are required.' The main form section is titled 'Password' and contains the instruction: 'Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&*()_'. There are two input fields: 'Password*' and 'Confirm Password*'. At the bottom of the form are two buttons: 'Previous Step' and 'Finish'.

On this screen, you will create your account password.

Passwords must be at least 6 characters and may contain only letters, numbers, and the following symbols:
!@#\$%^&*()_.

Please note that passwords ARE case sensitive.

You will need your password to login to your online grant management account.

When you will click "Finish", you will receive email confirmation of your registration.



Congratulations!

You have completed your Account Registration for the PFB Online Grant Management System.

You will receive a confirmation email shortly with your login information.