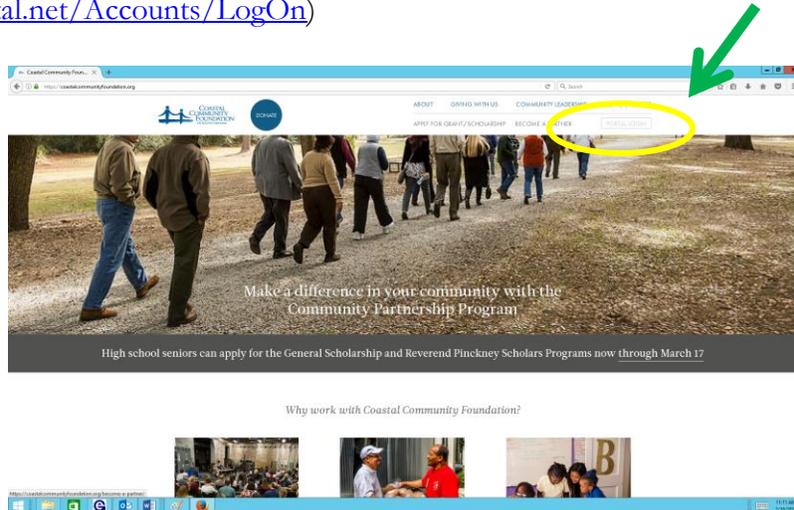


Registration Instructions for the CCF Portal

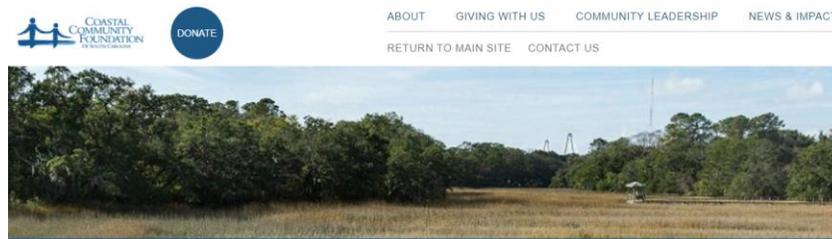
Access Portal landing page:

Go to CCF's website (www.coastalcommunityfoundation.org) and click on the "Portal Login" box on the upper right side of the page. (Or, follow this link to go directly to the portal:

<https://ccf.spectrumportal.net/Accounts/LogOn>)



Click on the "Register" link at the bottom of the Log In section.



Coastal Community Foundation Portal

Log In

Login ID (Email address)

Password

[Email My Password Hint / Reset Password](#)

[Use this link to Register](#) ←

Create your account profile

Website:

In the "Website" field, select "Default." (This should be your only option in the dropdown)

Create a Profile

Please fill out all required fields. If your organization is not currently in our database, you may add your organization below. However, please search for your organization under all possible names before doing so to avoid creating duplicate records. If you are a governmental entity or house of worship, and have no charitable Tax ID number, please enter 12-3456789 for that field when creating the new organization.

Website *

Account Information:

Enter your name, email address, and your password of choice. Please note that the email you enter here will be your login ID when you log in to the portal. It will not be used for any purpose by CCF other than to reset your password, if you request it. The Password Hint you enter here can be emailed to you in the future as well if you have trouble remembering your password.

Account Information	
First Name	<input type="text"/> *
Last Name	<input type="text"/> *
Email Address	<input type="text"/> *
Password	<input type="password"/> *
Re-enter your Password	<input type="password"/> *
Password Hint	<input type="text"/> *



Check the box to accept the terms & conditions. (To access the Terms & Conditions, you can click on the words “terms & conditions” to be taken to a new webpage detailing those conditions. You can print the conditions from there as well, if you wish.) You must accept the terms & conditions to register for the portal.

Password Hint	<input type="text"/> *
<input type="checkbox"/>	I accept the terms & conditions *
Portal Access*	<input type="checkbox"/> Place Based Impact Investment Applicant Apply for Place Based Impact Investment funding on behalf of an organization



Portal Access Role:

Select the type of access you’ll need for the portal. We refer to this as your “role.” For this Fund, you’ll select the **Place Based Impact Investment Applicant** role.

Portal Access*	<input checked="" type="checkbox"/>	I accept the terms & conditions *
	<input checked="" type="checkbox"/>	Place Based Impact Investment Applicant Apply for Place Based Impact Investment funding on behalf of an organization
	<input type="checkbox"/>	Grant Applicant Apply for grants on behalf of an organization (open to all employees of an organization, and grant writers)
	<input type="checkbox"/>	Organization Administrator Control the level of access for portal users who register with the organization (Reserved for Executive Directors, Development Directors, or equivalent management positions)



Personal Information:

Please enter here the contact information you would like used for any correspondence relating to this application. In the Address (line 1) field, please enter the name of your organization.

Personal Information

Address (line 1)	<input type="text"/>		
Address (line 2)	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text" value="▼"/>	Zip	<input type="text"/>
Primary Phone #	<input type="text"/>	Phone Type	<input type="text" value="▼"/>
Secondary Phone #	<input type="text"/>	Phone Type	<input type="text" value="▼"/>

Submit Registration:

When all information has been submitted, click “Register” at the bottom of the page. You can now log in to the portal using the email address and password you selected.

Primary Phone #	<input type="text"/>	Phone Type	<input type="text" value="▼"/>
Secondary Phone #	<input type="text"/>	Phone Type	<input type="text" value="▼"/>

Register



Use this link to [Log In](#)



If you already have a portal account..

1. Log in to your current portal account.
2. In the top right corner of the blue menu stripe, click on “My Profile.”



Welcome **Kaela** of Coastal Community Foundation of South Carolina, Inc. [Log Off](#) [My Profile](#)
[Place Based Impact Investment Applicant](#) [Grant Applicant](#) [Organization Administrator](#)
[Reviewer](#) [Grant Admin](#) [Site Admin](#)

Welcome Individual Grant Applicant

Use the [Place Based Impact Investment Applicant](#) menu above to get started.

3. In the “Portal Access” section, select the “Place Based Impact Investment Applicant Role.”

Profile

Website *

(You must log in again for changes to take affect)

Account Information

First Name * Last Name *

Email Address *

Portal Access*

<input checked="" type="checkbox"/>	Place Based Impact Investment Applicant	(Approved)	Apply for Place Based Impact Investment funding on behalf of an organization
<input checked="" type="checkbox"/>	Grant Applicant	(Approved)	Apply for grants on behalf of an organization (open to all employees of an organization, and grant writers)
<input checked="" type="checkbox"/>	Organization Administrator	(Approved)	Control the level of access for portal users who register with the organization (Reserved for Executive Directors, Development Directors, or equivalent management positions)



4. Scroll down, and click “Save Profile.”

(To change your application access contact Edna DiPasio at 843-723-3635 or Kaela Hammond)

Personal Information

Address (line 1) *

Address (line 2)

City *

State * Zip

Primary Phone # * Phone Type *

Secondary Phone # Phone Type



5. You should now have a new menu item on the blue menu stripe called “Place Based Impact Investment Applicant.” You can access the application by navigating to that role’s home page.