STEP-BY-STEP INSTRUCTIONS FOR CREATING A NEW FOUNDANT ACCOUNT

For new Organizations only*

1. To get started creating an account for your organization, click the link to the Foundant homepage here. The home page will appear as pictured below.

![Foundant Home Page](image)

2. New users should click the ‘Create New Account’ button to get started. The Organization Information tab requires the organization’s address and tax ID to proceed. We recommend including an email address and website as well.

   **NOTE:** This option should not be used for organizations who have an existing account.

3. Once the Organization Information tab has been completed, click ‘Next’. This will take you to the User Information tab. Foundant requires an address, telephone number, and email address to create a user account. Once this tab is complete, click ‘Next’.
4. The Executive Officer Question tab is a yes or no question. If you are not the Executive Officer for your organization, you will be prompted to input the Executive Officer’s information on the next tab.

5. The Additional Executive Officer Information tab is similar to the User Information tab. Please fill this form out to the best of your ability.
6. The final step is to choose a password. Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%&*(). Once complete, click ‘Create Account’.