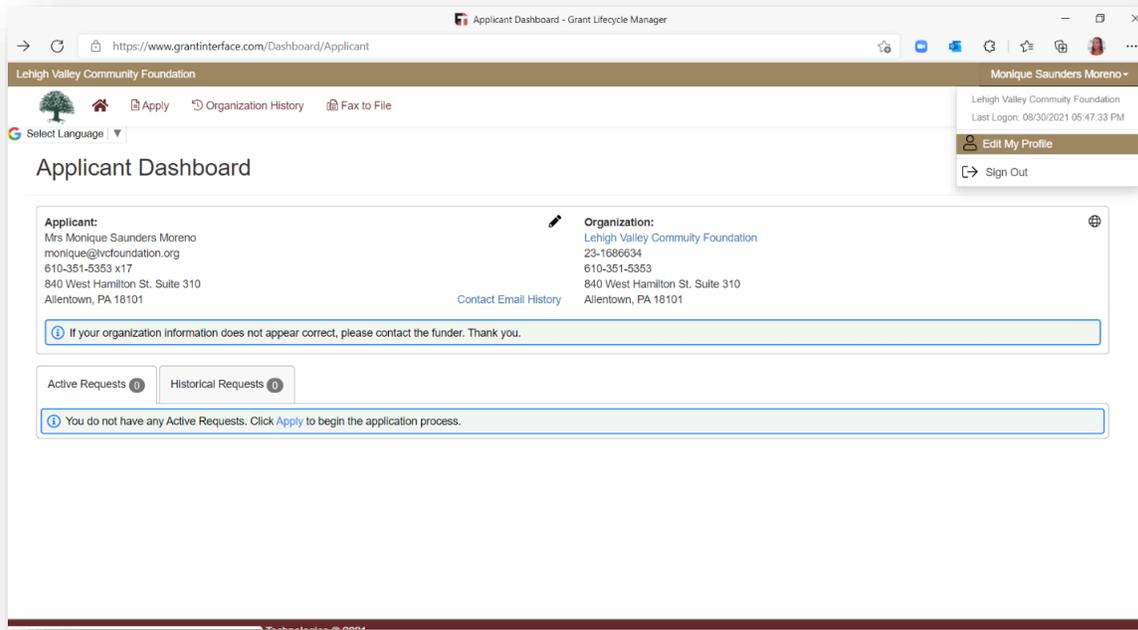
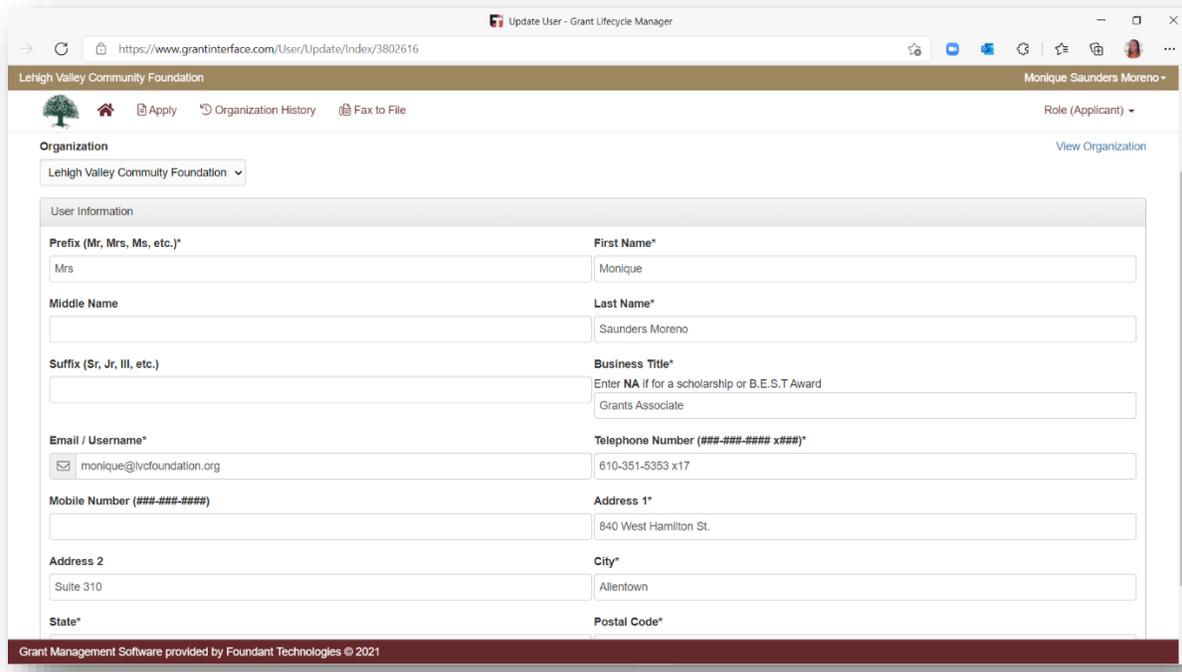


STEP-BY-STEP INSTRUCTIONS FOR UPDATING YOUR USER PROFILE

1. Foundant users can edit their own user profiles by logging in and clicking on the arrow next to their name in the top right corner



2. The User information tab will appear and allow you to make and save changes to your account, including email address/username and your password. Be sure to click 'Save' once all changes have been made.



3. **Tip:** A user can also view their Foundant email history, organization profile, and change their password from their Update User/Edit My Profile page.

The screenshot shows a web browser window with the URL <https://www.grantinterface.com/User/Update/Index/3802616>. The page title is "Update User - Grant Lifecycle Manager". The user is logged in as "Monique Saunders Moreno". The page header includes "Lehigh Valley Community Foundation" and navigation links for "Apply", "Organization History", and "Fax to File". The user's role is "Role (Applicant)".

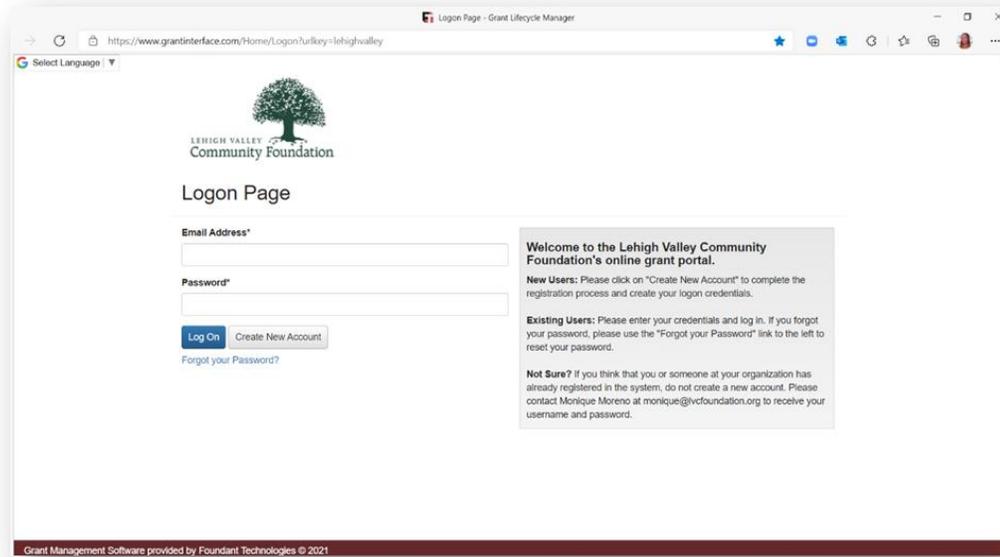
The main content area is a form with the following fields:

Prefix (Mr, Mrs, Ms, etc.)* Mrs	First Name* Monique
Middle Name	Last Name* Saunders Moreno
Suffix (Sr, Jr, III, etc.)	Business Title* Enter NA if for a scholarship or B.E.S.T Award Grants Associate
Email / Username* monique@lvcfoundation.org	Telephone Number (###-###-#### x####)* 610-351-5353 x17
Mobile Number (###-###-####)	Address 1* 840 West Hamilton St.
Address 2 Suite 310	City* Allentown
State* PA	Postal Code* 18101

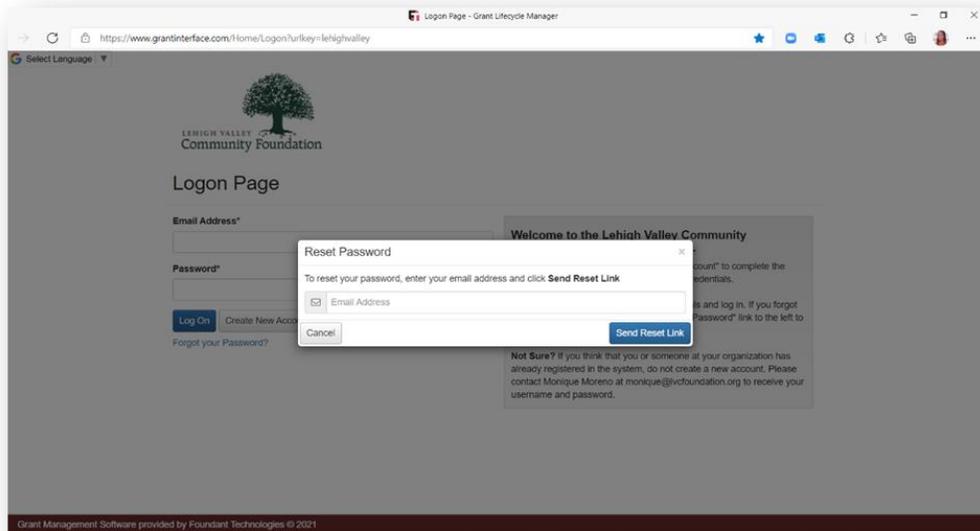
At the bottom of the form, there are buttons for "Cancel", "Manage Notifications", "Change Password", and "Save". The footer of the page reads "Grant Management Software provided by Foundant Technologies © 2021".

STEP-BY-STEP INSTRUCTIONS FOR USER PASSWORD RESET

1. For existing users who need password help, click the link to the Foundant homepage [here](#). The home page will appear as pictured below.



2. Click the 'Forgot your Password?' link. The screen will prompt you to type in your email address/username and will send a reset link to your email address. Follow the email instructions to reset your password.



3. If you need any further assistance with resetting your password, please email Monique Moreno at Monique@lvfoundation.org.