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

| 🛐 Applicant Dashboard | - Grant Lifecycle Manager | | | | | - | ٥ | × | | |
|--|--|-----------------------------------|---|---------|-----------|-----------|-------------|---|--|--|
| C https://www.grantinterface.com/Dashboard/Applicant | | ç <u>o</u> | • | G | £≣ | œ | 1 | | | |
| h Valley Community Foundation | | | | М | onique S | Saunde | rs Morenc | • | | |
| 🏟 🚰 Apply 🖑 Organization History 📾 Fax to File | | Lehigh Valley Commuity Foundation | | | | | | | | |
| ect Language | | | | Last Lo | gon: 08/3 | 30/2021 (| 05:47:33 PI | 4 | | |
| | | | | Edit | My Pro | file | | | | |
| Applicant Dashboard | | | | [→ Sig | n Out | | | _ | | |
| Applicant: Mrs Monique Saunders Moreno monique@ivdfoundation.org 610-351-5353 x17 840 West Hamilton St. Suite 310 Allentown, PA 18101 Contact Email History | Organization: Lehigh Valley Commulty Foundation 23-1696634 610-351-5353 840 West Hamilton St. Suite 310 Allentown, PA 18101 | | | | | | ⊕ | | | |
| If your organization information does not appear correct, please contact the funder. Thank you. | | | | | | | | | | |
| Active Requests | | | | | | | | | | |
| You do not have any Active Requests. Click Apply to begin the application process. | | | | | | | | | | |
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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.

| C fthttps://www.grantinterface.com/User/Update/Index/3802616 | | τõ | 6 | 3 1 | ^= @ | | |
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| h Valley Community Foundation | | | | Moniqu | ie Saunde | ers Moreno | |
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| Lehigh Valley Commuity Foundation 🗸 | | | | | | | |
| User Information | | | | | | | |
| Prefix (Mr, Mrs, Ms, etc.)* | First Name* | | | | | | |
| Mrs | 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* | Telephone Number (###-#### x###)* | | | | | | |
| monique@lvcfoundation.org | 610-351-5353 x17 | | | | | | |
| Mobile Number (###-#####) | Address 1* | | | | | | |
| | 840 West Hamilton St. | | | | | | |
| Address 2 | City* | | | | | | |
| Suite 310 | Allentown | | | | | | |
| State* | Postal Code* | | | | | | |
| it Management Software provided by Foundant Technologies © 2021 | | | | | | | |

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.

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|--|--|
| 🛖 🏠 🖻 Apply 🕤 Organization History 🔞 Fax to File | Role (Applicant) - |
| Prefix (Mr, Mrs, Ms, etc.)* | First Name* |
| Mrs | 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* | Telephone Number (###-#### x###)* |
| monique@ivcfoundation.org | 610-351-5353 x17 |
| Mobile Number (###-#####) | Address 1* |
| | 840 West Hamilton St. |
| Address 2 | City* |
| Suite 310 | Allentown |
| State* | Postal Code* |
| PA | 18101 |
| | |
| Cancel | Manage Notifications Change Password Save |

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.

| Logon Page - Grant Lifecycle Manager | | | | | | | | | | | - | × |
|--------------------------------------|---|------------------------------------|--------------------------------|---|--|----------------------------------|-------------------------|----|---|-----|---|---|
| C 🗅 https:// | https://www.grantinterface.com/Home/Logon?urlkey=lehighvalley | | | | | | 0 | 4 | G | £°∎ | Ð | |
| elect Language 💌 | Community Found | lation | | | | | | | | | | |
| | Email Address* | | | | | | | | | | | |
| | Password* | Reset Passwo To reset your pase | ord sword, enter your email | Welcome to the Lef | igh Valley Communi x - count" to o edentials. | t y omplete | the | | | | | |
| | Log On Create New Act | Cancel | 855 | | Is and log Password* end Reset Link | n. If you link to th | forgot ie left to | | | | | |
| | | | | Not Sure? If you think that already registered in the sy contact Monique Moreno a username and password. | you or someone at your org stem, do not create a new a t monique@/vcfoundation.org | anization count. F to rece | has Nease Ive you | é, | | | | |
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3. If you need any further assistance with resetting your password, please email Monique Moreno at Monique@lvcfoundation.org.