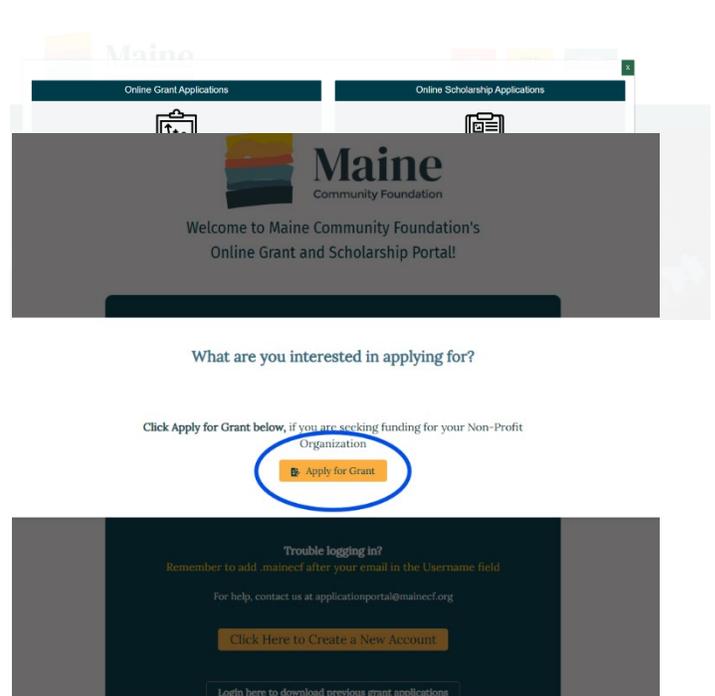
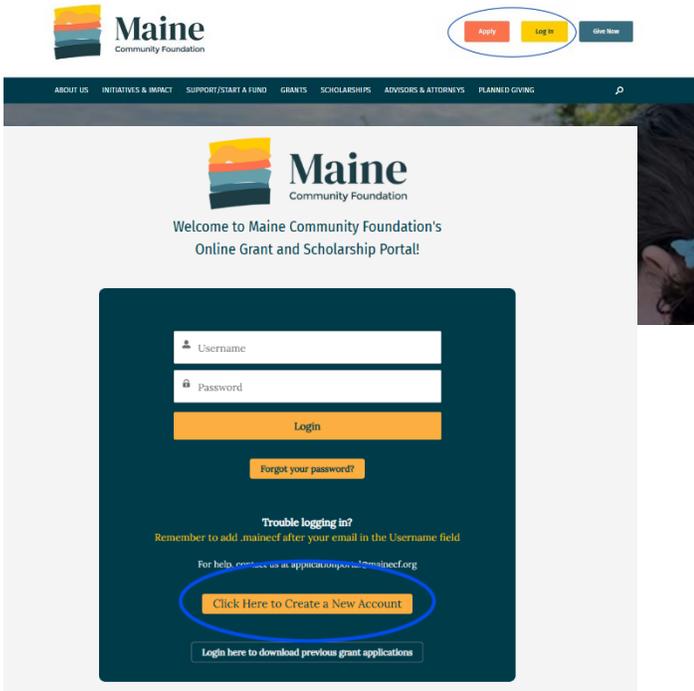
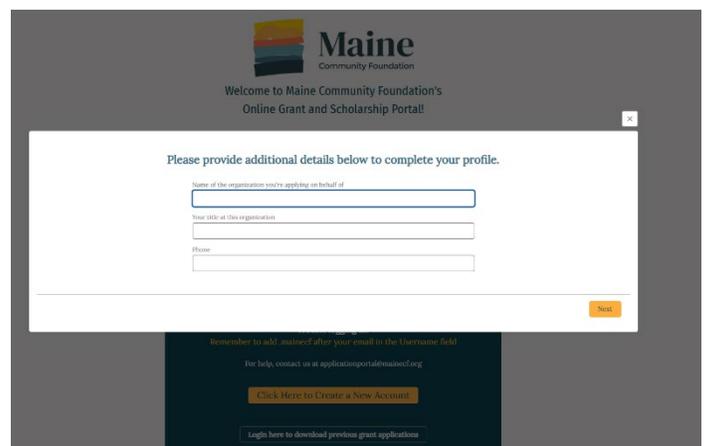
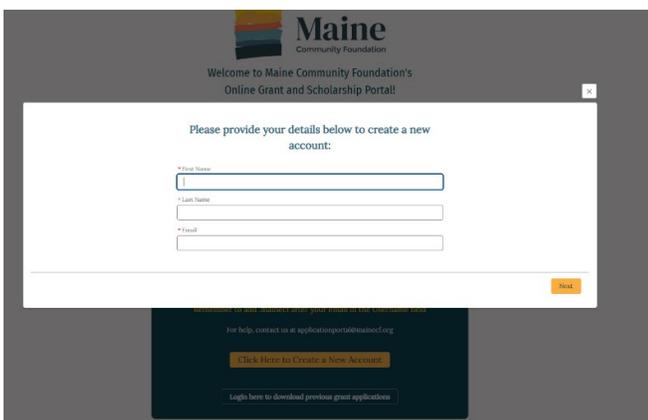


How to create an account

1. Navigate to the MaineCF main page: <https://www.maineef.org>.
2. Select either the **Apply** or **Log In** button on the top right of the page. Then, select the **Apply Here** button under Online Grant Applications.

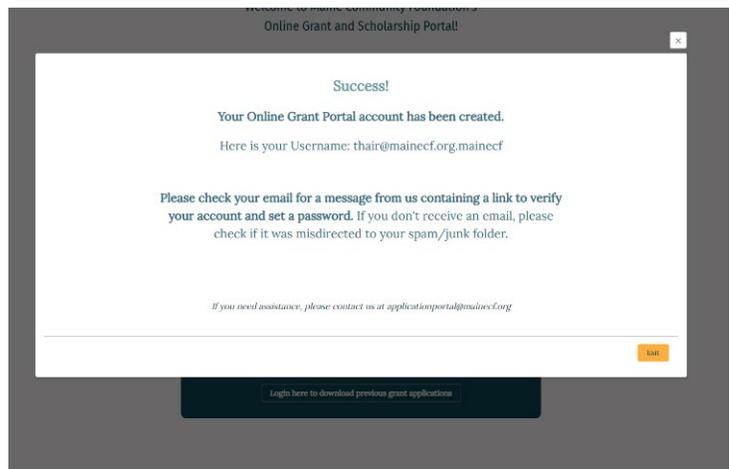


3. Near the bottom, select the button **Click Here to Create a New Account**. Then, select **Apply for Grant**.
4. Fill in First Name, Last Name, and Email Address, then select **Next**. The following screen contains three optional fields. Enter the information or leave fields blank and select **Next** to continue.



5. If the account was successfully created, a pop up will appear saying “Success! Your Online Grant Portal account has been created.”

This popup also displays your username. Click **Exit**.



6. A verification email has been sent to the email address used to register. Open the email and click the link to verify.

7. Create a password for your account and confirm the password. The password must contain 12 characters, 1 letter, 1 number, and 1 special character. Once you have completed both password fields, select **Change Password** to continue.

A screenshot of a web form titled "Change Your Password" with the Maine Community Foundation logo at the top. The form asks the user to "Enter a new password for thair@mainecf.org.mainecf." and lists requirements: "Make sure to include at least:" followed by radio buttons for "12 characters", "1 letter", "1 number", and "1 special character". Below these are two input fields: "* New Password" and "* Confirm New Password". A legend indicates "*required". At the bottom is a "Change Password" button.

Note: Your username will be the email address you used with .mainecf added after it (example: johnsmith@gmail.com.mainecf).