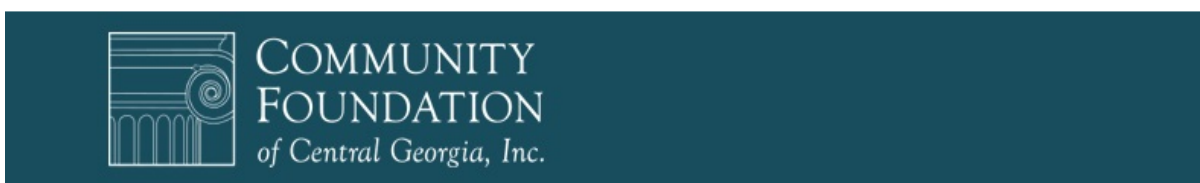


Instructions for Applying as an Individual Applicant

***IMPORTANT NOTE:** In order to apply for a Conversation to Action Grant, you must have the “Conversation to Action Grant Applicant” organization attached to your web portal account as shown below. If you do not have this, please follow the instructions below pertaining to your current status: either 1) Existing Web Portal User or 2) New User needing to register

- 1) Existing Web Portal User
 - a. <https://cfga.spectrumportal.net/>
 - b. Enter Login ID and Password
 - c. Select the dropdown menu to see if “Conversation Action Individual Applicant” is an option.
 - i. If so, select it, log in, and you can now apply for a Conversation to Action Grant.
 - ii. If not, contact our office at 478-750-9338 or grants@cfcga.org so that we can add it for you **OR** create a new account with a different email address and follow the “2) New User needing to register” instructions below



Welcome to the Web Portal

Log In

Login to CFCG's web portal to apply for a grant, apply for a scholarship, review grants or scholarships, or advise your fund.

Login ID (Email address)

Password

Organization

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

Use this link to [Register](#)

2) New User needing to register

- a. <https://cfga.spectrumportal.net/Accounts/LogOn>
- b. Click the "Register" hyperlink
 - i. Enter **all** information with a red star by it
 - ii. Check the box next to "I accept the terms and conditions"
 - iii. Check **ONLY** the box next to "Grant Applicant" for portal access
 1. Organization Information will appear once this box is checked
 - iv. In the search box that appears, type in: **conversation**
 1. Click search and select "Conversation to Action Individual Applicant – 577 Mulberry Street, Suite 1600, Macon GA" from the search results
 - v. Enter YOUR personal information in the boxes under Personal Information
- c. Click the "Register" button

Welcome to the Web Portal

Create a Profile

Account Information

First Name * Last Name *

Email Address *

Password *

Re-enter your Password *

Password Hint *

I accept the [terms & conditions](#) *

Portal Access*

<input type="checkbox"/> Fund Advisor	Access and manage funds, grants, grant recommendations and gifts
<input type="checkbox"/> Scholarship Applicant	Apply for scholarships
<input checked="" type="checkbox"/> Grant Applicant	Apply for grants
<input type="checkbox"/> Organization Admin	Control the level of access for portal users who register with the organization

*Some access requires approval. Please do not select access that you do not need!

Organization Information

Search Tips

- Search by the organization's legal name
- The best way to get a match is to use a short, but uncommon, part of the organization name
- Don't use extraneous words like "the" or "a"
- Check your spelling
- Try using different spellings and/or abbreviations

Search approved organizations by name

Select an organization from the search results or select 'Create a new organization'

Create a new organization

Conversation to Action Individual Applicant - 577 Mulberry Street, Suite 1600, Macon GA