

# Instructions for Applying as an Individual Applicant with a New Web Portal Account

**\*IMPORTANT NOTE:** In order to apply for a Downtown Challenge 2.0 grant, you must have the “Downtown Challenge 2.0 Individual Applicant” organization attached to your web portal account. If you do not have this, please follow the instructions below.

- 1) 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: **downtown challenge**
      1. Click search and select “Downtown Challenge 2.0 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
    - i. **\*\*Please note that this still needs to be processed by CFCG and can take up to 24 hours**

## Welcome to the Web Portal

The screenshot shows the 'Create a Profile' registration form. It is divided into several sections:

- Account Information:** Fields for First Name (Sample), Last Name (Person), Email Address (cfcgainfo@gmail.com), Password (masked with dots), and Re-enter your Password (masked with dots). Each field has a red asterisk indicating it is required.
- Password Hint:** A field containing 'Last password' with a red asterisk.
- Portal Access\*:** A list of roles with checkboxes:
  - Fund Advisor: Access and manage funds, grants, grant recommendations and gifts
  - Scholarship Applicant: Apply for scholarships
  - Grant Applicant: Apply for grants
  - Organization Admin: Control the level of access for portal users who register with the organization
- Organization Information:** A section titled 'Search Tips' with a list of instructions:
  - 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:** A search bar with the text 'downtown challenge' and a 'Search' button.
- Results:** A dropdown menu showing search results. The first option is 'Create a new organization' and the second is 'Downtown Challenge 2.0 Individual Applicant - 577 Mulberry Street, Suite 1600, Macon GA', which is highlighted in blue.