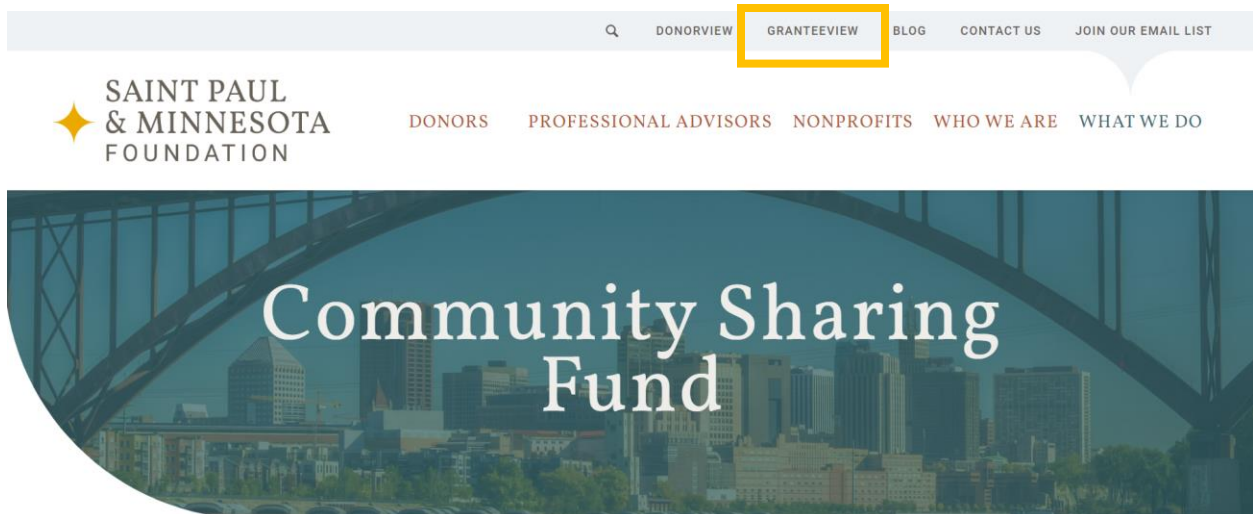# First Time Login – How to Acess the Grant Portal

1. Visit the Community Sharing Fund's [home page](home%20page).

2. Select **GranteeView** option from the menu at the top of the page. By selecting **GranteeView** it will bring you to the Community Sharing Fund portal.

3. Hover over **Community Sharing Fund** from the top menu. A drop-down menu will appear. Click on **Caseworker Registration**.

4. For the initial registration process, please complete all of the fields on the regristration form and select **Submit**.

Caseworker Registration

If you are new to Community Sharing Fund, please register to become a caseworker for your organization. As a registered caseworker, you can apply for grants online, track your application status, view payment history and more.

To begin, first create an account for yourself as a caseworker. Once you have registered as an individual user, you will be able to connect to your organization's profile. Your organization may have multiple registered caseworkers. Each person in your organization must create their own account to access Community Sharing Fund.

If you are not a caseworker or do not have one, please contact The United Way at 651.291.0211.

If you are already a registered caseworker with the Foundation, please log in.

Required fields are denoted by an asterisk (*)

First Name:*

Last Name:*

Email address:*

Your email address will be your username for login.

Re-enter email address:*

SUBMIT

5. To complete the registration process, you will receive an email at the email address that you entered with your registration. Please click on the link provided in the email to complete the registration process.

Note: If you do not receive an email, please check your SPAM or Junk Folder in your email box. If you have not received the email, please contact us at grantsadmin@spmcf.org for assistance. If you need to log out of the system prior to completing registration, please note that completion of a two-factor authentication process will be necessary to log back in. Directions on how to complete two-factor authentication are included in the addendum at the conclusion of these instructions.

6. The email link will allow you to continue the registration process. Once you have completed the registration process you will be directed to the Connect to an Organization page. This will allow you to connect your registration to your organization. Use the search field to find your organization.

Connect to an Organization

To access the Community Sharing Fund, you must be connected to at least one organization. Connect to your organization by using the Search below.

If you find your organization, please select the 'Add Myself as a Caseworker' link beside the organization's information.

Please allow the Foundation 2-3 business days to process your request. Once approved, you will be able to access the full Community Sharing Fund functionality, including payment history and organization details.

Search Organizations

Organization Name: [   ]

☐ Search pre-approved organizations only

[SEARCH]

7. After finding your organization, please select the **Add Myself as a Caseworker** link adjacent to the organization's information.

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If you find your organization, please select the 'Add Myself as a Caseworker' link beside the organization's information.

Please allow the Foundation 2-3 business days to process your request. Once approved, you will be able to access the full Community Sharing Fund functionality, including payment history and organization details.

Search Organizations

Organization Name: [Keystone Community Services]

☐ Search pre-approved organizations only

Organization Results:

Organization Name	Address	Tax ID	Add Myself as a Caseworker
Keystone Community Services	2000 St Anthony Avenue Saint Paul, MN 55104	410693924	Request to add myself as a Caseworker

If you do not find your organization in our database, you may register the organization.

[REGISTER NEW CSF ORGANIZATION]

8. If you are not able to find your organization, you may register the organization by selecting **Register New CSF Organization**. After completing all of the Register Your Organization required fields, select **Add Myself To This Organization Profile**.

Register Your Organization

If you were unable to find your organization in our database, you may enter it by using the form below. As you type your organization's legal name, we will offer suggestions for organizations that already exist in our database. If you see your organization listed, you may select it and request to add yourself to this organization profile.

If you belong to an organization with multiple chapters or locations, we recommend searching using your EIN number to confirm whether your specific chapter is already in our system.

Organization Information for Community Sharing Fund

Required fields are denoted by an asterisk (*)

Organization's Legal Name:*	
EIN #:*	
Street:*	
City:*	
State:*	Minnesota
Zip Code:*	
Country:*	UNITED STATES OF AMERICA
Phone:*	
Email:	
Fax:	
Website:	

ADD MYSELF TO THIS ORGANIZATION PROFILE

9. Once submitted, your registration will be in a Pending status. Please allow the Foundation 2-3 business days to process and approve your registration. While in a pending status you will not be able to see the payment history and organization information. Once approved, you will be able to access the full Community Sharing Fund functionality, including payment history and organization details. While you wait for approval, you may start to explore the My CSF Dashboard and begin an application by selecting the **Action** link.

10. You will receive a communication from our Grants Administration (GA) team once your registration is processed. The communication from our GA team may take up to 2-3 business days. If you have questions about the registration process, you can can contact them at: grantsadmin@spmcf.org.

Addendum: Two-Factor Authentication

1. When logging into the system for the first time, and subsequently if your device is not registered with the system, two-factor authentication will be necessary to verify your identity. The two-factor authentication process utilizes phone contact either via text or call based upon your two-factor authentication selections.

2. Enter the security code that you receive via text into the Security Code field.

3. Check the Register This Device box so that you do not have to complete two-factor authentication when using the same device in the future. If you do not check this box, you will need to complete two-factor authentication upon each login to the system.

Please note: The functionality of these instructions may appear different when you log into the Community Sharing Fund application portal.

SAINT PAUL & MINNESOTA FOUNDATION