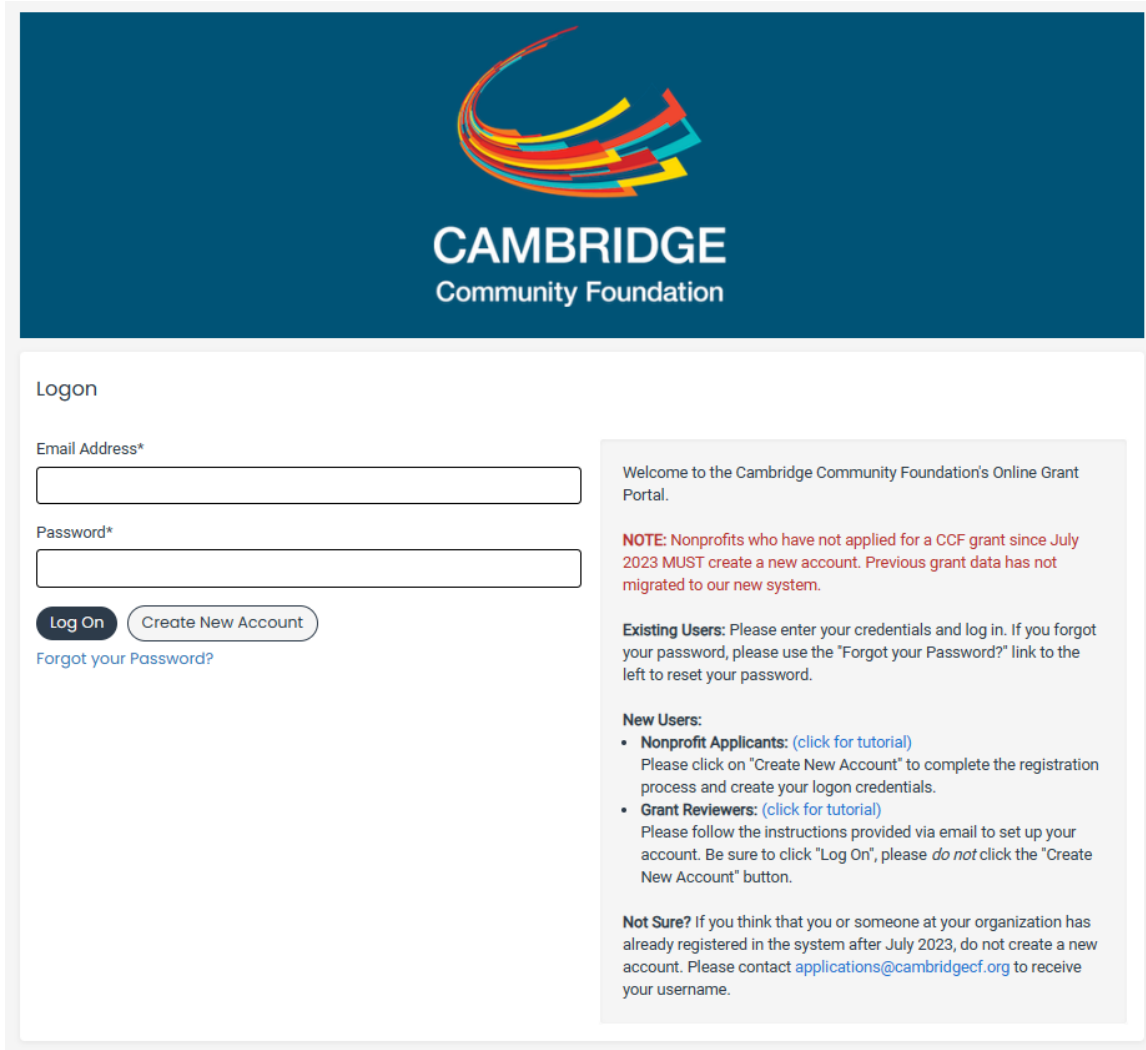# Register as a group/organization applicant

Please follow the steps below to ensure that your group/organization account is successfully registered in the grant portal.

1. Navigate to the grant portal:
   https://www.grantinterface.com/Home/Logon?urlkey=cambridge
2. Click "Create New Account"

3. Organization Information

Organization Information

Organization Name*

EIN / Tax ID (##-#######)*
Please enter your organization's EIN number, even if you are using a fiscal sponsor. If you do not have an EIN number, enter 00-0000000.

Are you using a fiscal sponsor?*
○ Yes
○ No

Web Site

Telephone Number (###-###-#### x###)*

Organization Email

Address 1*

Address 2

City*

State*

Postal Code*

Country

Mission Statement*

5,000 characters left of 5,000

Next >

a. **Organization Name:** Enter your group/organization's name
b. **EIN / Tax ID:**
   Nonprofit applicants: Enter your EIN
   Fiscally sponsored applicants: Enter "00-0000000"
   Other applicants: Enter "00-0000000"
c. **Are you using a fiscal sponsor?:** Select "Yes" if your group/organization will use a fiscal sponsor to accept funds. If your group/organization does not have a fiscal sponsor, select "No"
d. **Web Site:** Enter your group/organization's website, if applicable
e. **Telephone Number:** Enter your group/organization's primary phone number
f. **Organization Email:** Enter your group/organization's primary email, if applicable
g. **Address:** Enter your group/organization's address
h. **Mission Statement:** Enter your group/organization's mission statement. If you do not have a mission statement, enter "n/a"
i. Select "Next"

4. User Information

User Information

[Copy Address from Organization]

Prefix (Mr, Mrs, Ms, Mx, etc.)

First Name*

Last Name*

Suffix (Sr, Jr, III, etc.)

Organization Role*

Email / Username*

Email / Username Confirmation*

Telephone Number (###-###-#### x###)*

Mobile Number (###-###-####)

Address 1*

Address 2

City*

State*

Postal Code*

Country

[< Previous]   [Next >]

   a. **Prefix:** Enter if applicable
   b. **First Name:** Enter your first name
   c. **Last Name:** Enter your last name
   d. **Suffix:** Enter if applicable
   e. **Organization Role:** Enter your role in the group/organization. If you do not have an established role, enter "n/a"
   f. **Email/Username:** Enter your email
   g. **Telephone Number:** Enter your primary phone number
   h. **Mobile Number:** Enter if applicable
   i. **Address:** If your address is the same as the group/organization address, select "Copy Address from Organization" at the top of this section. Enter your address if it differs from the group/organization address.
   j. Select "Next"

5. Executive Officer Question

Executive Officer Question

Are you the Organization's Executive Officer?*
◉ Yes
○ No

[< Previous]   [Next >]

   a. **Are you the Organization's Executive Officer?:** If your organization has an executive officer that is not you, select "No" otherwise, select "yes"
   b. Select "Next"

6. Additional Executive Officer Information

Additional Executive Officer Information

Prefix (Mr, Mrs, Ms, Mx, etc.)

Suffix (Sr, Jr, III, etc.)

Mobile Number (###-###-####)

Address 2

Country

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   a. Enter Executive Officer name and information (if applicable)

   b. Select "Next"

7. Password

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%*()_

Password*

Confirm Password*

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Create Account

   a. Enter and confirm your password

   b. Select "Create Account"

8. Your account is now activated