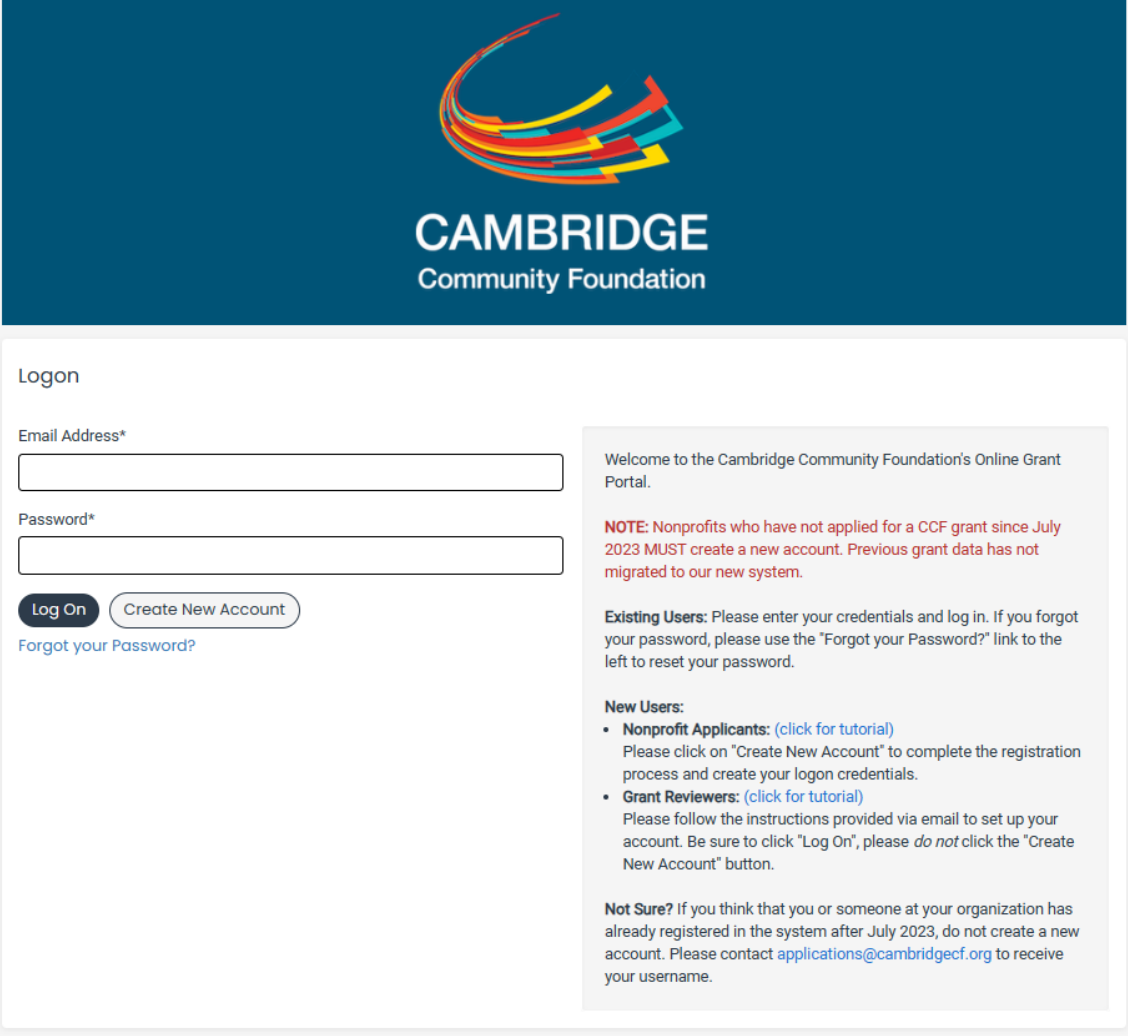# Register as an individual applicant

The Foundation's grant portal requires any new users to create an account for their organization. Since you are applying as an individual without an organization, please follow the steps below to ensure that your individual 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 (##-#######)*
[text field]	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. [text field]

Are you using a fiscal sponsor?*	Web Site
○ Yes ○ No	[text field]

Telephone Number (###-###-#### x###)*	Organization Email
[text field]	[text field]

Address 1*	Address 2
[text field]	[text field]

City*	State*
[text field]	[text field]

Postal Code*	Country
[text field]	[text field]

Mission Statement*
[text area]
5,000 characters left of 5,000

Next >

a. **Organization Name:** Enter your full name
b. **EIN / Tax ID:** Enter "00-0000000"
c. **Are you using a fiscal sponsor?:** Select "Yes" if your will use a fiscal sponsor to accept funds. If you do not have a fiscal sponsor, select "No"
d. **Web Site:** Leave blank
e. **Telephone Number:** Enter your primary phone number
f. **Organization Email:** Leave blank
g. **Address:** Enter your address
h. **Mission Statement:** Enter "n/a"
i. Select "Next"

4. User Information

a. Click "Copy Address from Organization"
b. **Prefix:** Enter if applicable
c. **First Name:** Enter your first name
d. **Last Name:** Enter your last name
e. **Suffix:** Enter if applicable
f. **Organization Role:** Enter "n/a"
g. **Email/Username:** Enter your email
h. **Telephone Number:** Enter your primary phone number
i. **Mobile Number:** Enter if applicable
j. **Address:** If your address is not populated in these fields, please enter it
k. Select "Next"

5. Executive Officer Question

a. **Are you the Organization's Executive Officer?:** Select "Yes"
b. Select "Next"

6. Additional Executive Officer Information

   a. Do not enter any information in this section
   b. Select "Next"
7. Password

   a. Enter and confirm your password
   b. Select "Create Account"
8. Your account is now activated