



To create an account, go to the [Foundant Login page](#).

Once on the Login page, click “**Create New Account**”



Logon Page

Email Address*

Password*

[Forgot your Password?](#)

Log On

Create New Account



Organization information: Input your school/organization information. Although only those with asterisks (*) are required, we encourage you to fill out as many fields as you can. Once you’ve filled it out, click “Next”

Organization Information

If you are applying as an individual please enter your own name for Organization Name. Enter your business address and contact information.
NOTE: You will not be able to change your organization information after registering.

Organization Name*

Tax ID/Registered Charity Number

Web Site

Telephone Number*

Fax Number

Organization Email

Address 1*

Address 2

City*

State*

Postal Code*

Country

Next >

User Information

User information:

You will input your personal individual information here. We suggest using the “Copy Address from Organization” function to save a few seconds. When you’ve entered your Name, Email/Username, and Phone Number, click “Next”

Organization Information	
User Information	
<input type="button" value="Copy Address from Organization"/>	
Salutation	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix	Business Title
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number*	Mobile Number
<input type="text"/>	<input type="text"/>
Fax Number	Address 1*
<input type="text"/>	<input type="text"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State*	Postal Code*
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	
<input type="button" value="Previous"/>	<input type="button" value="Next"/>

Executive Officer:

This is asking you if you are the primary user. For the purposes of this application, you will select “Yes”. After selecting “Yes”, click “Next”.

Organization Information	
User Information	
Executive Officer	
Are you the Organization's Executive Director?*	
If you are applying as individual please answer YES	
<input type="radio"/> Yes	
<input type="radio"/> No	
<input type="button" value="Previous"/>	<input type="button" value="Next"/>

Additional Executive Officer Information: You can skip this section. Click “**Next**”.

Organization Information	
User Information	
Executive Officer	
Additional Executive Officer Information	
Business Title	Mobile Number
<input type="text"/>	<input type="text"/>
Address 2	Country
<input type="text"/>	<input type="text"/>
<input type="button" value="◀ Previous"/>	<input type="button" value="Next ▶"/>

Password: Create the password, reenter for confirmation, and hit “**Create Account**” – you’re ready to nominate!

Organization Information	
User Information	
Executive Officer	
Additional Executive Officer Information	
Password	
Password*	Confirm Password*
<input type="text"/>	<input type="text"/>
<input type="button" value="◀ Previous"/>	<input type="button" value="Create Account"/>

Once you hit “**Create Account**”, you’ll see a follow-up screen that details the e-mail confirmation that you’ll receive in your inbox. You’ll have the opportunity to confirm that you receive that email, or move forward and confirm it later. It’s your choice.

If you have any questions, please contact Leah Roche, Projects Coordinator, at leah@mnhum.org or 651-772-4263.



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