GrantSeekers: How to Login through CyberGrants Last Revised: January 7, 2019

Table of Contents

First Time GrantSeekers: How to Login	. 3
Returning GrantSeeker: How to Login	.6

First Time GrantSeekers: How to Login

1. Complete the eligibility quiz. To obtain an invitation code, please click the link below that corresponds to the funding type for which you are applying. <u>Please be sure to save the invitation code, as it will be needed during registration.</u>

LOI Quiz: <u>https://www.cybergrants.com/hcsc/loiquiz</u> HKHF Application: <u>https://www.cybergrants.com/hcsc/hkhfquiz</u> Grant Application: <u>https://www.cybergrants.com/fifththirdbank/fullquiz</u> Event Sponsorship Application: <u>https://www.cybergrants.com/hcsc/eventquiz</u>

2. Click "Create your password" after logging into the application.

Please Log In Heat	First time user? <u>Create your password</u>
* E-mail Address:	
* Password:	
	Show password
	LOG IN
	Forgot your password?

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

Need Support?

3. Fill out the Registration Information and IRS Information. Make sure to include your invitation code, which you should have saved during the eligibility quiz.

Registration Information	
	* indicates required field
* First Name:	
* Last Name:	
* Telephone Number:	
* E-mail Address:	Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.
* Password:	The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@!#\$'. The password "password" is not valid.
* Confirm Password:	
* Invitation Code:	Enter the invitation code given to you by the grantmaking organization.
* Organization Name:	Enter the legal name of the organization for which you are applying.
* Zip/Postal Code:	
IRS Information	
* Tax ID/Charity ID (if applicable):	Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.
	Need Support?

4. After reading the content on the Welcome Page, click start a new application at the bottom of the screen.

Welcome,
The organization you are currently associated with is
If you work with multiple organizations, click here to add a new organization to your account.
The Healthy Kids, Healthy Families (HKHF) Application consists of three main sections, each of which must be completed for your proposal to be considered.
 Basic information pertaining to your organization. Contact information pertaining to your organization. The proposal your organization is submitting for approval.
Once completed, all applications created in Apply Online are immediately submitted to Blue Cross and Blue Shield of Illinois, Montana, New Mexico, Oklahoma, Texas.
We recommend that you <u>familiarize yourself with the online application</u> before you begin. To create a new application, click the "Start a New Application" link at the bottom of this page. You may also save your applications now and return to work on them later. To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title. To view an application previously submitted to Blue Cross and Blue Shield of Illinois, Montana, New Mexico, Oklahoma, Texas, click the "View" link next to the appropriate Project Title.
Each page will have a timeline like the one below to help you monitor your progress. The line and text will indicate your current position within the application process. If you have technical questions regarding this application, use the link located at the bottom of every page to contact our support team.

Welcome Page	Organization Information	Contact Information	Request Details	People/Area Served	Grant Narrative	Location	Attachments	Payment Information	

» START A NEW HKHF APPLICATION «

Returning GrantSeeker: How to Login

1. Enter your e-mail and password.

* E-mail Address: * Password: Show password Invitation Code (optional):		Letter of Intent Application
* Password: Show password Invitation Code (optional):	* E-mail Address:	
Show password Invitation Code (optional):	* Password:	
Invitation Code (optional):		Show password
	Invitation Code (optional):	
100 11		LOOM
Forgot your password?		Forgot your password?

2. After reading the content on the Welcome Page, start the application at the bottom of the screen.

Welcom	е,							
	The organ	ization you are	currently ass	sociated with is				
f you work with	multiple organ	izations, <u>click h</u>	ere to add a	new organizatio	on to your acc	ount.		
The Healthy Ki your proposal to	ds, Healthy Fa	amilies (HKHF) d.	Application	n consists of thr	ee main sectio	ons, each of v	which must be c	ompleted for
1. Basic info	rmation pertain	ning to your org	anization.					
2. Contact in	formation perta	aining to your o	rganization.					
The propo	sal your organ	ization is subm	tting for app	roval.				
Once complete Montana, New	d, all applicatio Mexico, Oklaho	ns created in A oma, Texas.	pply Online a	are immediately	submitted to	Blue Cross ar	nd Blue Shield o	f Illinois,
Ve recommend Start a New Ap To continue wo	that you <u>famil</u> plication" link a rk on an unsub iously submitte appropriate Pro	iarize yourself v at the bottom of mitted applicati ed to Blue Cros bject Title.	vith the onlin this page. Y on, click the s and Blue S	e application be fou may also sa "Continue" link hield of Illinois,	fore you begii ve your applic next to the ap Montana, Nev	n. To create a ations now a plication's Pro v Mexico, Ok	a new applicatio nd return to wor oject Title. To vi lahoma, Texas,	n, click the k on them late ew an click the "Viev
nk next to the							t will indicate w	
Each page will application previously ach page will applied by the page will applied by the page to applied by the page to applied by the page to	have a timeline he application o contact our si	like the one be process. If you upport team.	have technic	ou monitor you al questions reg	arding this ap	plication, use	e the link located	d at the bottom

» START A NEW HKHF APPLICATION «