



Steps to Create Account through Southern Black Girls and Women's Consortium online portal for New Users

- 1.) Click the link <https://www.grantinterface.com/Home/Logon?urlkey=sbgwc>
- 2.) Select **Create Account**
- 3.) Every question with an * has to be completed
- 4.) Under **Organization/Participant Information Section:**
 - Enter **Organization Name** if you are a member of an organization
 - Enter **Last Name** if you are **not** a member of an organization
- 5.) Under **EIN/Tax Id**
 - Enter **EIN/Tax Id number** if you are a 501C3 non-profit organization or your **fiscal agent EIN/TaxId** if it's a 501C3
 - Enter **00-0000000** if you do not have an EIN/TaxId
- 6.) Under **User Information** enter **Applicant's (your) contact information** [the email address you enter will be your username]
- 7.) Under **Executive Officer Section**
 - **Are you the Organization's Executive Officer?**
 - Select YES if you are
 - Select NO if you aren't
- 8.) **Additional Executive Officer Information** enter additional contact information
- 9.) Create Password
- 10.) Select Submit
- 11.) Email Confirmation screen **Select** *I have received email*
- 12.) Select **Apply** for SBGWC Wisdom Council

If you have used our online portal before login with the username and password you have created.