

AAWGT CURRENT GRANTEE INSTRUCTIONS TO ACCESS GRANTS MANAGEMENT SOFTWARE

- Click [here](#) to access the Grantee Portal logon page.
- If you have forgotten your user name, or if the grant application writer is no longer with your organization, DO NOT create a new account for your organization. Use "FORGOT YOUR PASSWORD" link at the sign-in page to start retrieving/editing your organizational information.
- When you sign in to your account, you will be at the 'Application Status Page'.
- Scroll down to 'Follow-Up Forms' and choose 'Edit' for the appropriate grant year and report. From this page, you can view previous reports that your organization has submitted to CFAAC/AAWGT, along with any prior AAWGT grants your organization received.
- Your application information will be visible to you when you access your account to complete your interim and final reports online.
- For all previous grantees, we have manually entered all AAWGT Historical Grant information since 2007, so our software is current with all data. (Note: If you see any incorrect information in these Historical Grant entries, please send an email to GrantAppHelp@givingtogether.org and we will work with you to correct any errors as soon as possible.)
- When you have filled out all the appropriate fields, click on SAVE FOLLOW UP (FOLLOW UP is the Foundant system terminology for this report.) You can save the form and submit it at a later time. When you are ready to officially submit the report, click on SUBMIT FOLLOW UP.
- To sign out, click on your name on the upper right hand corner, and scroll down to logoff.

11/19/15