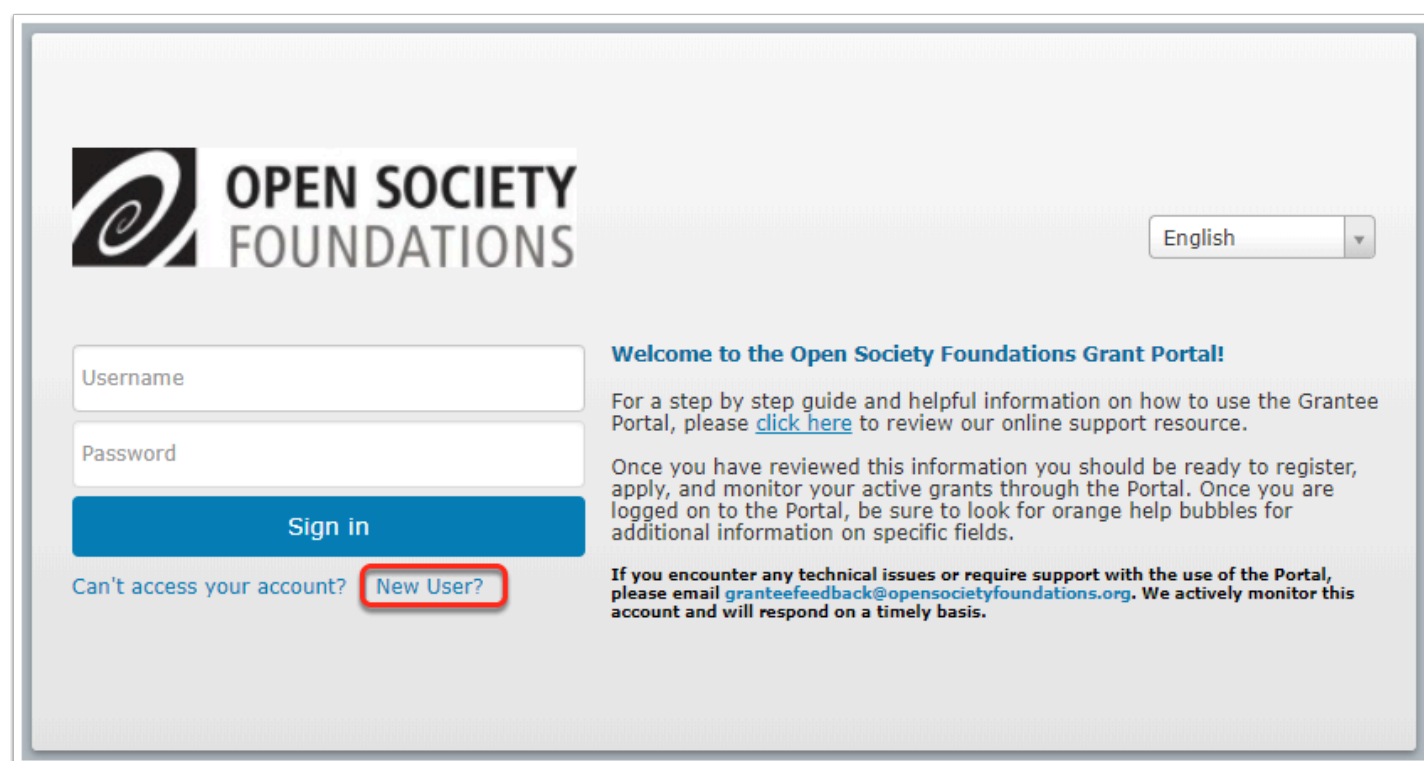


# Organizations - Registering for the first time

Are you applying for funding on behalf of an organization? Did you receive a link to submit a grant application from an OSF staff member?

If you haven't registered on the Open Society Foundations Grantee Portal before, follow these steps to complete information about yourself and your organization so that you can submit your funding request.

**Click on the New User link on the grant portal page.**



**OPEN SOCIETY FOUNDATIONS**

English

Username

Password

**Sign in**

[Can't access your account?](#) **New User?**

**Welcome to the Open Society Foundations Grant Portal!**

For a step by step guide and helpful information on how to use the Grantee Portal, please [click here](#) to review our online support resource.

Once you have reviewed this information you should be ready to register, apply, and monitor your active grants through the Portal. Once you are logged on to the Portal, be sure to look for orange help bubbles for additional information on specific fields.

**If you encounter any technical issues or require support with the use of the Portal, please email [granteefeedback@opensocietyfoundations.org](mailto:granteefeedback@opensocietyfoundations.org). We actively monitor this account and will respond on a timely basis.**

## Select organization. Then complete required fields. Click Next.

Portal Registration / **Step 1** / Step 2 / Step 3

Select One:  
☒ Organization ☐ Individual

---

**Organization Legal Name \***

Organization ABC ?

**EIN**

12-3456789 ?

**First Name**

Mary

**Last Name \***

Smith

**Email \***

testerosf@gmail.com

**Confirm Email \***

testerosf@gmail.com|

**Next**

Can't access your account? | Existing User?

An **Organization** is an entity that submits grant applications on behalf of the group, such as a nonprofit organization, academic institution, or a private business.

An **Individual** is an applicant who submits grant applications on their own behalf, not representing an academic institution, organization, institution, or government. Individual applicants can only apply for funding opportunities that allow individual people to benefit from OSF funding.

Please direct any support issues/feedback to [granteefeedback@opensocietyfoundations.org](mailto:granteefeedback@opensocietyfoundations.org). We actively monitor this account and will respond on a timely basis.

**i** What is an EIN? The EIN is the Employer Identification Number (or Tax ID) for organizations based in the United States. If your organization is not based in the US, skip this field.

## Enter mailing information. Click next.

Portal Registration / Step 1 / **Step 2** / Step 3

---

**Mailing Country \***

**Mailing Street \***

**Mailing City \***

**Mailing State/Province**

**Mailing Postal Code \***

**Phone**

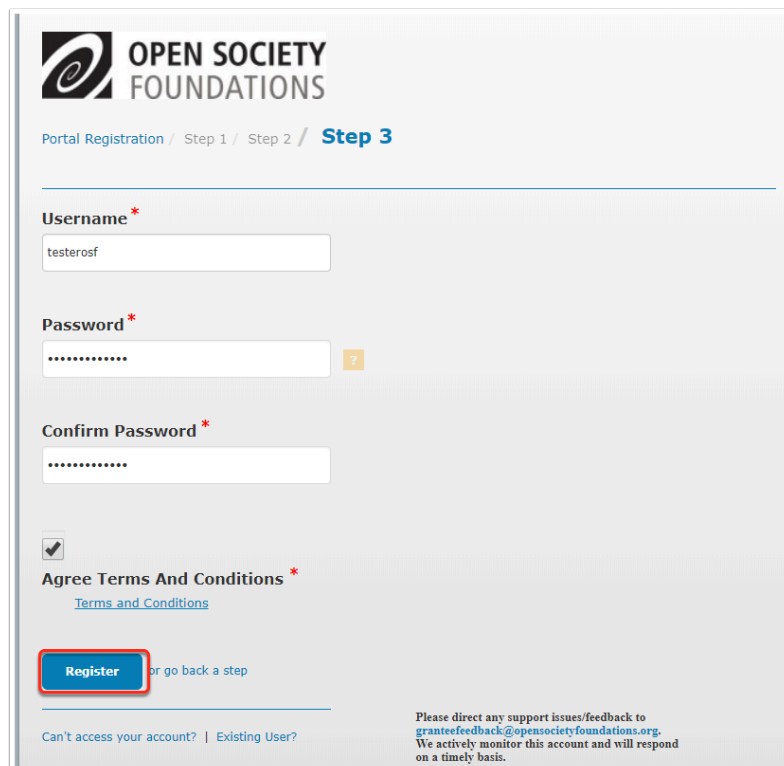
or go back a step

---

[Can't access your account?](#) | [Existing User?](#)

Please direct any support issues/feedback to [granteefeedback@opensocietyfoundations.org](mailto:granteefeedback@opensocietyfoundations.org).  
We actively monitor this account and will respond

**Enter a username, password, and review terms and conditions for using the grantee portal. Click Register.**



The screenshot shows the 'Portal Registration' process at Step 3 of the Open Society Foundations. The form includes fields for Username (containing 'testerosf'), Password (masked with dots), and Confirm Password (also masked). There is a checkbox for 'Agree Terms And Conditions' with a link to 'Terms and Conditions'. A red box highlights the 'Register' button, with a link to 'go back a step' next to it. At the bottom, there is a link for 'Can't access your account?' and 'Existing User?'. A footer note states: 'Please direct any support issues/feedback to [granteefeedback@opensocietyfoundations.org](mailto:granteefeedback@opensocietyfoundations.org). We actively monitor this account and will respond on a timely basis.'

**i** The system will generate a username based on the first part of your e-mail address, but you can choose any username that you will remember.

**After you submit your registration, look for an email to verify your email address.**



**OPEN SOCIETY  
FOUNDATIONS**

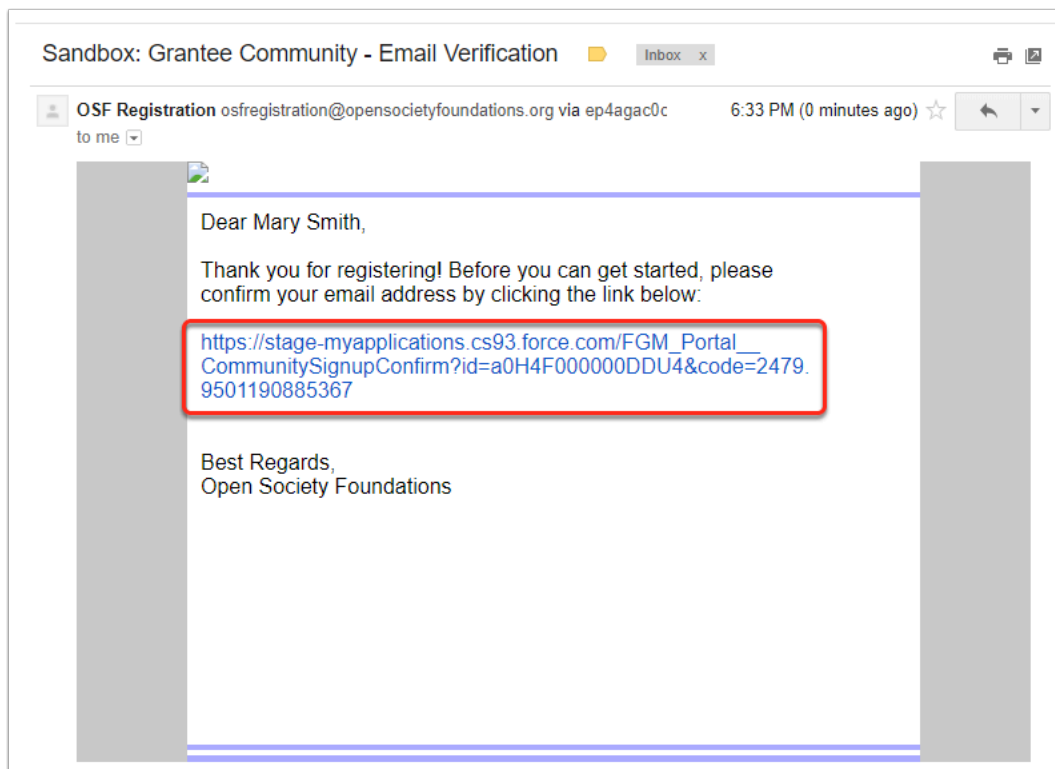
Thanks! Now waiting on confirmation of your email address.

## **Request received**

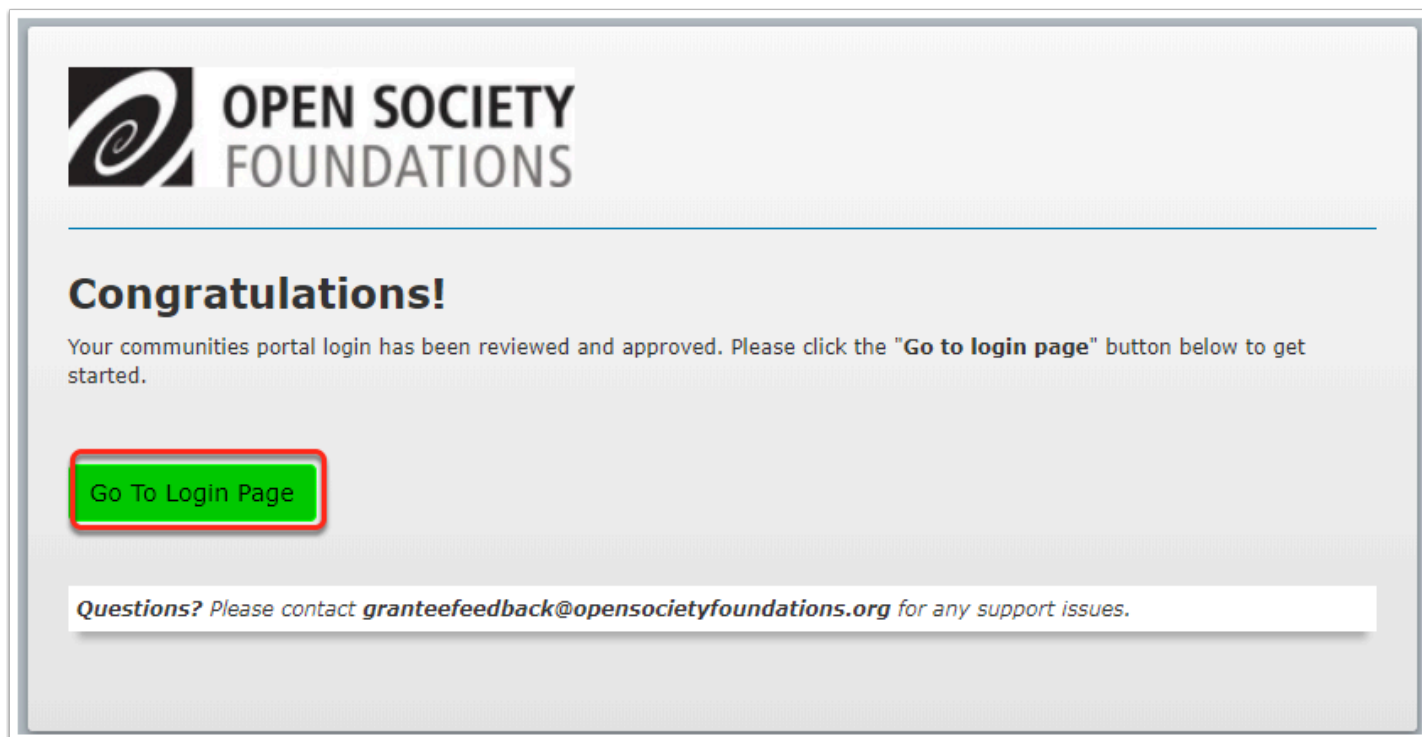
Thank you for signing up. Your request may need to be reviewed by our administrative team. You will be notified when your request is processed.

*Questions? Please contact [granteefeedback@opensocietyfoundations.org](mailto:granteefeedback@opensocietyfoundations.org) for any support issues.*

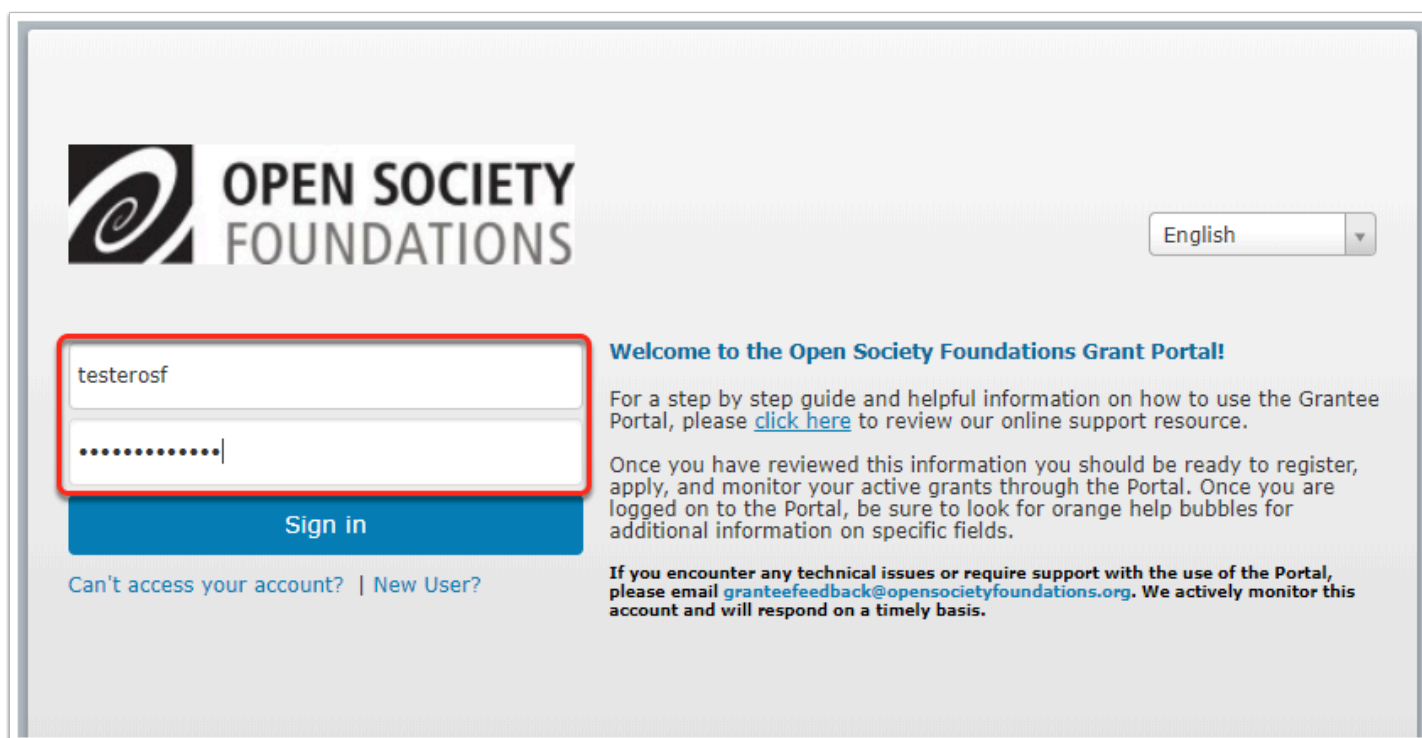
**Click on the link in the email to confirm your email address.**



**The link will take you back to the grant portal. Click the Go To Login Page button to continue.**



**Enter your username and password to sign in.**



## You will receive another email notifying you that your account has been activated.



Be sure to keep this message since it has your username.



Follow the link in the message to manage pending applications and open grants.

