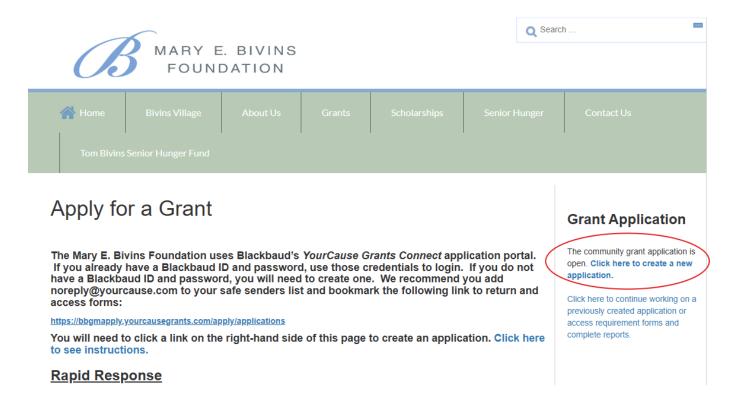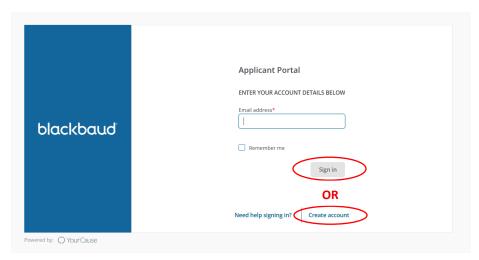# Creating an Application in the Portal

1. Click **https://www.bivinsfoundation.org/grants/apply-for-a-grant/** to access the "Apply for a Grant" website page.

2. Find the link on the right side of the website to create a new application. See picture below.
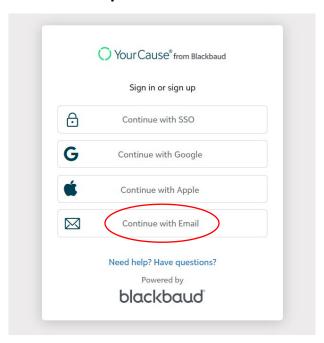

3. If you already have a Blackbaud ID and password, use that to sign in and skip to Step 10.
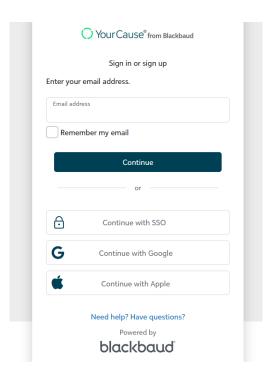
4. **If you need to create an account, click "Create Account" under the "Sign in" button. See picture below.**
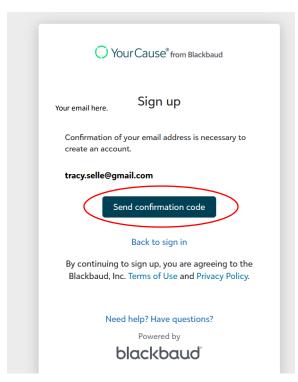

5. **You'll see several options for how to register an account. Choose "Continue with Email." See picture below.**
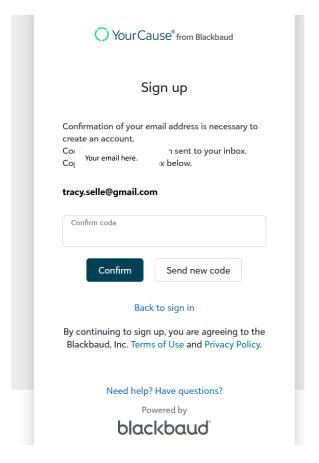
6. **Enter your email. Check "Remember my email." Hit the Continue button. See picture below.**

7. **Click "Send confirmation code" and a code will be sent to your email. See picture below.**

8. Check your email for the confirmation code and enter it in the "confirm code" box. Then hit the "confirm" button. You must confirm the code within 10 minutes. See picture below.

9. Enter a password using the guidelines below the "password" field. (Read those carefully!) Enter your first and last name. Then hit the "Sign up" button. See picture below.

○ YourCause® from Blackbaud

Sign up

Conf_____ail address is necessary to
crea   Your email here.
The code has been verified. You can now continue.

tracy.selle@gmail.com

Password

The password must contain at least 12 characters

The password must contain at least 3 of the
following:
- Lowercase letter

- Capital letter

- Number

- Special character (!, #, %, etc.)

Confirm password

First name

Last name

Sign up

10. After logging in, you'll find your organization, answer a couple of questions, and then be directed to start an application.