AKRON COMMUNITY FOUNDATION
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HOW TO CREATE AN ACCOUNT IN GOAPPLY
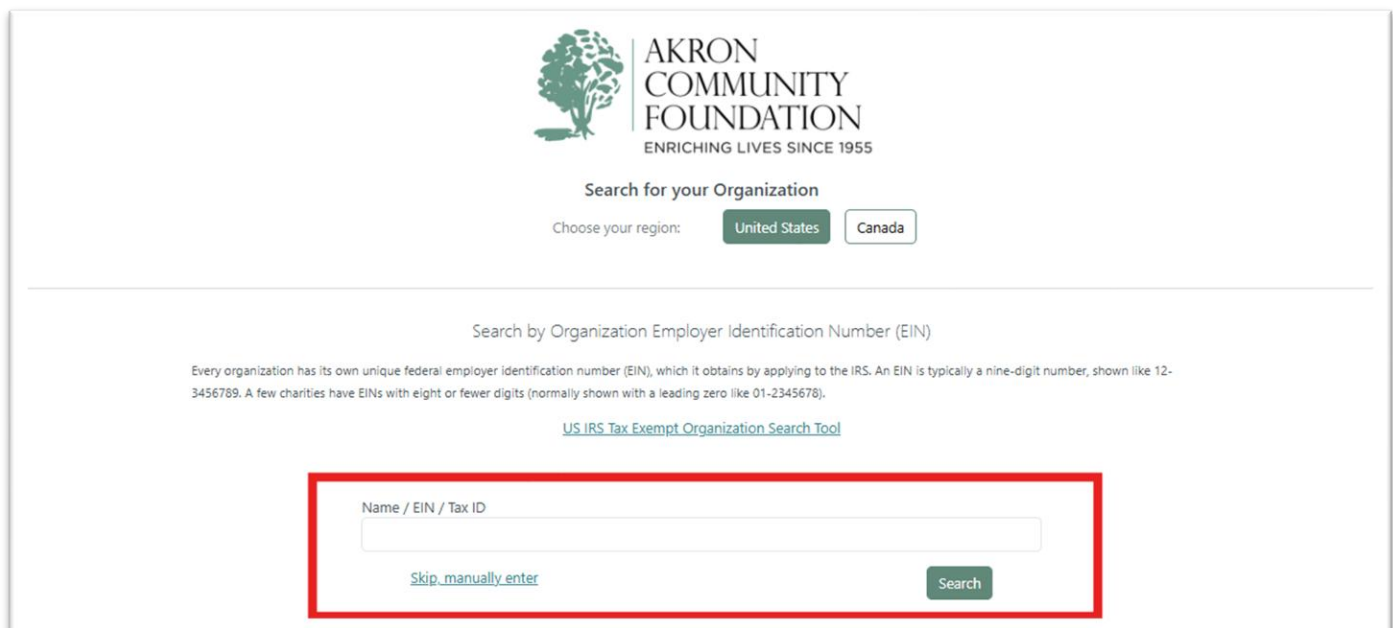
1) **Visit the Registration Page**
   Go to: https://goapply2.akoyago.com/akroncf

2) **Click "Create a New Account"**

   If you're new to the system, select this option to begin the registration process.
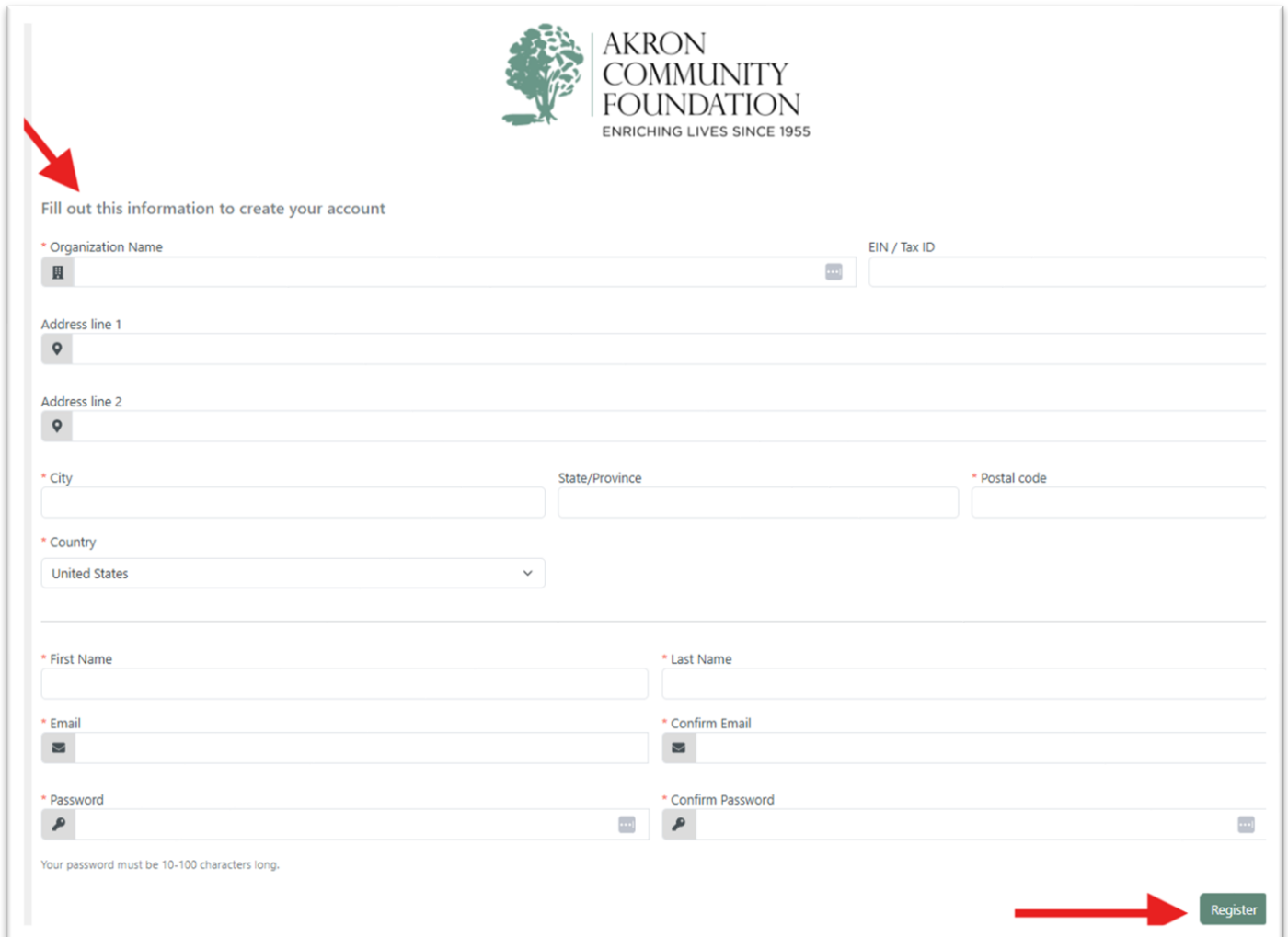

3) **Register your Organization**

   - Select your region (U.S.)
   - Search for your organization using your Tax ID (EIN) or select to enter the information manually

o If you search for your organization, the system will fill out your organization's address automatically on the next screen.

4) **Complete the Registration Form**

- Confirm or fill in your organization's details and your contact information.
    - o It is important that you complete the registration form using your contact information. For security purposes, we recommend that each user within your organization has their own account and log in information.
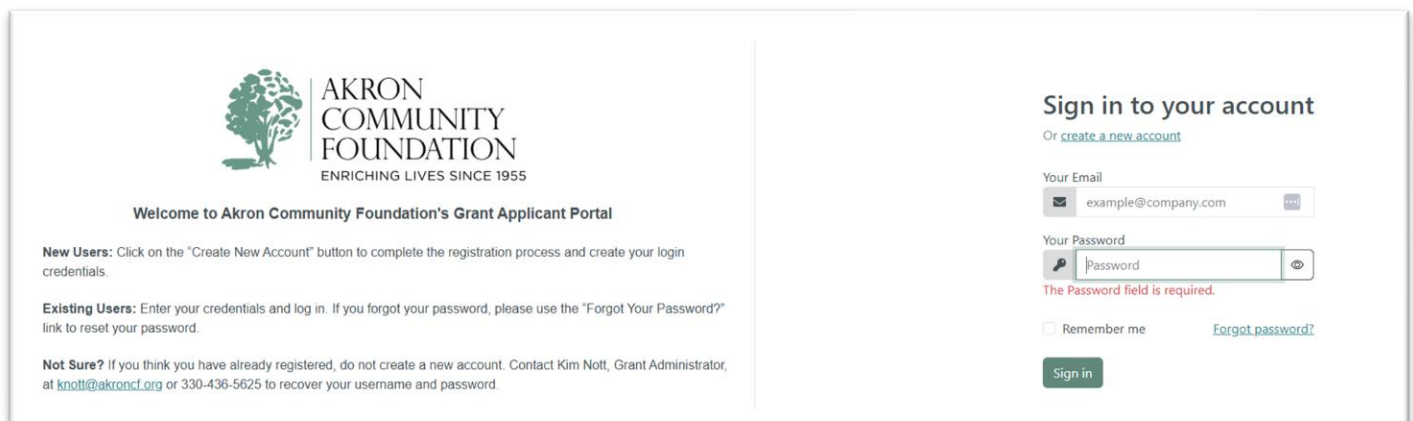- Set a password (minimum 10 characters).
- Click Register
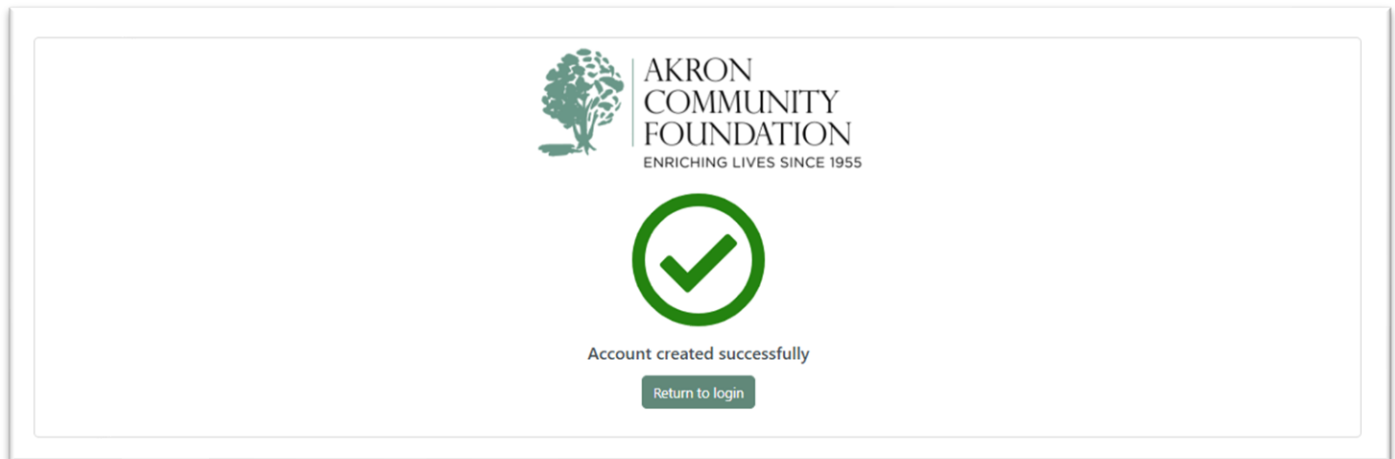
Important Note: Once your account has been created, you will receive an email confirming that your grant portal access has been updated. This email will confirm that your account has been "Approved" and that your permission updated to "Submitter." **There's no action needed from you**. If you have any issues logging into the system, we recommend giving it a few minutes before you log back in. If the issue persists, please contact ACF Staff.

5) **Log In and Get Started**

   Now you can log in anytime to view open opportunities, start applications, and track your submissions.

Pro tip: Bookmark this page to make it easier for you to come back to it later.

Questions?
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