

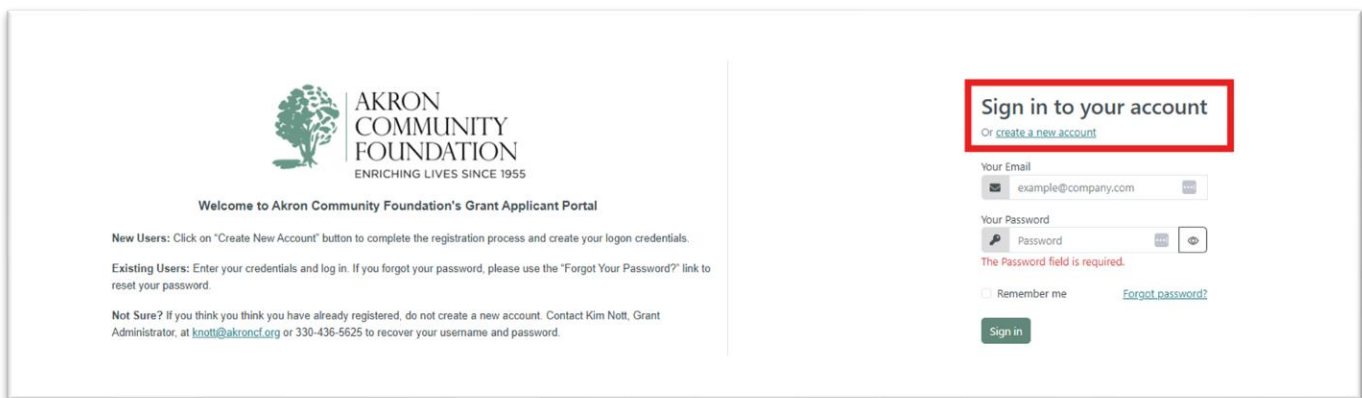
## HOW TO CREATE AN ACCOUNT IN GOAPPLY

### 1) Visit the Registration Page

Go to: <https://goapply2.akoyago.com/akroncf>

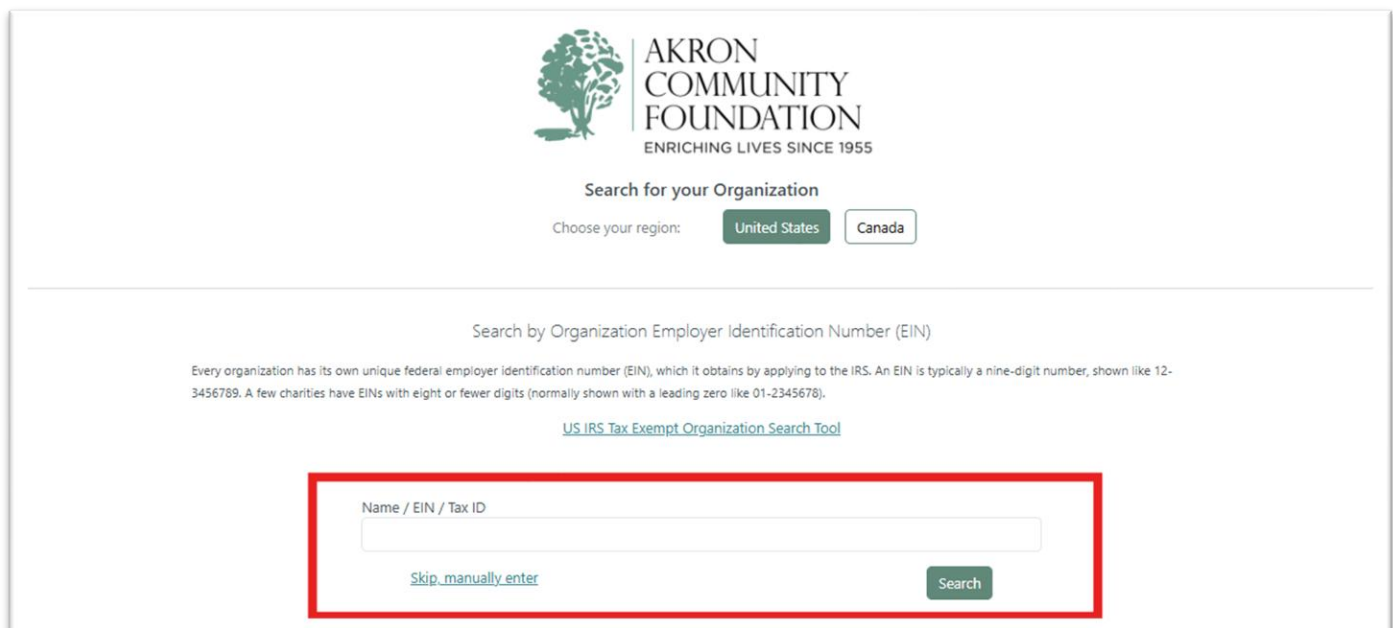
### 2) Click “Create a New Account”

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



### 3) Register your Organization

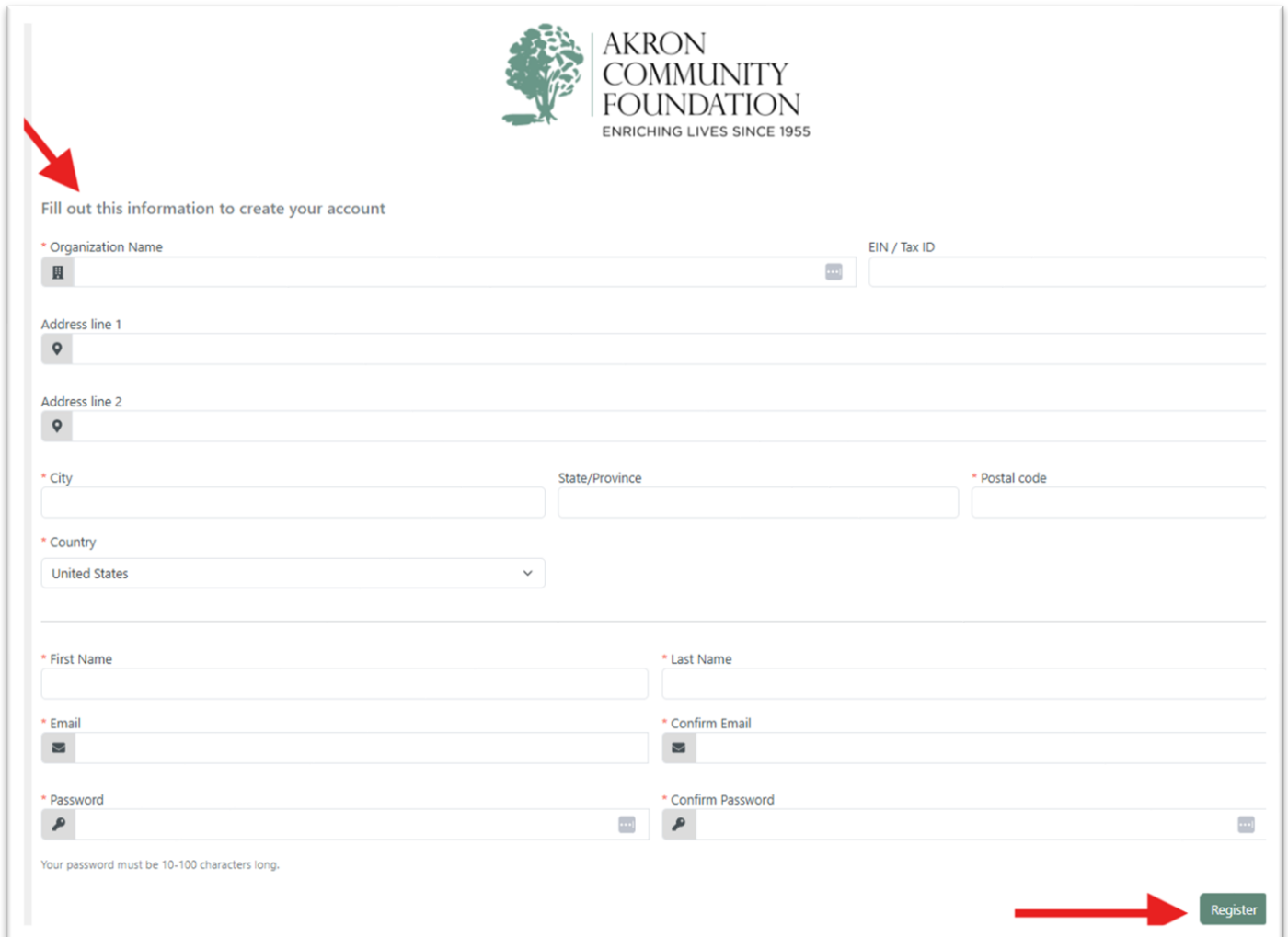
- Select your region (U.S.)
- Search for your organization using your Tax ID (EIN) or select to enter the information manually



- 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.
  - 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



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Fill out this information to create your account

\* Organization Name  EIN / Tax ID

Address line 1

Address line 2

\* City  State/Province  \* Postal code

\* Country

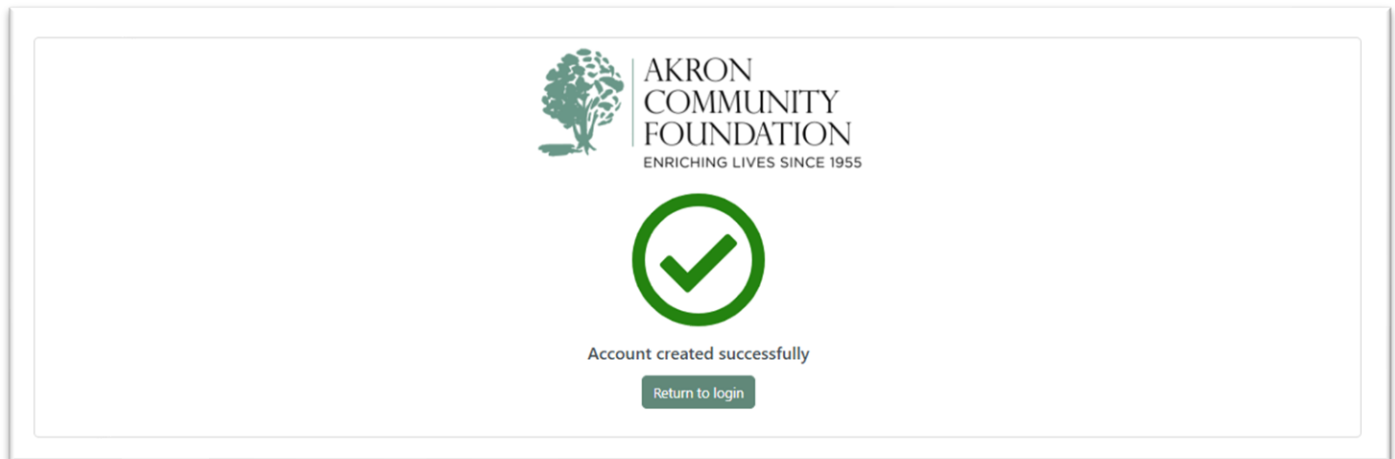
\* First Name  \* Last Name

\* Email  \* Confirm Email

\* Password  \* Confirm Password

Your password must be 10-100 characters long.

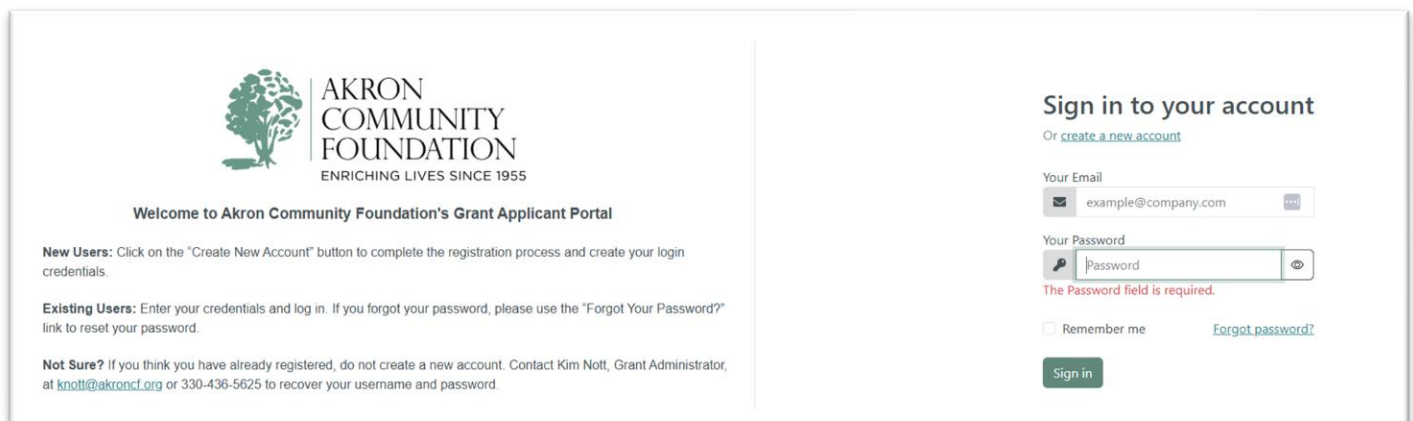
**Register**




**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.



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Welcome to Akron Community Foundation's Grant Applicant Portal

**New Users:** Click on the "Create New Account" button to complete the registration process and create your login credentials.

**Existing Users:** Enter your credentials and log in. If you forgot your password, please use the "Forgot Your Password?" link to reset your password.

**Not Sure?** If you think you have already registered, do not create a new account. Contact Kim Nott, Grant Administrator, at [knott@akroncf.org](mailto:knott@akroncf.org) or 330-436-5625 to recover your username and password.

**Sign in to your account**  
Or [create a new account](#)

Your Email

Your Password

The Password field is required.

☐ Remember me [Forgot password?](#)

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

### Questions?

- **Kim Nott, Grants Administrator,** [knott@akroncf.org](mailto:knott@akroncf.org) or 330-436-5625
- **Mariana Silva, Community Investment Officer,** [msilva@akroncf.org](mailto:msilva@akroncf.org) or 330-436-5612