



## Creating a New Account

The Sewall Foundation has transitioned to a new online application and reporting portal. The following are step-by-step instructions to create a new account.

All applicants need to create a username and password to access the application, regardless of whether you have applied previously. You may sign in at any point after that to continue to work on an application in progress before the deadline.

- Click the application link on the program page of our website for which you are applying.
- You should see this Sign In box on the right-hand side of your browser window:

A screenshot of a 'Sign In' form. At the top, it says 'Sign In'. Below that, it reads 'Sign in or [create an account](#) to submit a form for Davis Family Foundation.' There are two input fields: '\* Email Address' and '\* Password'. A blue 'Sign In' button is located below the password field. Below the button is a link that says 'Forgot your password?'. At the bottom of the form, it says 'New user? [Create an account.](#)'

Click either of these links to create an account.

- Enter your email address:

A screenshot of a 'Create an account' form. At the top, it says 'Create an account.' Below that, it reads 'Enter your email address and we'll send you a link to activate your account.' There is one input field labeled '\* Email Address'. A blue 'Send Email' button is located below the input field. At the bottom of the form, it says 'Already have an account? [Sign In.](#)'

Enter your email address here, and click Send Email.



- You should now see the following message:

Create an account.

An email was sent to Your email appears here. Click the link in the email to finish setting up your account.

If you haven't received the email, you can [resend it](#).

Already have an account? [Sign In](#).

- Check the email you used above for a message with the subject line “You’re invited to Submit Grant Details”.

## Activate Your Sewall Foundation Online Portal Account

You have requested to create an account in the Sewall Foundation Online Portal.

Use the link below to activate your account and sign in. If you have not activated your account, this invitation will expire in 30 days.

Your username is: Your email appears here

[\*\*Activate Your Account\*\*](#)

You may copy/paste this link into your browser:

[https://sewallfoundation-portal.givingdata.com/campaign/HealthyPeopleHealthyPlaces?panelMode=activateAccount&token=CfDJ8AapTuM3yxtPq%2Fi2JTGd3WLMcbMzX3WsMR4Hr6wU1FL72D2K8htlBn%2BQu5D6VK%2BldHPGuhRcNJClnM7gqI%2F9MXwIGeJV5e314vNnlmvDeF6RCd2EUs6PuFQbAQs2llqGAM2oMpBqwXzINxcZd%2BK5RW3TLkDAHRC8qMnuo5%2BWmqihquD5xdku8ysJzIP1aej3cD%2FcsqY%2BGDyueYfE4si0h9%2FX7L7%2FN3vgWfybeSCOvT1KQnKTGvTXE%2BpQ3qaVq6uq%3D%3D&appUserId=d4850c51-42c3-4391-b980-dc8e730c3be4&email=laura\\_mass12%40yahoo.com](https://sewallfoundation-portal.givingdata.com/campaign/HealthyPeopleHealthyPlaces?panelMode=activateAccount&token=CfDJ8AapTuM3yxtPq%2Fi2JTGd3WLMcbMzX3WsMR4Hr6wU1FL72D2K8htlBn%2BQu5D6VK%2BldHPGuhRcNJClnM7gqI%2F9MXwIGeJV5e314vNnlmvDeF6RCd2EUs6PuFQbAQs2llqGAM2oMpBqwXzINxcZd%2BK5RW3TLkDAHRC8qMnuo5%2BWmqihquD5xdku8ysJzIP1aej3cD%2FcsqY%2BGDyueYfE4si0h9%2FX7L7%2FN3vgWfybeSCOvT1KQnKTGvTXE%2BpQ3qaVq6uq%3D%3D&appUserId=d4850c51-42c3-4391-b980-dc8e730c3be4&email=laura_mass12%40yahoo.com)

Click this button or copy/paste the link from your email inbox to your browser window.



- You will then be taken to a screen in your browser window and prompted to Activate your Account:

A screenshot of a web form titled "Activate Your Account". The form contains the following elements: a header "Activate Your Account", a sub-header "Complete the form to sign in with the account", a text box containing "Your email appears here", four required input fields labeled "\* First Name", "\* Last Name", "\* Create Password", and "\* Confirm Password", and a blue "Activate Account" button at the bottom right.

- Complete the form and choose a password.
- You will then be prompted to Sign In with your new credentials.
- You should see the following display (or one similar depending on the grant program for which you are applying):

A screenshot of a web page titled "Healthy People Healthy Places Grant Applications". The page includes a thank-you message, instructions to review the 2022 grants page, and a link to start a new application. A blue plus sign icon is next to the link. A blue arrow points from a callout box to this icon. Below the link, it states "You have not started any Healthy People Healthy Places Grant Applications."

Click the plus sign to start a new application.



- You will be prompted to select the organization for which you are applying for grant funds. If your organization is registered as a 501c3 organization, please use the U.S. Tax ID number or Organization Legal Name to find the organization in the IRS database

If you applying as an entity that does not have 501c3 status, or select the option of “Entering an Organization Name” and type the name of your organization or collaborative in the line provided. Please not not use your fiscal sponsor’s name.

## + Start a new Healthy People Healthy Places Grant Application ×

[« Back to Select Organization](#)

### Add New Organization

#### \* Create Organization By

**Searching the IRS Database**

For Organizations based in the U.S.

**Entering an Organization Name**

For Organizations outside the U.S. and for individuals

Enter a U.S. Tax ID or Organization Legal Name to find the Organization in the IRS database.

- To sign in to a saved application, simply navigate to the portal website (<https://sewallfoundation-portal.givingdata.com/login>) and sign in with your username and password.
- If you forget your password, you can use the “Forgot your password?” link and you will be emailed a link to reset it.
- If you have any problems or questions, do not hesitate to contact Laura Dover at [ldover@sewallfoundation.org](mailto:ldover@sewallfoundation.org) for assistance.