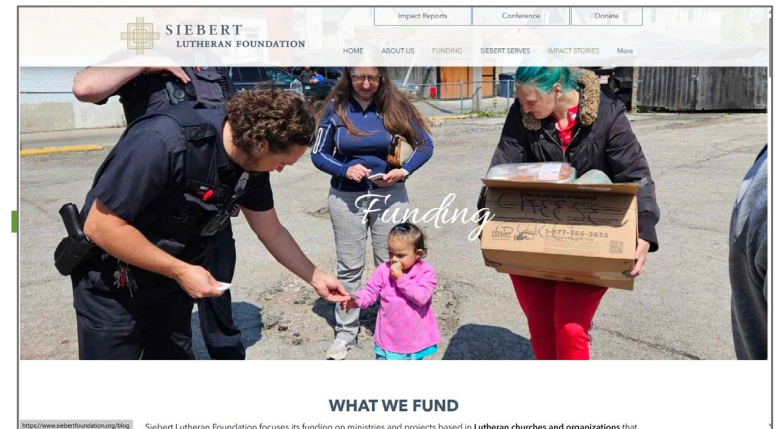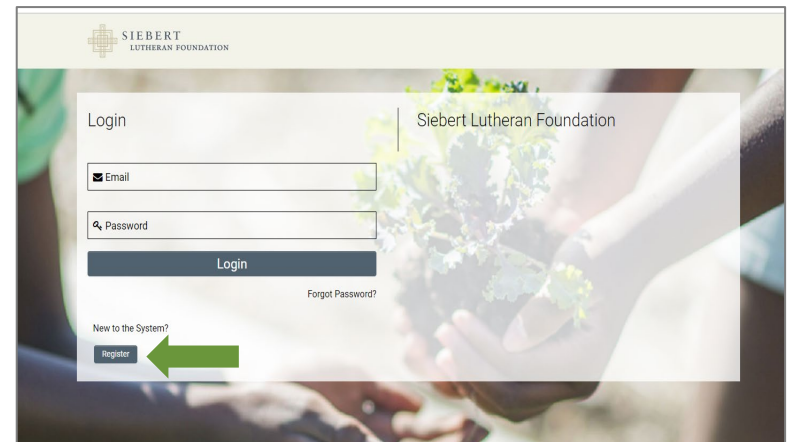# Register as a New User

- Read about Siebert's grant process and eligibility requirements at: www.siebertfoundation.org/funding

- After determining eligibility, register as a new user on the Online Grants Portal. Access the portal from this page: https://www.siebertfoundation.org/online-grant-portal

- Click Register underneath "New to the System?"

Register as a New User

- Select the description that best describes your organization

- Complete the Eligibility Questionnaire and click Submit

- Fill in All Fields of the Organization Information and click Submit

Register as a New User

- If your organization is eligible to submit a Letter of Inquiry for potential funding from Siebert, you will receive an email from noreply@smartsimple.com with the subject "Siebert Username and Password." Follow the instructions in the email to reset your password.
  - Note: the link in the email will expire in 7 days.

- If your organization is not eligible to submit a Letter of Inquiry, you will see a Not Eligible to Apply message on your screen.