

# TO REGISTER:

# Register: https://communityfoundationci.org/register/

You will be asked to provide a Username or E-mail address, select and confirm your password. Passwords must be 8 characters and include the following: one uppercase letter, one lowercase letter, and one number.

REGIST	TER		
Userna	ame or E-mail *		
Passw	ord * 🕜		
Confin	m Password *		

The next section is "Group Access Request". Please select the portal type(s) applicable for your role(s) with the Community Foundation:

- Board Portal For members of CFCI Board of Directors
- Volunteer Portal For members of CFCI volunteer committees
- Staff Portal For CFCI staff only

If you are a CFCI board member and a member of a CFCI volunteer committee as well, please request access to both the Board Portal and the Volunteer Portal.

Group Access Request - Please select the portal type or types applicable to you: board, volunteer, staff $ \star $								
Board Member	Committee Volunteer							
Staff Member								

Provide your first name, last name, full email address and phone number in the next section:

First Name *	
Last Name *	
E-mail Address *	
Phone Number *	

### **Conflict of Interest & Confidentiality Statement**

All portal members must adhere to CFCI's Conflict of Interest and Confidentiality policies. Please download and complete the certification statement and use the blue upload link to submit your completed form. You will see the following message during the registration process; please note the separate links for "Download Form" and "Upload":

## CONFLICT OF INTEREST & CONFIDENTIALITY STATEMENT

Please complete your Conflict of Interest & Confidentiality Statement and then upload your completed PDF below. (**Download Form**)

Upload

# ALREADY REGISTERED? TO LOGIN:

### Login URL: https://communityfoundationci.org/login/

After you have registered the first time and have received confirmation that your portal access has been approved, please log in with your user ID and password.

LOGIN						
Username or E-mail *						
Password *						
	l'm not a robot	reCAPTCHA Privacy - Terma				
Keep me signed in						
Login			Register			
Forgot your password?						

If you do not know your password, please use the "Forgot your password?" link found on the website or click this link: <u>https://communityfoundationci.org/password-reset/</u>. Password reset instructions will be sent to your email that is on file. CFCI staff do not have access to your confidential password.

# **Questions and Support:**

If you have any questions about our portal, please contact us at 309-674-8730 and we will be happy to assist you.