

Friends of Hawaii Charities – 2019 Grant Summary Online Form Manual

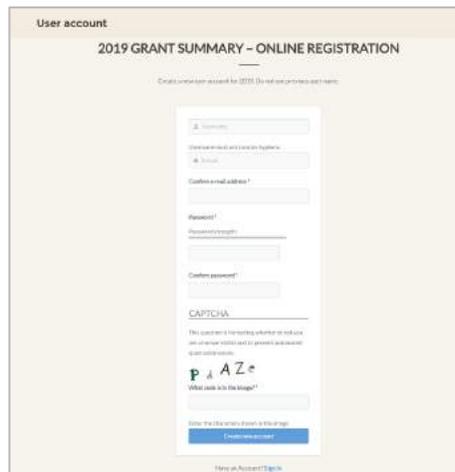
Updated 09.05.2018

Please ensure you are using the latest version of Internet Explorer, Chrome, Firefox or Safari. Online submission deadline is January 31, 2019, 4:30 pm HST.

1. Go to <https://friendsofhawaii.org/user/register>
2. Fill out the requested information to create your user account. This information will not be part of your Grant Summary Online Form. It is only used for creating an account.

Please be sure to use an email address you have access to. Also, be sure to keep the username, email address and password for your record. We do not retain previous user account information from last year's grant cycle, so please create a new user account to submit a 2019 grant summary form.

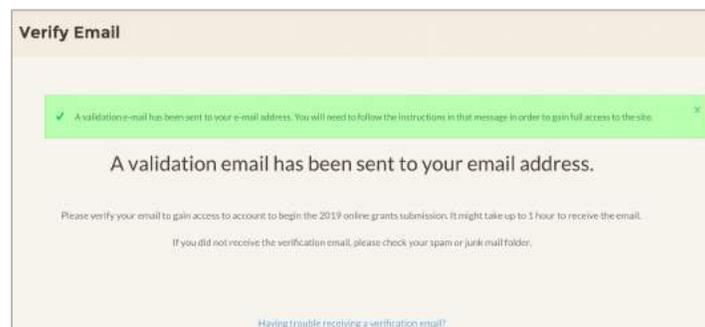
If you are submitting an application for more than one non profit, you will need to use a different email address for each.



The screenshot shows a registration form with the following fields and sections:

- Username:** A text input field.
- Email:** A text input field.
- Confirm e-mail address:** A text input field.
- Password:** A text input field.
- Confirm password:** A text input field.
- CAPTCHA:** A section with a visual puzzle and a text input field asking "What code is in the image?".
- Buttons:** A blue "Create new account" button and a smaller "Help an Account? Sign in" link.

3. You will see this message once you click "Create new account".



The screenshot shows a confirmation message with the following text:

- Verify Email** (Section Header)
- Message:** "A validation email has been sent to your email address."
- Instructions:** "Please verify your email to gain access to account to begin the 2019 online grants submission. It might take up to 1 hour to receive the email. If you did not receive the verification email, please check your spam or junk mail folder."
- Link:** "Having trouble receiving a verification email?"

4. Check if you have received an email from Friends of Hawaii Charities (grants@friendsofhawaii.org). It may take up to an hour before you receive this verification email. If the email is in your inbox, [click the URL link from the email to verify your account registration.](#)



If you haven't received the email to verify your account, there are a few common reasons it may not have come through. Please review this page <https://friendsofhawaii.org/cant-access-your-account> for troubleshooting.

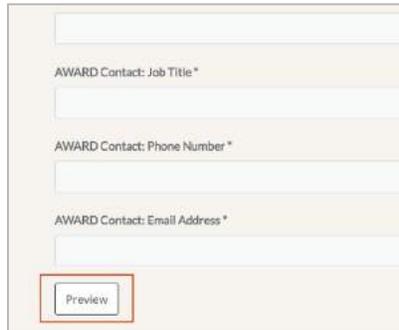
5. Once you click the verification URL link in the email, it automatically brings you to your user page in the browser. You will see the message "You have successfully validated your e-mail address." Now you can fill in the information on the Grant Summary Online Form. Click on the blue button to proceed.



6. Fill out all the required information. [Please note that you cannot register a Grant Summary if your business address is outside of the State of Hawaii.](#)

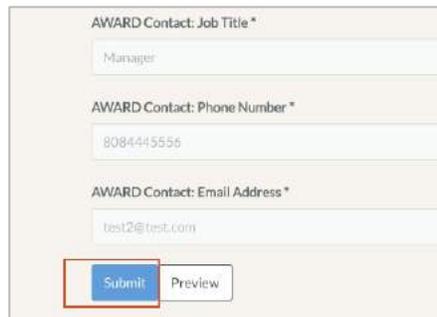
A screenshot of a web form titled "Create 2019 Friends of Hawaii Charities Grant Summary". A note at the top says "*Indicates mandatory fields". There are three input fields, each with an asterisk indicating it is mandatory: "Legal name of organization (as shown in IRS determination letter) *", "Name of organization as you want to be recognized (do not leave blank) *", and "Federal identification number (as shown in IRS determination letter) *".

7. When you are finished, click on the “Preview” button at the bottom.



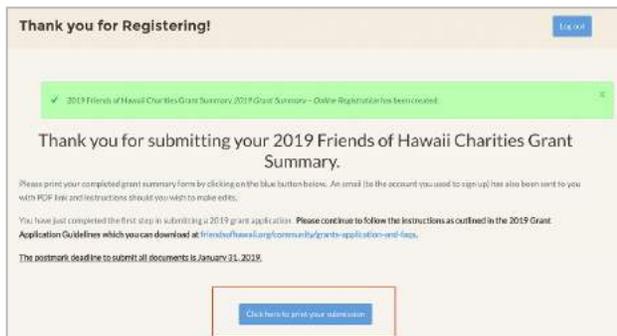
A screenshot of a web form. It contains three input fields, each with a label above it: "AWARD Contact: Job Title *", "AWARD Contact: Phone Number *", and "AWARD Contact: Email Address *". The fields are currently empty. At the bottom of the form, there is a button labeled "Preview" which is highlighted with a red rectangular box.

8. Review your information, edit if necessary, and then click on the “Submit” button on the bottom left.



A screenshot of the same web form as in step 7, but now with data entered into the fields. The "AWARD Contact: Job Title *" field contains "Manager". The "AWARD Contact: Phone Number *" field contains "8084445556". The "AWARD Contact: Email Address *" field contains "test12@test.com". At the bottom, there are two buttons: "Submit" (highlighted with a red box) and "Preview".

9. You will see this Thank You page if you have successfully finished. Click on the button that says, “Click here to print your submission”, save and print the PDF file. [You need to print and submit this Grant Summary page, and mail with your application.](#)

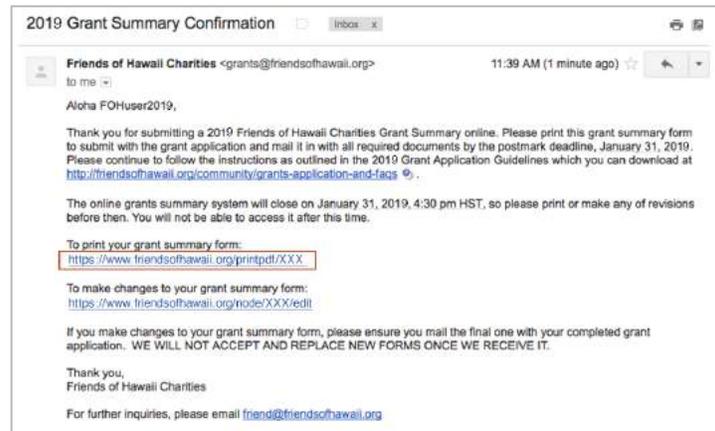


A screenshot of a "Thank you for Registering!" page. At the top left, it says "Thank you for Registering!". On the right, there is a "Logout" button. Below this is a green confirmation message: "✓ 2019 Friends of Hawaii Charities Grant Summary 2019 Grant Summary - Online Registration has been created." The main heading reads "Thank you for submitting your 2019 Friends of Hawaii Charities Grant Summary." Below the heading, there is a paragraph of text: "Please print your completed grant summary form by clicking on the blue button below. An email (to the account you used to sign up) has also been sent to you with PDF file and instructions should you wish to make edits." Another paragraph follows: "You have just completed the first step in submitting a 2019 grant application. Please continue to follow the instructions as outlined in the 2019 Grant Application Guidefiles which you can download at friendsofhawaii.org/community/grants-application-and-faq." A final line states: "The postmark deadline to submit all documents is January 31, 2019." At the bottom center, there is a blue button labeled "Click here to print your submission" which is highlighted with a red box.



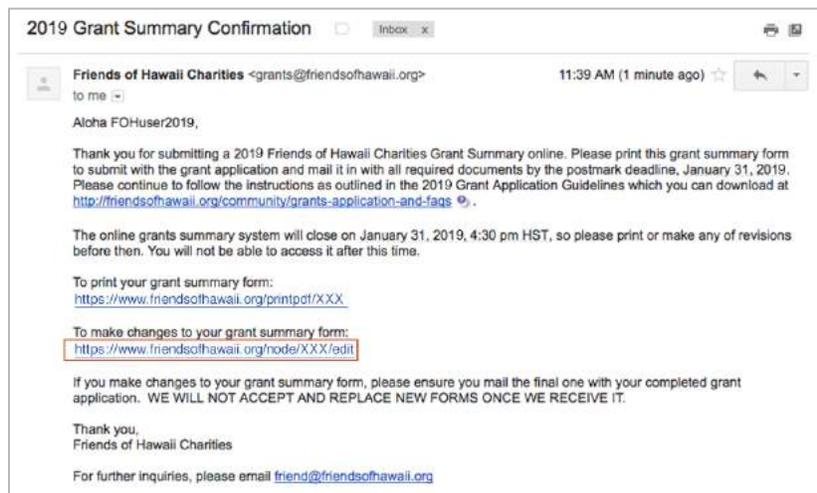
A screenshot of a "2019 Grant Summary - Online Registration" page. The title is "2019 Grant Summary - Online Registration". Below the title, there are several fields with their values: "Submission date" is "Sunday, September 2, 2018 4:41:35 pm"; "Updated date" is "Sunday, September 2, 2018 4:44:25 pm"; "Legal name of organization (as shown in IRS determination letter)" is "Sonygrantapp"; "Name of organization as you want to be recognized (do not leave blank)" is "Sonygrantapp"; and "Federal identification number (as shown in IRS determination letter)" is "Sonygrantapp".

10. Please go back to your email inbox (used for step #2). If you received this confirmation email, your online submission was successful.



11. If you find any errors in your information, you are still able to edit the online submission until January 31, 2019, 4:30 pm HST **if you have not already mailed in the printed copy.** Click the link below "To make changes to your grant summary form:" in the 2019 Grant Application Confirmation email to make corrections.

Please note that you have to submit this Grant Summary and mail with your completed grant application form. We will not accept or replace forms once we receive them.



12. If you have made any changes, go back to step #7 and preview the information. Click the "Submit" button and print the form.

Troubleshooting

Q1: I forgot my password.

A: Go to this page and request to reset your password.

<https://www.friendsofhawaii.org/user/password>

Q2: I forgot the email address I registered with.

A: Unfortunately, we cannot restore the account if you do not know your registered email address. Please go to this page <https://www.friendsofhawaii.org/user/register> and start over again with your new username, email address and password.

Q3: I did not receive the verification email.

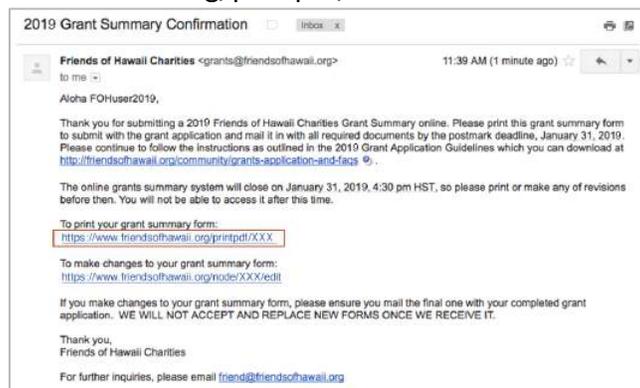
A: Please review this page for troubleshooting: <https://www.friendsofhawaii.org/cant-access-your-account>

Q4: I forgot to print my online form when I finished.

A: There are two ways to print the finished online form.

1. Find the submission confirmation email.

- Find the email in your inbox with subject line “2019 Grant Summary Confirmation”. You should have received it when you finished your online submission.
- Click on the link “To print your grant summary form: <https://friendsofhawaii.org/printpdf/...>”



2. Find it from your account.

- Log in from this page: <https://www.friendsofhawaii.org/user/login>
- Click on the “Click here to EDIT your submission” blue button. No need to make edits, just proceed to the bottom and click the submit button. Then you’ll find the print button.



Q5: I cannot print the form.

A: Please check if the printer is set up with your computer correctly. If you are able to open the form but cannot print, save the form to your computer and transfer the file to a place you can print.

Q6: Where can I find the document “Follow Up Report for 2018 Grant”?

A: Please go to this link to download:

https://www.friendsofhawaii.org/sites/default/files/2018_followup_report_computer_format.doc
[X](#)

Q7: I printed the online form out. What is the next step?

A: Please follow these steps after you finish the Online Form.

1. Complete the Grant Application and mail it with the Online Grant Summary form and other required documents.
2. Mail to Friends of Hawaii Charities, 735 Bishop Street, Suite 330, Honolulu Hawaii 96813 by the postmark deadline of January 31, 2019.

Please note: If you edited the Online Grant Summary, please make sure to mail the latest version. You can find the submission date and updated date on the top of the PDF.

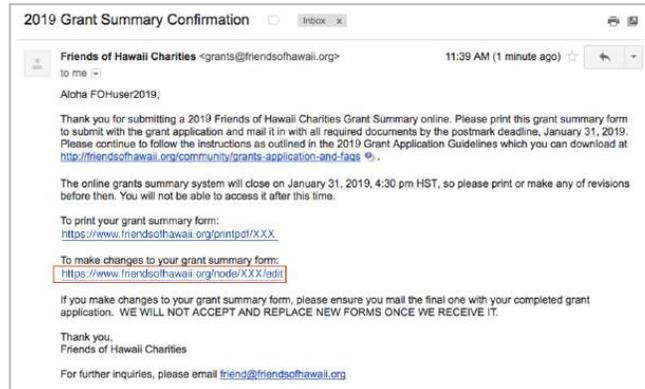


Q8: I found a mistake on the online form after I printed.

A: Please follow these steps if it is before January 31, 2019 and you also haven't mailed out the printed document yet. There are two ways to edit the Grant Summary Online Form.

1. Find the submission confirmation email.

- a. Find the email in your inbox with subject line “2019 Grant Summary Confirmation”. You should have received it when you finished your online submission.
- b. Click on the link “To make changes to your grant summary form: <http://www.friendsofhawaii.org/node/.../edit>
- c. Make edits, submit and print again.



2. Find it from your account.

- a. Log in from this page: <https://www.friendsofhawaii.org/user/login>
- b. Click on the “Click here to EDIT your submission” blue button.
- c. Make edits, submit and print again.

Q9: I am not sure if the Online Form page is correct.

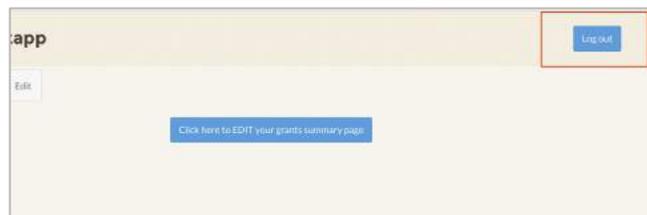
A: Please ensure to use the latest version of Internet Explorer, Chrome, Firefox or Safari. If you are not sure, please contact your company's IT department for support.

Q10: I'd like to submit for multiple organizations.

A: Please note that we accept only one application and one user account per organization. If you need to submit a Grant Summary for multiple organizations, please prepare separate email addresses (which you have access to) and create separate user accounts for each organization.

Q11: I already have an account for 2019, but I'd like to create a different user account.

A: If you already have an account for 2019 and want to create a different account, you might need to log out from the existing account. Please try to log out by clicking the "Log out" button on the top right, and go to <https://friendsofhawaii.org/user/register> again.



Please also review the FAQ page online: <https://friendsofhawaii.org/community/grants-application-and-faq>

For further inquiries, please email friend@friendsofhawaii.org