

Friends of Hawaii Charities – 2022 Grant Summary Online Form Manual

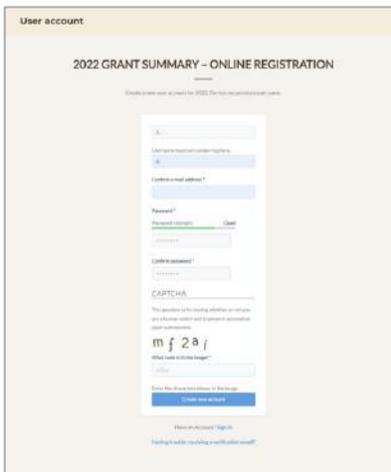
Updated 9.7.2021

Please ensure you are using the latest version of Microsoft Edge, Chrome, Firefox or Safari.
Online submission deadline is January 26, 2022, 4:00 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.

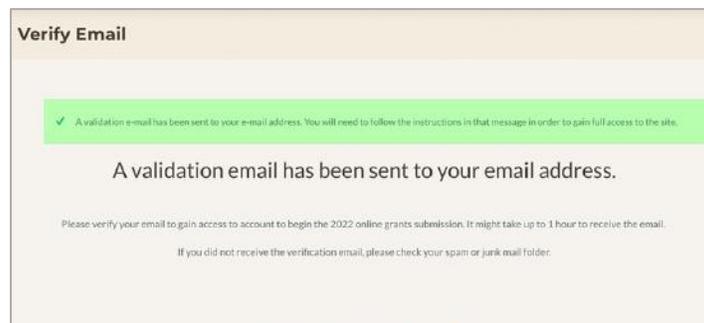
Please be sure to use an email address you have access to. Also, please keep the username, email address and password for your record. We do not retain previous user account information from last year's grant cycle, so please create a new user account to submit a 2022 grant summary form.

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



The screenshot shows a web form titled "User account" with the subtitle "2022 GRANT SUMMARY – ONLINE REGISTRATION". The form includes fields for "First name", "Last name", "Email address", "Password", "Confirm password", and "CAPTCHA". A "Create new account" button is visible at the bottom of the form. The CAPTCHA image shows the characters "m f 2 8 j".

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



The screenshot shows a confirmation message titled "Verify Email". It contains a green checkmark icon and the text: "A validation e-mail has been sent to your e-mail address. You will need to follow the instructions in that message in order to gain full access to the site." Below this, it says "A validation email has been sent to your email address." and "Please verify your email to gain access to account to begin the 2022 online grants submission. It might take up to 1 hour to receive the email." At the bottom, it adds: "If you did not receive the verification email, please check your spam or junk mail folder."

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 and complete a Grant Summary if your business address is outside the State of Hawaii.](#)

A screenshot of a web form titled "Create 2022 Friends of Hawaii Charities Grant Summary". Below the title, it 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) *".

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

AWARD Contact: Job Title *

AWARD Contact: Phone Number *

AWARD Contact: Email Address *

Preview

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

AWARD Contact: Job Title *

Manager

AWARD Contact: Phone Number *

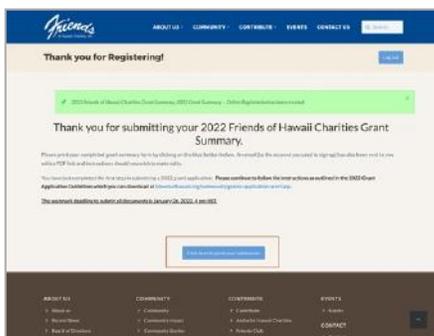
8084445556

AWARD Contact: Email Address *

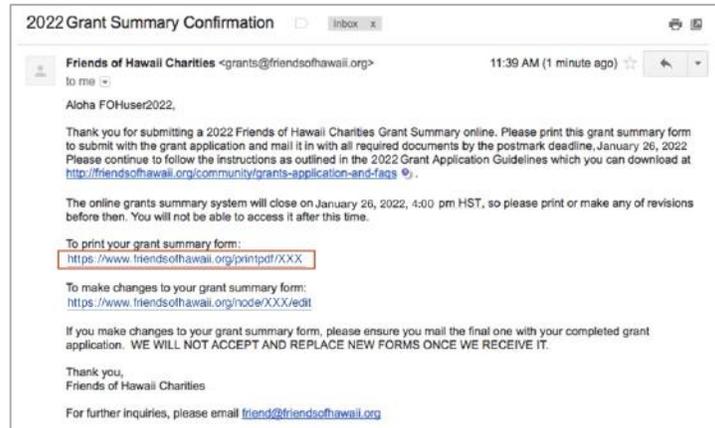
test2@test.com

Submit Preview

- 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 grant application.](#)

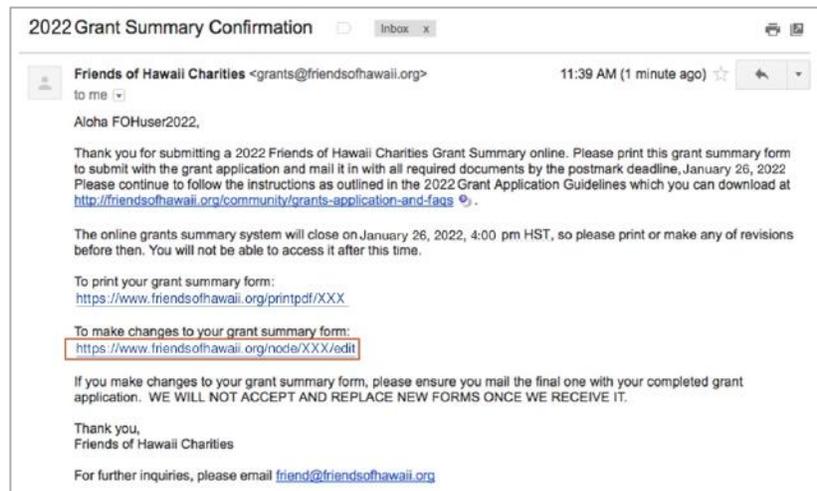


10. Please go back to your email inbox (used for step #2). If you received this confirmation email, your online submission was successful.



11. If you find any errors in your information, you are still able to edit the online submission until **January 26, 2022, 4:00 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 2022 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.

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.

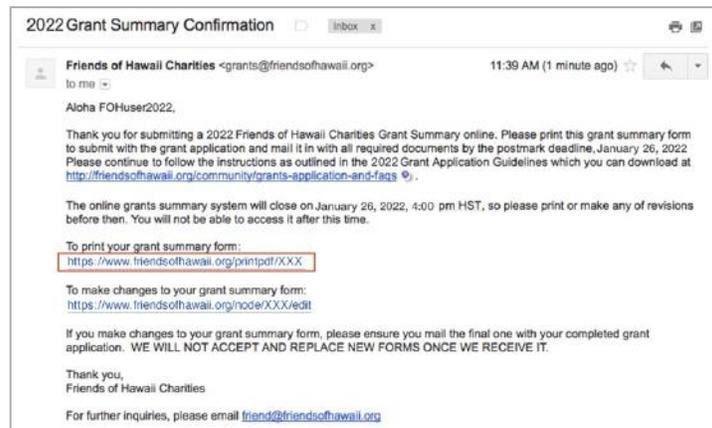
A: Please review this page for troubleshooting: <https://www.friendsofhawaii.org/cant-access-your-account>

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.

- a. Find the email in your inbox with subject line “2022 Grant Summary Confirmation”. You should have received it when you finished your online submission.
- b. Click on the link “To print your grant summary form: <http://friendsofhawaii.org/printpdf/...>”



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 grant summary” 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 2021 Grant”?

A: Please go to this link to download:

https://www.friendsofhawaii.org/sites/default/files/2021_grants_follow_up_report_computer.docx

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 26, 2022.**

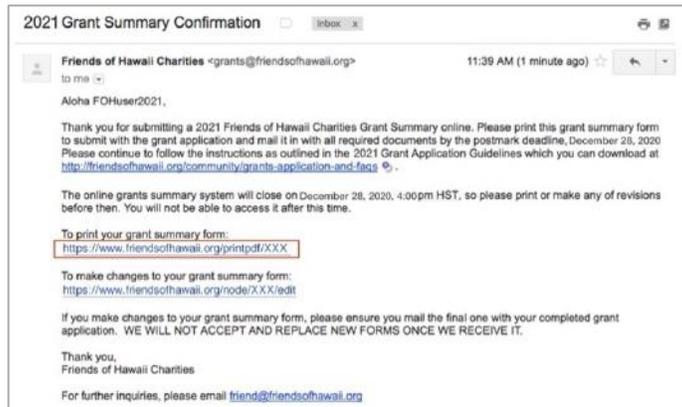
Please note: If you edited the Online Grant Summary, please make sure to mail the latest version. You can find the submission date and updated date on the top of the PDF.



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

A: Please follow these steps if it is before **January 26, 2022** and you also have not 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 “2022 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.

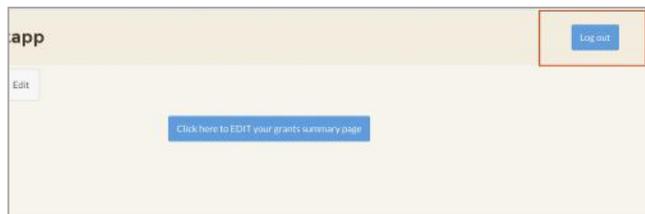
A: Please ensure to use the latest version of Microsoft Edge, Chrome, Firefox or Safari. If you are not sure, please contact your company’s IT department for support.

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 2022, but I’d like to create a different user account.

A: If you already have an account for 2022 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-faqs>

For further inquiries, please email friend@friendsofhawaii.org