

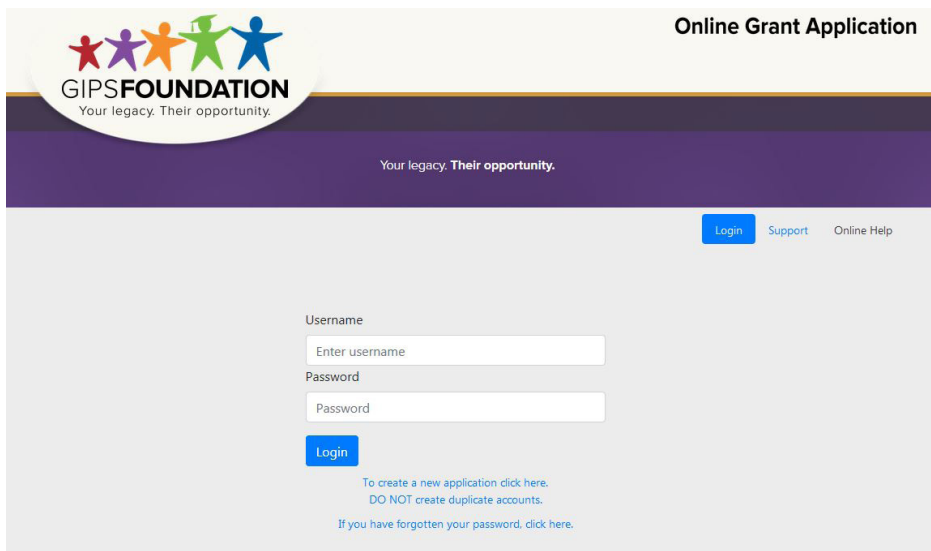


# How do I create an account?

**NOTE: Only applicants with a @gips.org email address are eligible for grants.**

## How to get started:

Before you can use the Online Grant Application you must become a registered user. During the registration process you will choose your own **username** and **password**. If you cannot remember your user name that you have created, please contact the system administrator. **DO NOT create another account.** If you create a duplicate account, the Grant Committee reserves the right to disqualify your application.



## Create a new account:

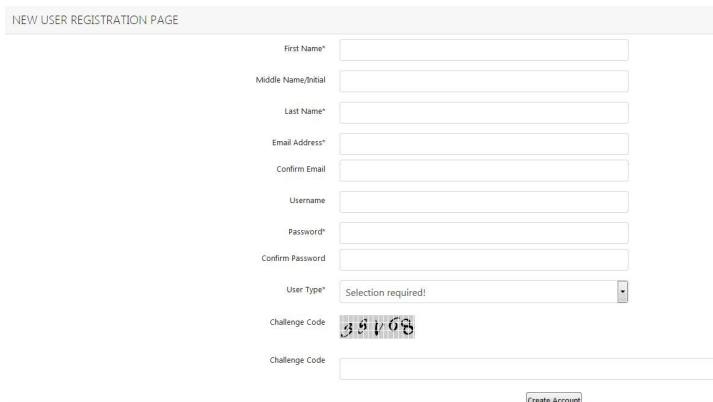
At the login screen click **To create a new application click here. DO NOT create duplicate accounts.**

## Write down your Username and Password

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You will be presented with a registration screen. Enter your name and email address.

**Choose a unique user name and a password of at least 5 characters.** We recommend using the email address as your user name. If a user name is not entered, the email address will be used as your user name. **Remember that the passwords are case sensitive and fields marked with an asterisk (\*) are required.**