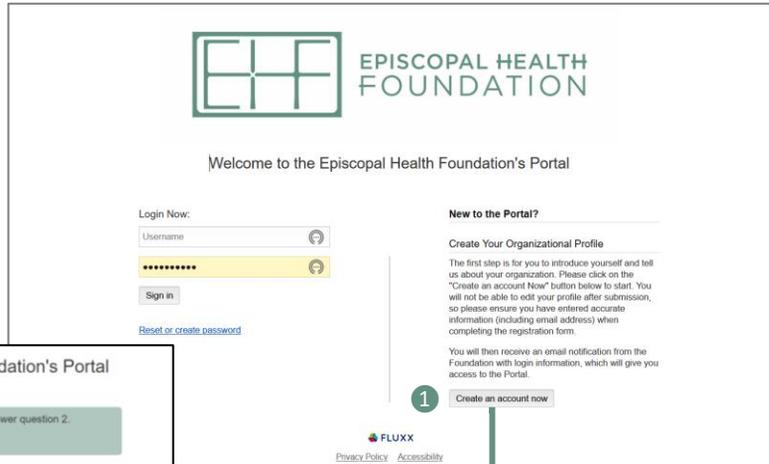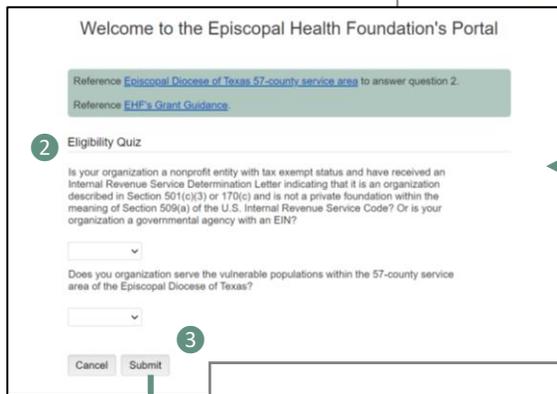## Welcome to the Episcopal Health Foundation's (EHF) Grantee Portal

Step 1: If you do not yet have an account to login to the EHF portal, click **Create an account now** to begin the process.
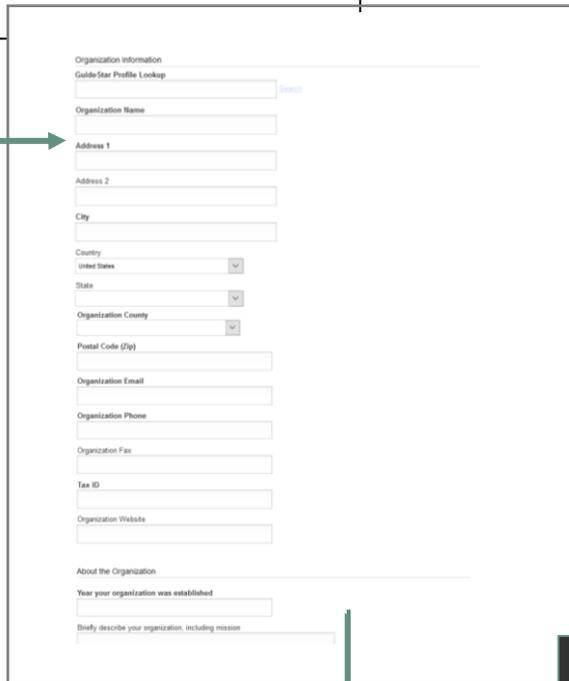

Step 2: **Eligibility** – answer two questions to determine if you are eligible to move forward. *Note: The green box contains links to reference information that will help answer the two questions.*
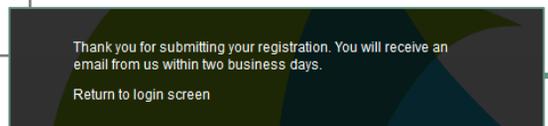
Step 3: Click **Submit**.

If your organization is eligible, a new window will open to provide your organizational profile.

When you have completed all your answers, click **Submit Request**.

Step 4: The **confirmation** shows the information has been sent to the Foundation.

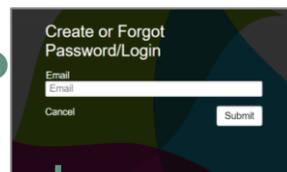Once you receive an email from the Foundation, continue with Step 4 on the next page.

We process requests every day, but it may take (1) business day to receive your login credentials and may take longer during peak periods. If you do not see an email within two days, please check your junk email folder.

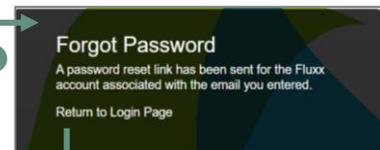## Welcome to the Episcopal Health Foundation's (EHF) Grantee Portal

Step 1: To reset your EHF Portal password, please click **Reset** or **create password**.

Step 2: Enter your **email address** associated with your account and click **Submit**.
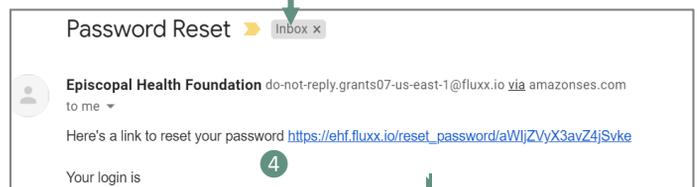

Step 3: A **confirmation** screen will appear. You will receive an email to that account with a link to create a new password.

Note: If you do not receive within a few hours please check your junk or spam mail folders

Step 4: Click the **link** in the email.

Step 5: **Enter** and **confirm** your email address.

Note: Your password cannot contain your username and should include:
- *Minimum 8 characters*
- *At least 1 Upper case letter*
- *At least 1 lower case letter*
- *At least 1 number*