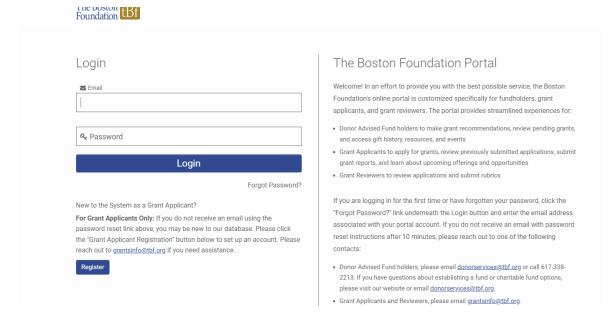
SmartSimple Account Registration: New Users

If this is your first time using the Boston Foundation's SmartSimple grants portal, please follow the steps below:

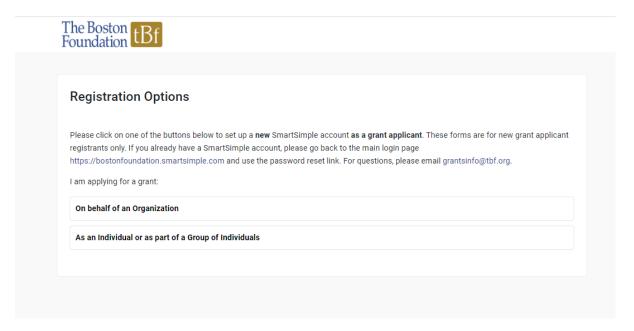
- 1. Go to the SmartSimple login page: https://bostonfoundation.smartsimple.com
- 2. Use the "Forgot Password?" link and input your email when prompted. If you already have an account in our system, you will receive an email at the address you provided with a link to reset your password. Please try the password reset link even if you have never used our SmartSimple system before. If you are already in our database, then you likely already have an account.
- 3. If you do not receive an email after 10 minutes, then you may need to create a new account. Please follow the below steps. If you are blocked from creating a new account, please reach out to grantsinfo@tbf.org.

Creating a New Account in SmartSimple:

1. Click on the blue Register button underneath the login box.



2. Click on the appropriate box to indicate whether you are applying on behalf of an organization, or if you are applying as an individual or as part of a group of individuals. Note – the only grant programs that accept individual applicants are Live Arts Boston and Next Steps.

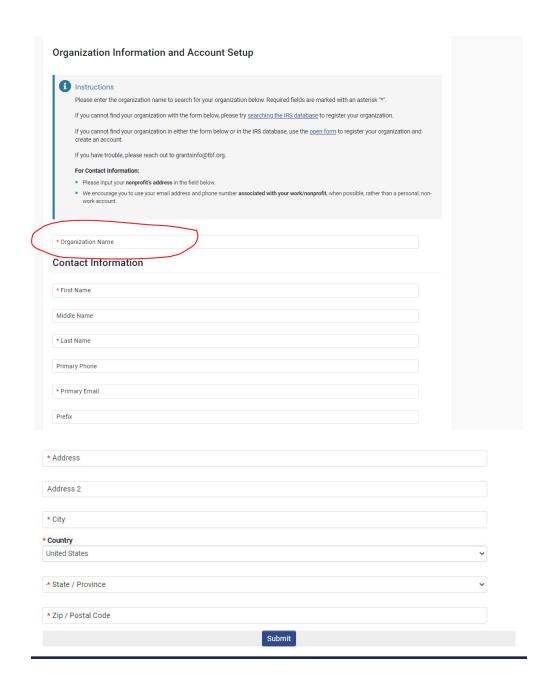


3. Register yourself or your organization. Read the instruction box carefully. If you are registering on behalf of an organization, you should first search the TBF database for your organization, then register yourself as a contact at that organization. If you cannot find your organization in TBF's database, you can use either the IRS search form or the open form to find and register your organization. Once you click the blue "Submit" button at the bottom of the page, you will be prompted to check your email to set up a new password for your account. Note: when you first log into the system, you will be instructed to complete your contact and/or organization profile.

You are all set! If you have any trouble, please reach out to grantsinfo@tbf.org. If needed, please see below for step by step instructions to search for your organization in TBF's database, use the IRS search, or use the open form.

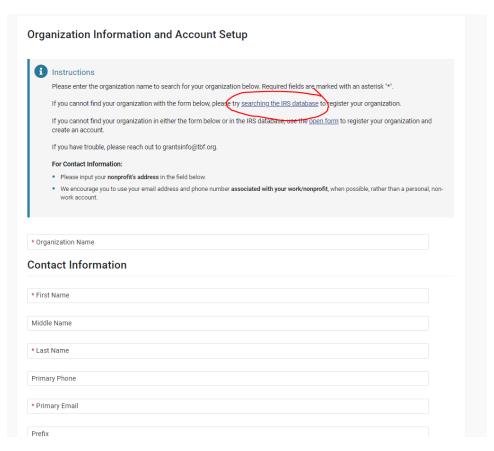
Searching TBF's Database:

Finding your organization through TBF's database: begin typing your organization name into the Organization Name field circled in red below. Select the organization once it pops up in the box. Fill out the rest of the contact information fields. Click the blue Submit button at the bottom of the page once finished. You will be directed to check your email for a link to reset your password.

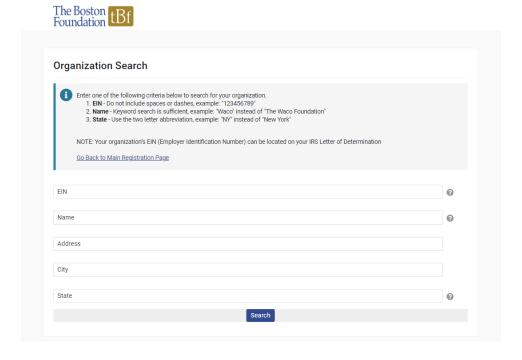


Using the IRS Search Form:

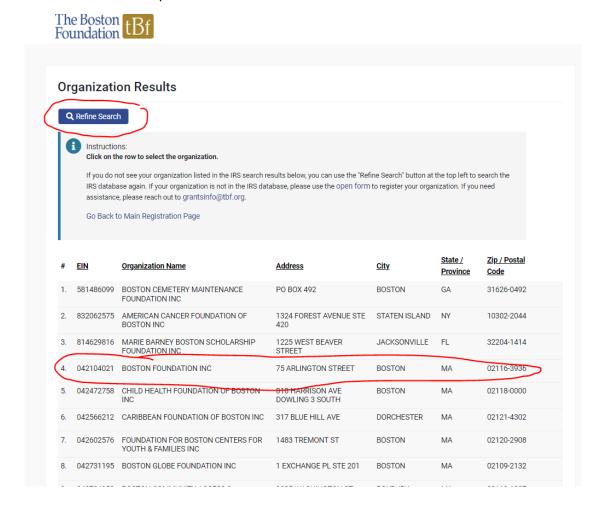
In the instruction box, click on the link to the IRS search form, circled in red below.



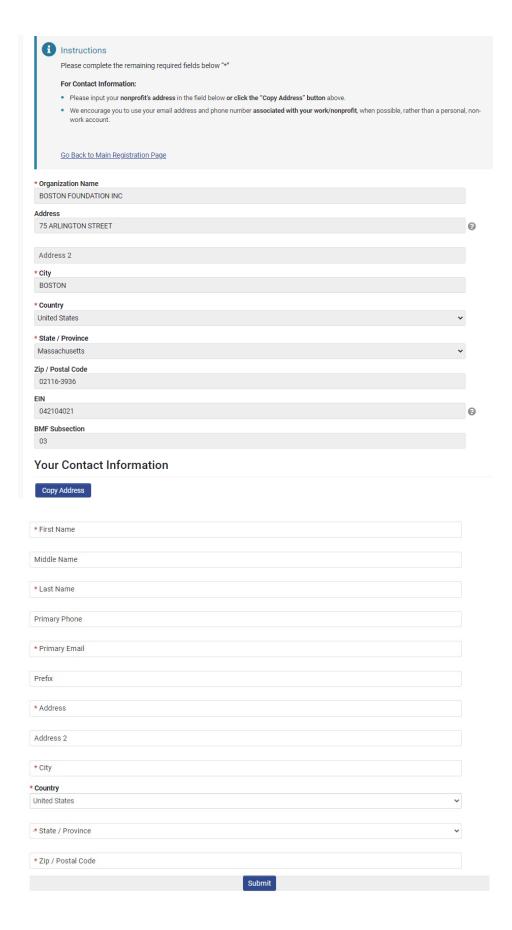
Once you are in the IRS search form, type in either your EIN, organization name, or address to search for your organization. Click the blue Search button at the bottom of the screen to see the search results.



Select your organization by clicking on the row. If you need to redo your search, you can use the Refine Search blue button at the top left of the screen.



When you click on your organization, your organization's information will automatically populate into the organization information fields. Scroll down and fill out your contact information. You can use the Copy Address button to copy the organization's mailing address into the fields for your own mailing address. Click the blue Submit button when you are finished. You will be directed to check your email for a link to create a password.



Using the Open Form:

If you cannot find your organization via the IRS database search, you can use the open form to provide information about your organization and set up your account. Fill out the information for both your organization and for your contact information, then click the blue Submit button when you are finished. You will be prompted to check your email at the address you provided to create a password for your account.

