

# Foundant Online Grants System Tutorial

Creating Your New Organization Account

# Creating an Account

From the foundation page, you will notice an “**Apply Online**” button, with an access code. Click on the “**Apply Online**” button to be routed to our online system.

**Note:** You will need to enter your access code in order to access the application.

PERSONAL SMALL BUSINESS CORPORATE & COMMERCIAL WEALTH MANAGEMENT INTERNATIONAL BANKING ABOUT US **OPEN AN ACCOUNT**

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## Antone & Edene Vidinha Charitable Trust

**Area Served:** Kauai  
**Proposal Due:** December 1st

Antone and Edene Vidinha Charitable Trust was established to benefit the people of Kauai. Grants are awarded to qualified tax exempt, 501 (c) (3) charitable organizations on Kauai or serving the residents of Kauai. The Trust does not award grants or scholarships to individuals, nor for endowments, multiple-year pledges, or on-going maintenance projects at churches.

By trust provisions, contributions are awarded in four major fields:

- Churches on the Island of Kauai (no on-going maintenance projects)
- Hospitals that benefit Kauai residents
- Health organizations which benefit the people of Kauai
- Educational scholarships to colleges or universities in the State of Hawaii for Kauai students

Foundation Documents

- Historical Background (PDF)

Program General Capital Major Capital Tuition Aid Programs

*Program Information*

Policy  
Support is provided for programs that better the lives of individuals and families on the island of Kauai.

Fields of Interest

- Churches
- Hospitals
- Health Organizations

Specific Eligibility Criteria

- Program must benefit Kauai residents

Foundation Documents for Program Grants

- Grant Application Information (PDF)
- Reporting Guidelines (PDF)

**Apply Online** ▶  
Enter Code: AEVCTP

Contact Us

The Charitable Foundation Services team is available to answer any questions you have about the services we provide, or the foundations and charitable trusts we administer.

Contact Us >

# Creating an Account

The screenshot shows the Bank of Hawaii online grant portal's logon page. The page has a dark blue header with the Bank of Hawaii logo and name. Below the header, the text "Logon Page" is displayed. There are two input fields: "Email Address\*" and "Password\*", each with a corresponding text box. Below the password field is a link for "Forgot your Password?". At the bottom of the form area are two buttons: "Log On" (dark blue) and "Create New Account" (light grey). A blue callout box with a pointer to the "Create New Account" button contains the following text:

Welcome to the Bank of Hawaii online grant portal.

If this is your first time logging on to our system, you will need to create a new account.

To begin creating your new account, click on the **“Create New Account”** button.

Please click this link to view the applications before creating an account  
<http://demo.grantinterface.com/Process/Apply?urlkey=BankHawaii>

Click [HERE](#) to see examples that other administrators utilize to instruct their applicants.

The background of the page is watermarked with the word "DEMO" in a light blue, diagonal orientation.

# Creating an Account

**Create New Account**

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

**⚠** Using the browser's back button will delete your registration information.

**i** This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

**Organization Information**

<b>Organization Name (DBA)*</b> If you have a DBA name please include it in parentheses ( ).	<b>EIN / Tax ID (## #####)*</b>
<input type="text"/>	<input type="text"/>
<b>Web Site</b>	<b>Telephone Number (### ### x###)*</b>
<input type="text"/>	<input type="text"/>
<b>Organization Email</b>	<b>Address 1*</b>
<input type="text"/>	<input type="text"/>
<b>Address 2</b>	<b>City*</b>
<input type="text"/>	<input type="text"/>
<b>State*</b>	<b>Postal Code*</b>
<input type="text"/>	<input type="text"/>
<b>Country</b>	
<input type="text"/>	

Begin by filling out the requested information. Here, you will be asked to enter your organization information.

**Note:** Using the browser's back button will delete your information.

# Creating an Account

User Information

Prefix (Mr, Mrs, Ms, etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number (### ### #### x###)*	Mobile Number (### ### ####)
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code*	Country
<input type="text"/>	<input type="text"/>

Enter your information.

**Note:** Your login name will be an email address. We suggest using an email address that can be used by anyone at your organization who needs to access the application. It will also be the address we will use to communicate with you if we have questions, which sometimes require an immediate response.


**Note:** Please use your organization's mailing address.


You may also select the "Copy Address from Organization" button at the top of the page.

# Creating an Account

Create New Account

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Organization Information

User Information

Executive Director Question

Are you the Organization's Executive Director?\*

Yes

No

**Note:** It is not required that the Executive Director complete application or be the primary contact person.

If you select “Yes,” you will be asked for additional Executive Director Information. If you select “No,” you will be required to enter the information for the Executive Director.

# Creating an Account

If you selected “No,” you will be presented with the screen below. If you selected “Yes,” you will see a similar screen requiring additional information.

Additional Executive Director Information

Prefix (Mr, Mrs, Ms, etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email*	Telephone Number (### ### #### x###)
<input type="text"/>	<input type="text"/>
Mobile Number (### ### ####)	Address 1
<input type="text"/>	<input type="text"/>
Address 2	City
<input type="text"/>	<input type="text"/>
State	Postal Code
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	



# Creating an Account

## Create New Account

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Fields with an asterisk (\*) are required.

Organization Information

User Information

Executive Director Question

Additional Executive Director Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&\*()\_

Password\*

Confirm Password\*

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Create your password.

**Note:** Your password must be at least 6 characters and can only contain letters, numbers and the following symbols: !@#\$%^&\*()\_



# Creating an Account

Email Confirmation

**i** You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'Bank of Hawaii (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Bank of Hawaii (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email  
 Continue without checking  
 I have not received the email

Make the appropriate selection and click “**continue.**”

**Note:** *If you selected “I have not received the email,” the “Send Email Again” button will activate. Click that button to have your confirmation email sent again.*

# Creating an Account

**Congratulations!** You have successfully created your account!

**Note:** See: "[Applying for a Grant](#)" tutorial, page 4 for next steps.

**Bank of Hawaii**

**Apply**

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

# Creating an Account

Mahalo for using the Bank of Hawaii Charitable Foundation Services Online Grant System!

You have just completed “*Creating Your New Organization Account.*”

Additional Training Materials can be found here:

<https://boh.com/sites/foundation/index.asp>

Need assistance? Contact [Elaine Moniz](#) or [Paula Boyce](#).