

Attachment A: First 5 Sonoma County Online Portal Instructions

First 5 Sonoma County Online Portal Instructions

If you do not already have an account to access First 5 Sonoma County's grant application portal, you must **Create a New Account** to access the portal and the Letter of Intent by visiting <https://www.grantinterface.com/Home/Logon?urlkey=f5sc>

From the home page, click on the gray "Create New Account" box
Utilize the short tutorial videos as needed for technical support.



Logon

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the First 5 Sonoma County's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Tutorials

- [Video Tutorial 1: Site Access & Account Creation](#) (3 minutes long)
- [Video Tutorial 2: Applying for Funding](#) (5 minutes long)
- [Video Tutorial 3: Your Applicant Dashboard](#) (3 minutes long)
- [Written Tutorial](#)

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Questions: Please contact our Program Director, Renee at ralger@first5sonomacounty.org.

Important:

- This registration process has multiple sections and steps that you must complete before you can access the Letter of Intent.
- Fields with an asterisk (*) are required.

1. Organization Information

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.

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

Fields with an asterisk (*) are required.

Organization Information Información de la organización	
Organization Name / Nombre de la Organización* If you are applying from a large organization please enter the department name in parenthesis. • For family child care providers, please enter your name as it appears on the license / Para proveedores de cuidado de niños familiar, ingrese su nombre tal como aparece en la licencia	EIN / Tax ID (##-####*) / Número de identificación de impuestos*
Web Site (Optional) / Sitio web (opcional)	Telephone Number / Número de teléfono (###-###-#### x####)*
Organization or Provider Email / Correo electrónico de la organización o del proveedor*	Mailing Street Address / Dirección postal (número y calle)*
Mailing City / Ciudad de correo postal*	Mailing State / Estado de correo postal*
Mailing Postal Code / Código postal*	Physical Address / Dirección física*
	Street, City, State, Zip Calle, Ciudad, Estado, Código Postal
Next >	

2. User Information: The following information should correspond to the individual that is creating the account to access the portal

User Information Información del usuario	
Copy Address from Organization	
First Name / Nombre*	Last Name / Apellido*
Title / Título profesional*	Email / Username Correo electrónico / Nombre de usuario*
Email / Username Confirmation Correo electrónico / Confirmación de nombre de usuario*	Telephone Number / Número de teléfono*
	(###-###-#### x####)
Mobile Number / Número de teléfono móvil (###-###-####)	
< Previous	Next >

3. Password: Create a password

Password Clave	
Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^*()_	
Las contraseñas deben tener al menos seis caracteres y pueden contener letras mayúsculas o minúsculas, números o cualquiera de los siguientes caracteres especiales: !@#\$%^*()_	
Password Clave*	Confirm Password Confirmar contraseña*
< Previous	Create Account

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

Make note of your password in a secure place so you do not lose it

After you create an account, you will receive an email confirming your registration

The email will come from: **First 5 Sonoma County**

<administrator@grantinterface.com>

The subject line will be: **First 5 Sonoma County: Registration for Online Application**

In the message, you will need to click the blue word “here” to get redirected to the website.

After you log in, you will be taken to the “Applicant Dashboard” page.

Click on the blue “Apply” box in the upper right-hand corner for the “Strategic Initiative 1: Early Relational Health - Perinatal Health & Wellness Support Groups RFA” to access the application.

EXAMPLE:

The screenshot shows the 'Applicant Dashboard' for First 5 Sonoma County. In the top navigation bar, the 'APPLY' button is circled in red. The dashboard includes tabs for 'Active Requests' and 'Historical Requests'. A message states: 'You do not have any Active Requests. Click Apply to begin the application process.' The word 'Apply' is circled in red. Below this is the 'Apply' page for the 'Strategic Initiative 1: Early Relational Health - HV TA - Community Health Worker RFP'. It includes a search bar, a list of projects, and an 'Apply' button circled in red. The project details for 'Regional Training and Technical Assistance for Community Health Workers/Promotoras de Salud & Supervisors' are visible, along with submission dates from 04/03/2024 to 06/30/2025.

Enter a **Project Name** of your choice and begin to read and complete the Letter of Intent carefully.

[CLICK HERE TO BEGIN CREATING YOUR ACCOUNT](#)