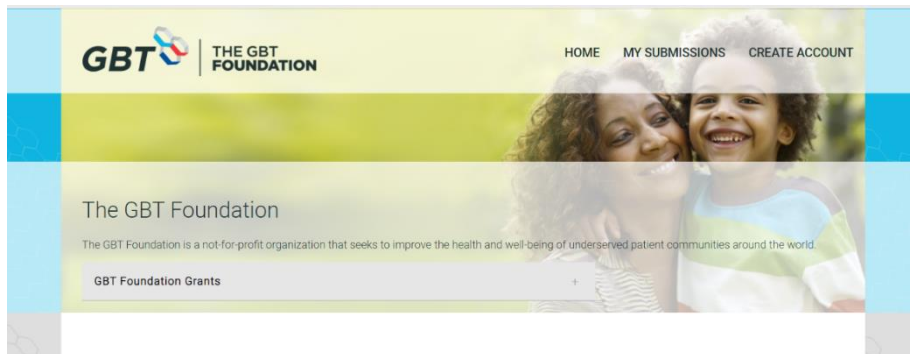


## HOW TO CREATE A USER ACCOUNT

Before you can make a funding request on behalf of an organization using The GBT Foundation Funding Request System, you must register yourself as a user. Follow these steps to set-up a new user account.

Visit the GBT Foundation Funding Request System homepage at <http://gbt-foundation-portal.idea-point.com/>

To begin creating a new user account, click on "Create Account" in the upper-right corner of the screen.



To create a new user account, enter:

- First name
- Last name
- Email address
- Phone number
- Country and state/region where requesting organization resides
- Password
- Enter the code as indicated on your screen
- Click
- **"\*"** indicates a required field

### Create New Account

Please fill out the necessary information below to create an account for this Portal.

(\*) indicates required fields.

|                  |             |
|------------------|-------------|
| * First Name     | * Last Name |
| Email Address    | Phone       |
| * Country        | ▼           |
| * Password       |             |
| Re-type Password |             |

#### Please Review These Important Details Before You Create Your Account:

This site will allow you to establish a personalized account to perform activities. To create a personalized account, you must provide some personal data, including your name and email address. We will use the information you submit to maintain your account, to automatically complete other forms on the site, and otherwise as described in our [GBT Privacy Policy](#).

By clicking the "I Agree" button you acknowledge and agree to the following terms:

- You are confirming that you have reviewed and agree and understand the Privacy Policy, you consent to the collection and use of your personal data for the purposes of using this program or otherwise as consented.
- No confidential relationship is established or implied by the company's acceptance or consideration of the submitted information.
- From time to time we may contact you regarding future Request for Proposals.

If you reside outside of the United States:

- By clicking the "I Agree" button, you are consenting to the transfer and processing of your personal data to countries outside of your country of residence, specifically the United States of America, which may provide different data protection rules than in your home country.
- If you reside in the EU, you will communicate personal data for which protection is organized by the EU Regulation 2016/679 relating to the protection of individuals with regard to the processing of personal data (GDPR) since May 25, 2016.
- Our Privacy Policy describes how GBT gathers, uses, discloses, and manages your personal information. Please refer to the [Privacy Policy](#) Section.

Y3LZAZ Enter the code shown:

In order to validate your account, you have 2 options to receive your verification code:

- Via email or
- Via cell phone / SMS message. Your wireless carrier's message and data rates may apply.

If you choose to receive your verification code via email, the system will use the email that you entered in the previous screen when you created your account.

After selecting "Email Address", please click on "Send Validation Code" and check your email account.

You will receive an email from no-reply@gbt.com containing a validation code to complete the validation process.

**Validate your Account**

To help us verify your identity, a validation code will be sent to you.

Phone Number (Code will be sent via SMS. Format should be "+\*" and your country code before the number. Message & data rates may apply.)

For cell phone numbers in the U.S., please use the format: +1 xxx xxx xxxxx  
For cell phone numbers outside the U.S., please use the format +xxx xxx xxx xxxxx

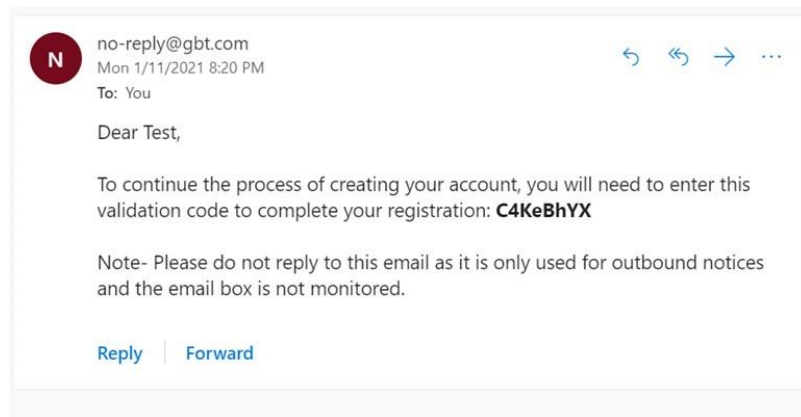
Phone

Email Address (Code will be sent via email. If you don't see the email in your inbox, please check your spam folder.)

Enter code here

Code Number

Validate Account Send Validation Code



If you choose to receive your verification code via SMS message, please enter your phone number.

- For cell phone numbers in the U.S., please use the format: +1 xxx xxx xxxx
- For cell phone numbers outside the U.S., please use the format: +xx xxx xxx xxxx

After entering your phone number, please click on “Send Validation Code” and check your cell phone.

You will receive a SMS message containing a validation code.

### Validate your Account

To help us verify your identity, a validation code will be sent to you.

Phone Number (Code will be sent via SMS. Format should be “+” and your country code before the number. Message & data rates may apply.)

For cell phone numbers in the U.S., please use the format: +1 xxx xxx xxxx

For cell phone numbers outside the U.S., please use the format +xx xxx xxx xxxx

Phone

Email Address (Code will be sent via email. If you don't see the email in your inbox, please check your spam folder.)

Validate Account

Send Validation Code



## HOW TO CREATE A USER ACCOUNT

Paste the validation code from either the email or text message (depending on how you chose to receive your code) under “Enter code here”. Click the “Validate Account” button to complete the process.

**Validate your Account**

To help us verify your identity, a validation code will be sent to you.

Phone Number (Code will be sent via SMS. Format should be "+\*" and your country code before the number. Message & data rates may apply.)

For cell phone numbers in the U.S., please use the format: +1 xxx xxx xxx  
For cell phone numbers outside the U.S., please use the format +XX XXX XXX XXX

Phone

Email Address (Code will be sent via email. If you don't see the email in your inbox, please check your spam folder.)

Enter code here

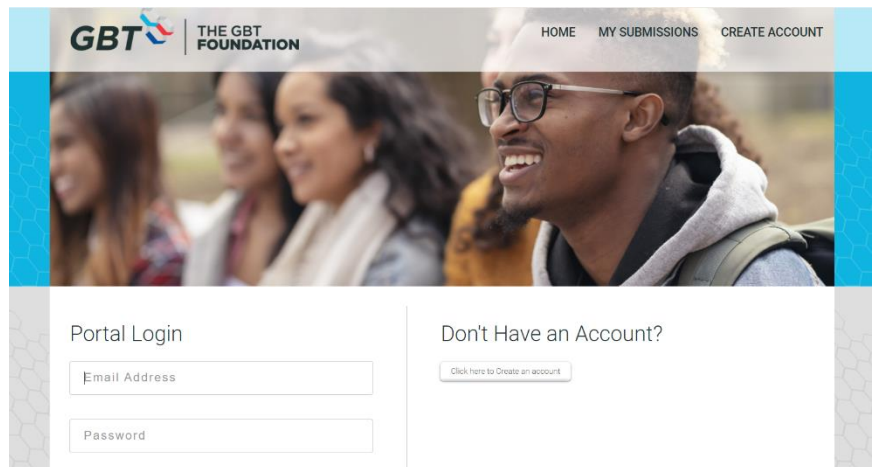
Code has been sent.

Once your account is validated, click 'login now' to submit a funding request.

Success! This is what the account user login page looks like. You are now ready to use the system. Enter your email address and password to complete the login process.

Going forward this will be the page you are directed to whenever you click 'Submit a funding request'.

**Remember to store your username and password so you can retrieve it when needed.**



**GBT** | THE GBT FOUNDATION

HOME MY SUBMISSIONS CREATE ACCOUNT

Portal Login

Email Address

Password

Don't Have an Account?