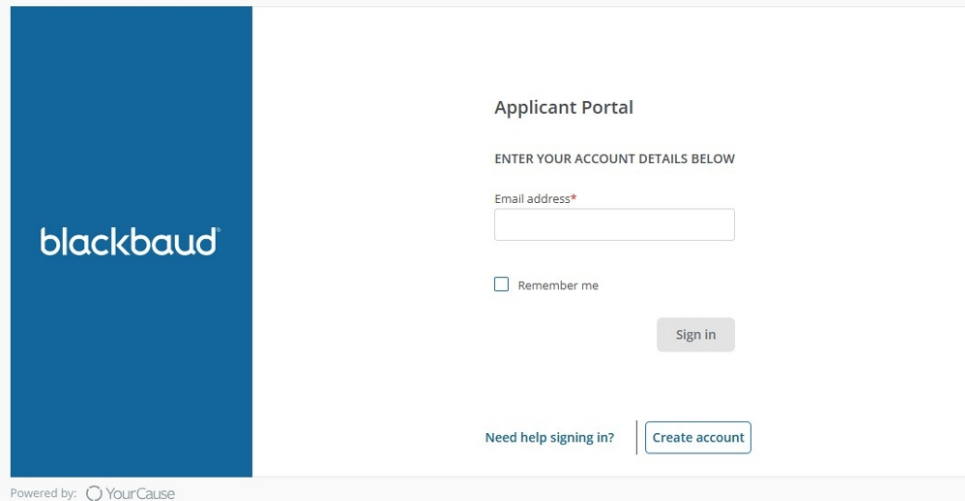


Create an Account for NCA Grant Application

- 1 Navigate to <https://bbgm-apply.yourcausegrants.com/apply/auth/signin>



The screenshot shows the Blackbaud Applicant Portal login page. On the left is a blue vertical bar with the 'blackbaud' logo in white. To the right, the page is titled 'Applicant Portal' and asks the user to 'ENTER YOUR ACCOUNT DETAILS BELOW'. There is a text input field for 'Email address*' with a red asterisk indicating it is required. Below the field is a checkbox labeled 'Remember me'. A 'Sign in' button is positioned to the right of the checkbox. At the bottom left, there is a link 'Need help signing in?'. At the bottom right, there is a 'Create account' button. At the very bottom left, it says 'Powered by: YourCause' with a small circular logo.

Organizations no longer need to share a login account, each organization can have multiple login accounts for individuals needing to create a Blackbaud account; however, please communicate with your internal staff to determine who is the primary applicant on the application. Once the primary contact is designated, this individual can Add Applicants to the application, and then those added applicants can create a unique Blackbaud login using the same email address that was included by the primary applicant in the Manage Applicants menu. The steps on adding applicants to an application are covered in the General Application Sections training resources.

2 Click "Create account"

blackbaud

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

☐ Remember me

Sign in

Need help signing in? [Create account](#)

Powered by: YourCause

3 Click "Continue with Email"

YourCause[®] from Blackbaud

Sign in or sign up

Continue with SSO

Continue with Google

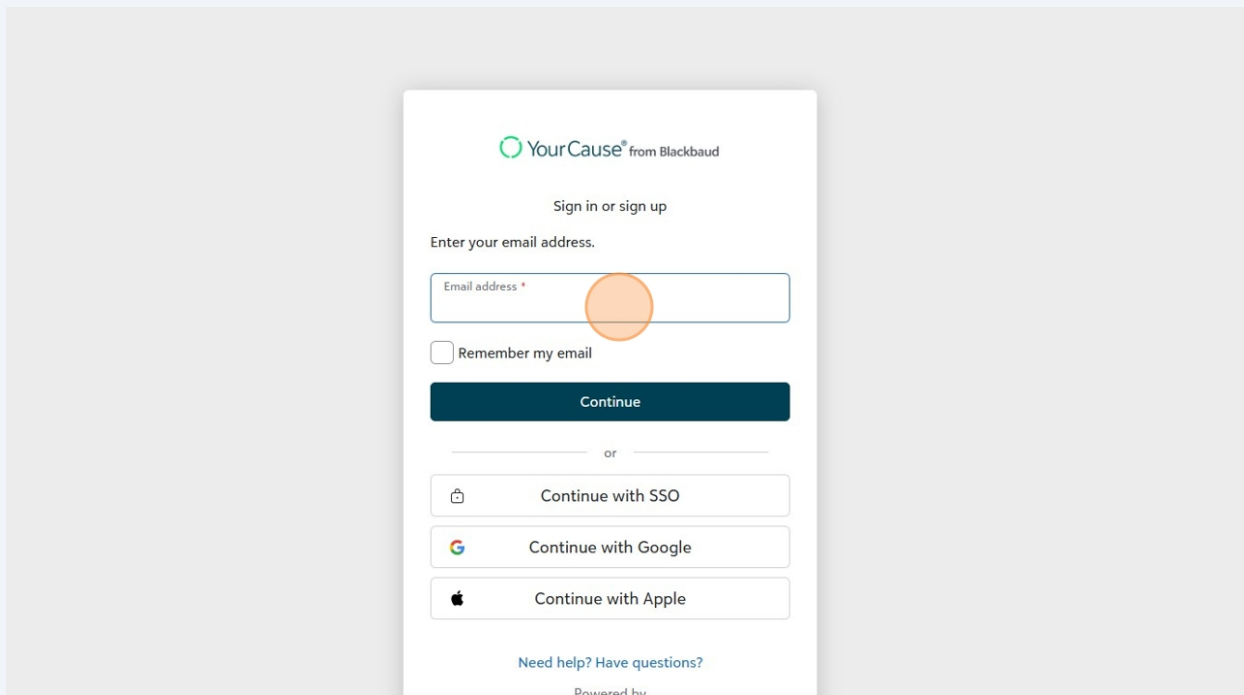
Continue with Apple

Continue with Email

[Need help? Have questions?](#)

Powered by
blackbaud

4 Enter email address



YourCause® from Blackbaud

Sign in or sign up


Enter your email address.


Email address *


☐ Remember my email

Continue

or

 Continue with SSO

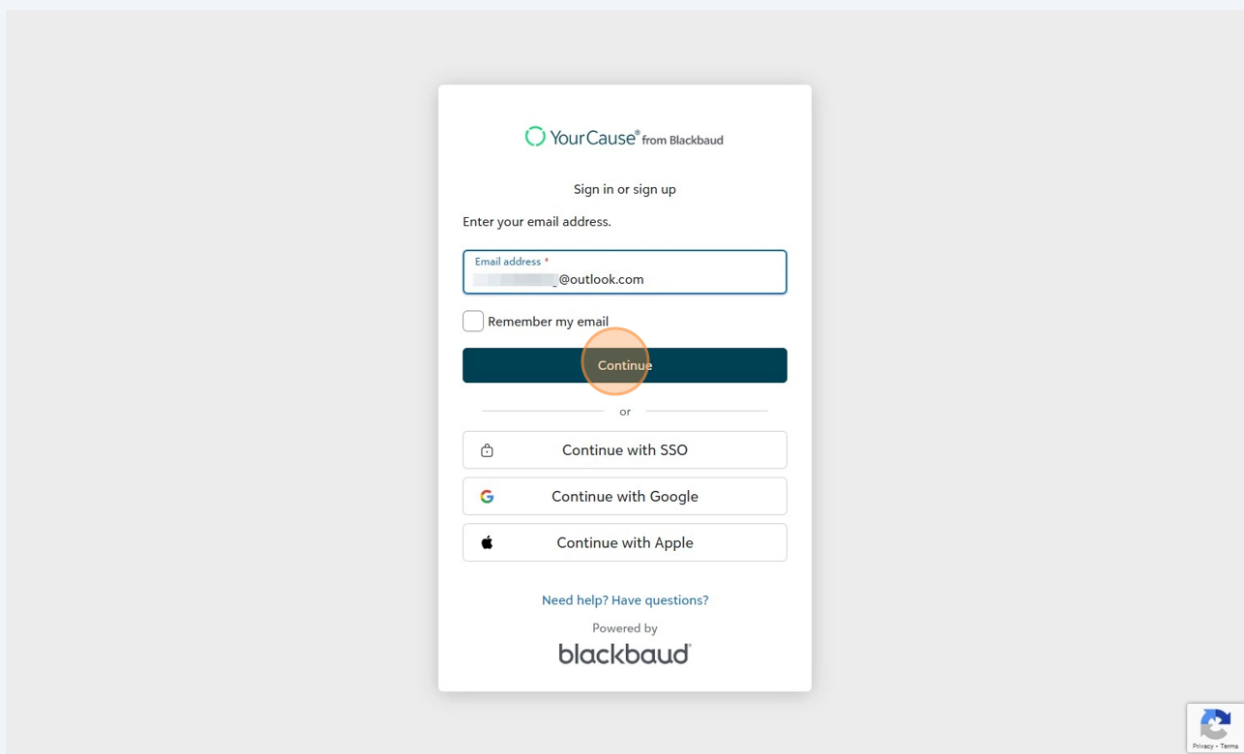
 Continue with Google

 Continue with Apple

[Need help? Have questions?](#)

Powered by

5 Click "Continue"



YourCause® from Blackbaud

Sign in or sign up

Enter your email address.


Email address *


____@outlook.com


☐ Remember my email

Continue

or

 Continue with SSO


 Continue with Google

 Continue with Apple

[Need help? Have questions?](#)

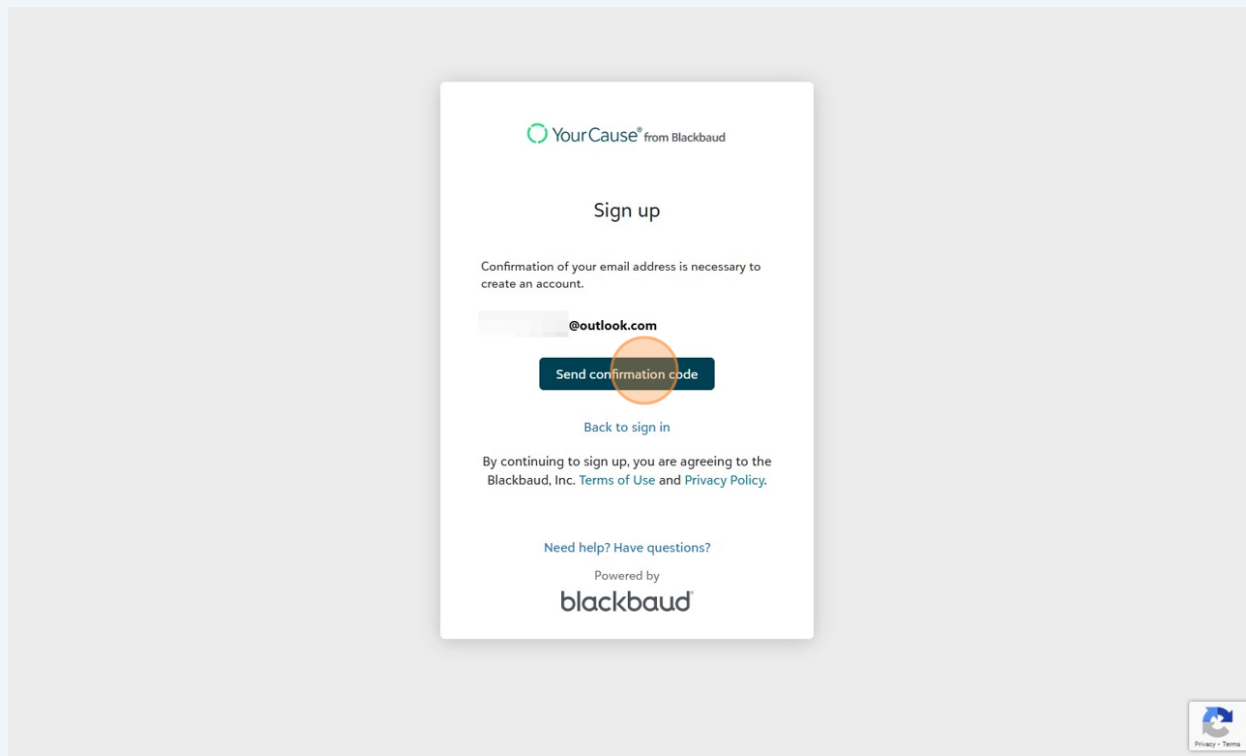
Powered by

blackbaud



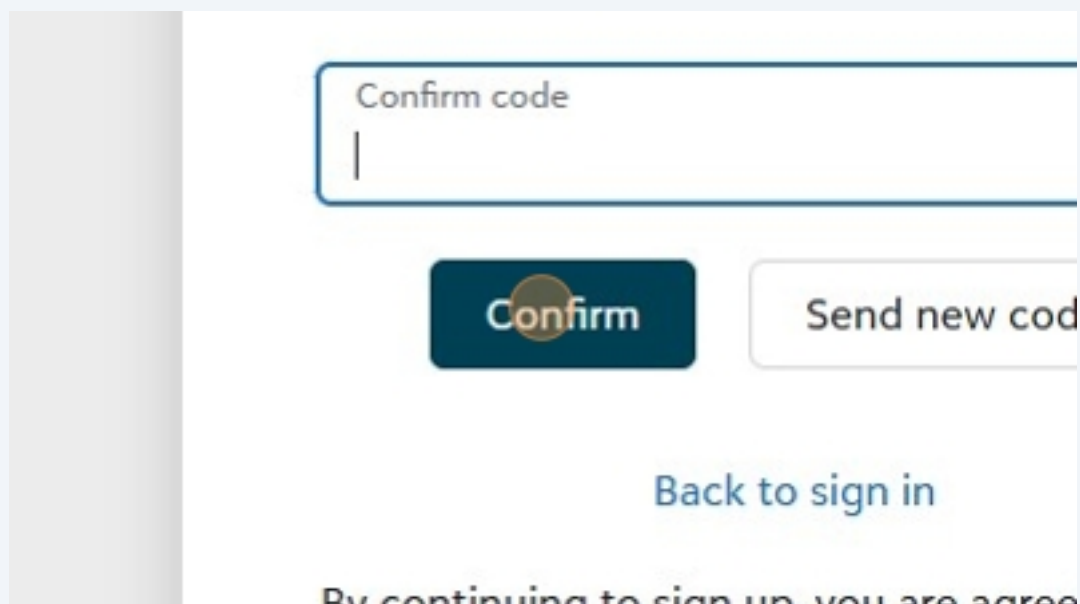
6

Click "Send confirmation code", if this step is included (this step is not always required)



7

If applicable, enter Confirmation Code sent to email address, & Click Confirm



8

Last Steps: Create and Confirm Password/ Enter First & Last Name

Ease of sign-in with BBID

Applicants can use one central identity to securely sign into Blackbaud Grantmaking and the rest of the Blackbaud product suite

- Access applications across funders with one username and password
- Orgs who already have a BBID can sign in

The screenshot displays the Blackbaud user interface for account creation and login. On the left, the 'Sign up' section includes a language dropdown set to 'English (American)', a blue profile picture placeholder, and input fields for 'Email address', 'Password', 'Confirm password', 'First name', and 'Last name'. Red arrows point to the 'Password', 'Confirm password', 'First name', and 'Last name' fields. The password field has a note: 'Must contain at least 12 characters and 3 of the following: Capital letter, Lowercase letter, Number, Special character (& # % , etc.)'. Below these fields is a 'Sign up' button, a 'or' separator, and buttons for 'Sign up with Google' and 'Sign up with Apple'. A disclaimer states: 'By continuing below, you are agreeing to the Blackbaud, Inc. Terms of Use and Privacy Policy.' On the right, the 'Applicant Portal' section has the heading 'ENTER YOUR ACCOUNT DETAILS BELOW', an 'Email address*' input field, a 'Remember me' checkbox, and a 'Sign in' button. At the bottom of the sign-in section are links for 'Need help signing in?' and 'Create account'.