

Individual Artist – Creating Portal Account

Tips for Individual Artists

Each Individual Artist will need to create a grant portal account. If you have an account tied to a nonprofit organization, **you cannot** use that account to apply for the individual artist grant, or other individual based initiative.

Use this guide to create an individual artist applicant account. If you run into any challenges, please reach out to Elyse at Elyse@UnitedArtsCFL.org or 407-790-7844.

Step 1: Create new Account

- Visit - <https://www.grantinterface.com/Home/Logon?urlkey=unitedarts>
- Click on *Create New Account* button

Organization Information	
Organization Name (Legal, d/b/a)*	EIN / Tax ID (##-#####)
<input type="text"/>	<input type="text"/>
Web Site	Telephone Number*
<input type="text"/>	<input type="text"/>
Fax Number	Organization Email
<input type="text"/>	<input type="text"/>
Address 1 (Mailing)*	Address 2 (Physical, if different)
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code (Mailing, Physical if different)*	Country
<input type="text"/>	<input type="text"/>

- Organization Name – Enter your Legal Name in the following format (Last name, First name)
- EIN / Tax ID – Leave Blank
- Website – Enter Artist Website if you have one
- Phone Number – Enter your preferred phone number
- Organizational Email – Enter your preferred contact email
- Address 1-- Enter Mailing Address
- Address 2 – Enter your Street Address if different from mailing address
- City -- Enter the city that coincides with your mailing address
- State –Enter FL
- Postal Code – Enter zip code associated with the mailing address
- Country – USA
- Select Next [Blue Box in the bottom right-hand corner]

Step 2: User Information

User Information

Salutation (Mr., Mrs., etc.)*	First Name (Full Legal First Name)*
<input type="text"/>	<input type="text"/>
Middle Initial	Last Name*
<input type="text"/>	<input type="text"/>
(If Any) Nickname, Stage or Pen Name	Business Title
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text" value="✉"/>	<input type="text" value="✉"/>
Telephone Number*	Mobile Number
<input type="text"/>	<input type="text"/>
Fax Number	Address 1 (Mailing)*
<input type="text"/>	<input type="text"/>
Address 2 (Physical, if different)	City*
<input type="text"/>	<input type="text"/>
State*	Postal Code (Mailing, Physical if different)*
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	

- Hit Copy Address from Organization
- Salutation -- Enter your preferred salutation.
- First Name
- Middle Initial
- Last Name
- (If Any) Nickname, Stage, or Pen Name
- Business Title – Enter Individual Artist Name
- Email (This will be your portal username) – preferred email contact
- Phone Number – Enter your preferred phone number
- Select Next

Step 3: Executive Officer Question

- Are you the Organization's Executive Officer? – Select Yes
- Select Next

Step 4: Create your Password

- Create and confirm your password
- Click on Create Account