


How to Register in the Global Grants and Giving Portal

Purpose

This document illustrates the process of registering in the Global Grants and Giving Portal.

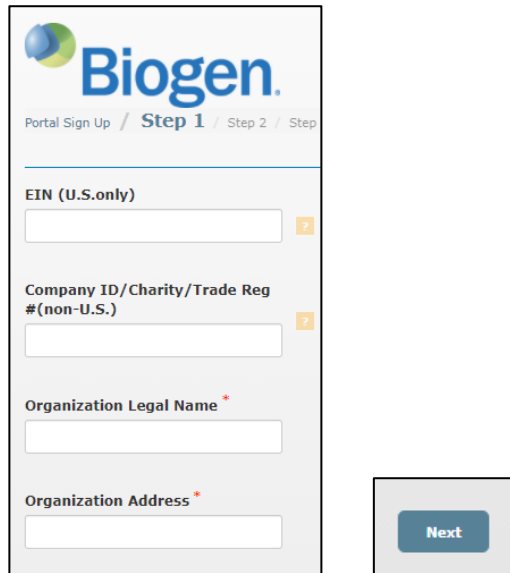
Process Steps

Process Step	Screenshot
<p>1. From grantsandgiving.biogen.com, click 'Apply Here'</p>	<div style="border: 1px solid black; padding: 10px;"> <p>SUBMIT YOUR APPLICATION TODAY</p> <p>Grants and Fellowships: All requests for grants and fellowships, apply here.</p> <p>Sponsorships: Requests for US, ANZ, or those global in scope, apply here. For all other sponsorship requests, contact your local Biogen office.</p> <p>Donations: Requests for Australia and New Zealand, apply here. For US donation requests, contact the Biogen Foundation. For all other donation requests, contact your local Biogen office.</p> </div>
<p>2. If you are an existing user, enter your username and password and click 'Sign In' to access the Global Grants and Giving Portal</p> <p>3. To reset your password, click 'Can't access your account'</p> <p>4. If you are a new user, click 'New user'</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;">  <div style="margin-top: 10px;"> <input type="text" value="Username"/> <input type="password" value="Password"/> <div style="background-color: #005596; color: white; padding: 5px; display: inline-block; margin-top: 5px;">Sign in</div> <p style="font-size: small; margin-top: 5px;">Can't access your account? New User?</p> </div> </div>

5. Complete Step 1. This information is specific to your organization.
6. Once the information is complete, select **'Next'**

Notes: Fields with red asterisks must be completed in order to create an account.

The yellow box indicates help text. Hover over question mark to view help text.



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Portal Sign Up / Step 1 / Step 2 / Step 3

EIN (U.S. only) ?

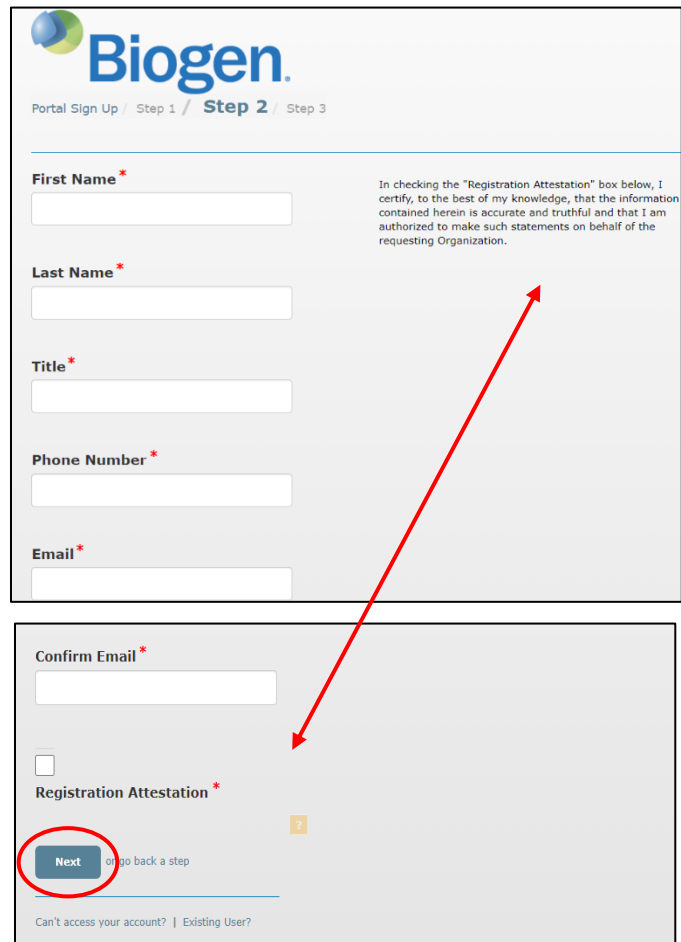
Company ID/Charity/Trade Reg # (non-U.S.) ?

Organization Legal Name *

Organization Address *

Next

7. Complete Step 2. This information is specific to you, the person creating a new account (primary contact).
8. Complete all required fields
9. Read the **Registration Attestation** and click the corresponding check box to acknowledge consent
10. Click **'Next'**



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Portal Sign Up / Step 1 / Step 2 / Step 3

First Name *

Last Name *

Title *

Phone Number *

Email *

In checking the "Registration Attestation" box below, I certify, to the best of my knowledge, that the information contained herein is accurate and truthful and that I am authorized to make such statements on behalf of the requesting Organization.

Confirm Email *

Registration Attestation * ?

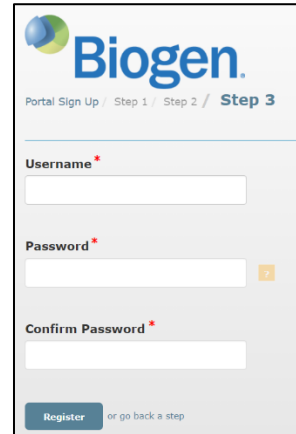
Next or go back a step

Can't access your account? | Existing User?

11. Complete Step 3 by creating a unique username and password

Note: The password must be between 8 to 20 characters and include one uppercase letter, one number, and one special character. Do not include your username.

12. After completing all fields, click **'Register'**



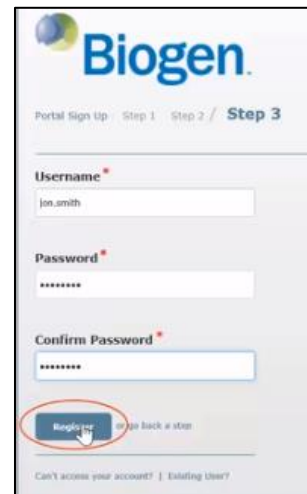
Portal Sign Up / Step 1 / Step 2 / **Step 3**

Username*

Password*

Confirm Password*

Register or go back a step



Portal Sign Up / Step 1 / Step 2 / **Step 3**

Username*

jon.smith

Password*

Confirm Password*

Register or go back a step

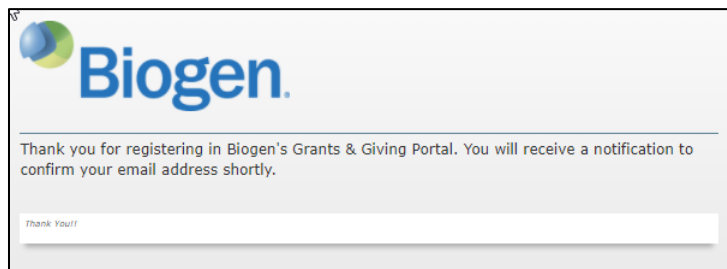
Can't access your account? | Existing User?

13. You will be advanced to a confirmation screen that indicates your registration was received, click **'Continue'**

14. The following screen informs you that a notification is being sent to your email

You're almost there! Click Continue to finish your account confirmation.

Continue

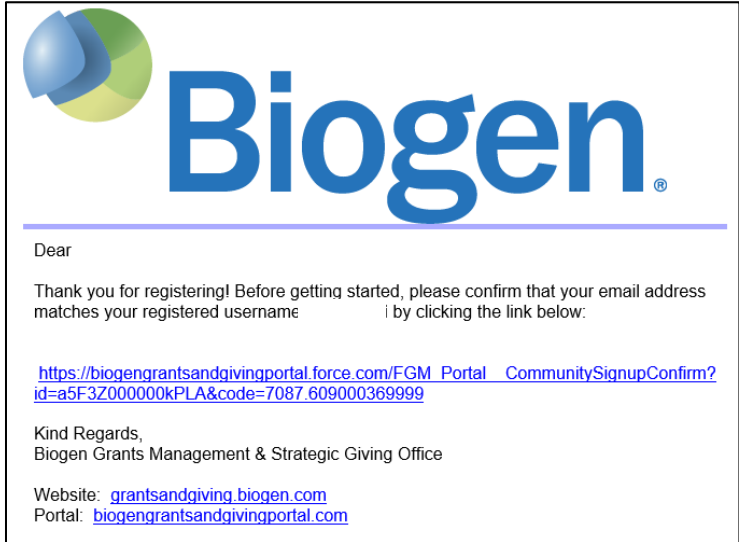


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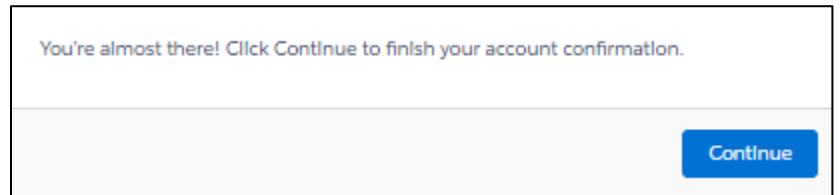
Thank you for registering in Biogen's Grants & Giving Portal. You will receive a notification to confirm your email address shortly.

Thank You!

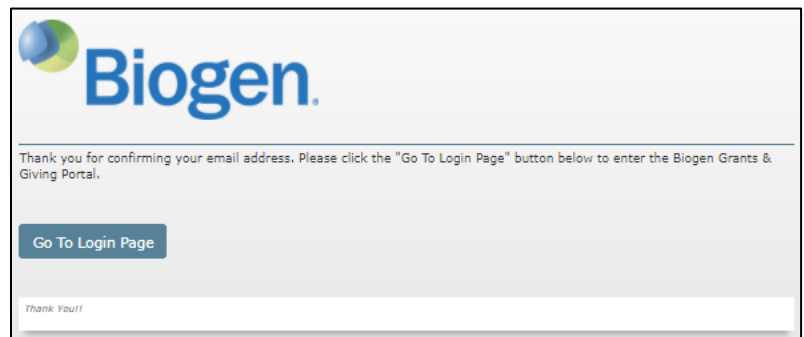
15. Navigate to your confirmation email within your email inbox and select the **confirmation link**



16. After confirming your email, you will be advanced to a notification screen requesting final account confirmation. Click **'Continue'**



17. Click **'Go to Login Page'** to utilize the Global Grants and Giving Portal



18. Enter your username and password and click **'Sign In'** to access the Global Grants and Giving Portal

19. You may now create applications within the Global Grants and Giving Portal



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Sign in

Can't access your account? | New User?

Information

For additional support, contact Grants Management & Strategic Giving at grantsandgiving@biogen.com