


## How to Register in Biogen’s Grants and Giving Portal

### Purpose

This document outlines the process for registering in Biogen’s Grants and Giving Portal.

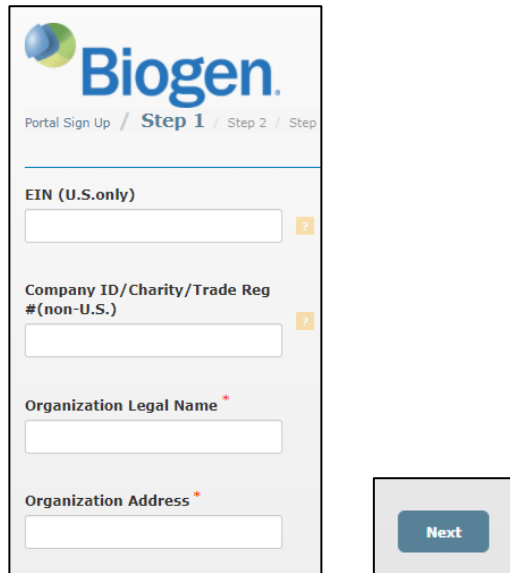
### Process Steps

Process Step	Screenshot
<p>1. Click the following link to access Biogen’s Grants and Giving Portal:  <a href="http://www.biogengrantsandgivingportal.com">www.biogengrantsandgivingportal.com</a></p> <p>OR</p> <p>Click <b>‘Apply Here’</b> from the main landing page on <a href="http://grantsandgiving.biogen.com">grantsandgiving.biogen.com</a></p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>SUBMIT YOUR APPLICATION TODAY</b></p> <p><b>Grants and Fellowships:</b> All requests for grants and fellowships, <a href="#">apply here</a>.</p> <p><b>Sponsorships:</b> For Sponsorship requests in Australia, New Zealand, United States, or those global in scope, <a href="#">apply here</a>. For all other sponsorship requests, contact your local Biogen office.</p> <p><b>Donations:</b> For Donation requests in Australia or New Zealand, <a href="#">apply here</a>. For Donation requests in the United States, contact the Biogen Foundation. For all other donation requests, contact your local Biogen office.</p> </div>
<p>2. If you are a new user, click <b>‘New User?’</b> and follow the steps to register in the Portal</p> <p><b>Note:</b> If you are an existing user, enter your username and password and click <b>‘Sign In’</b> to access the Grants and Giving Portal</p> <p>To reset your password, click <b>‘Can’t Access Your Account’</b></p>	<div style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;">  <div style="margin-top: 10px;"> <input type="text" value="Username"/> <input type="password" value="Password"/> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Sign in"/> </div> <div style="text-align: center; margin-top: 10px;"> <a href="#">Can't access your account?</a>   <a href="#">New User?</a> </div> </div>

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

**Note:** Fields with red asterisks are required and must be completed in order to register.

Hover over the yellow question marks to view help text.



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

EIN (U.S. only) ?

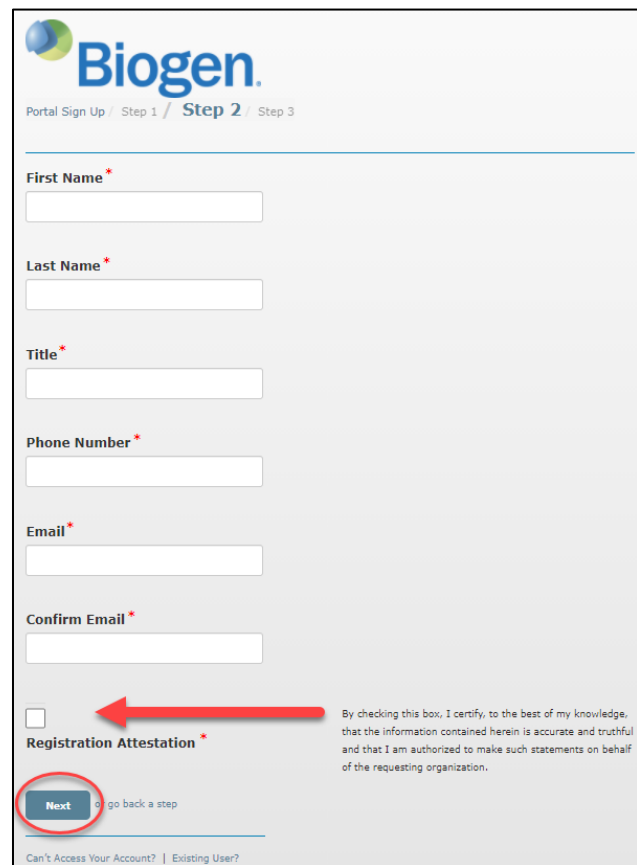
Company ID/Charity/Trade Reg # (non-U.S.) ?

Organization Legal Name \*

Organization Address \*

Next

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



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

First Name \*

Last Name \*

Title \*

Phone Number \*

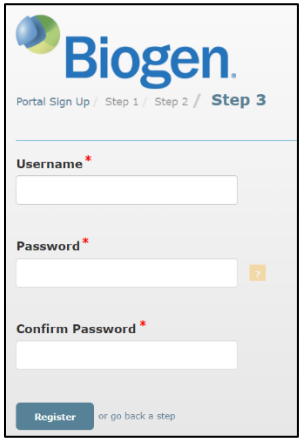

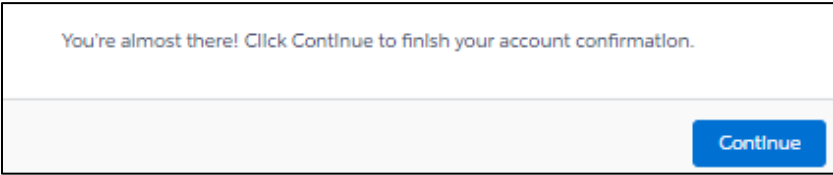
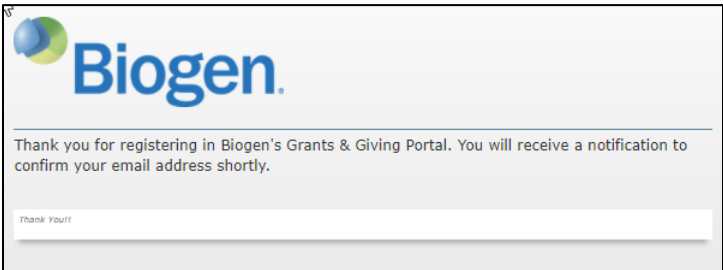
Email \*


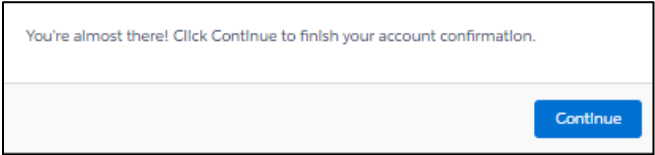


Confirm Email \*

**Registration Attestation \*** ← By checking this box, 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.

Next go back a step

Can't Access Your Account? | Existing User?

<p>9. Complete Step 3 by creating a unique username and password</p> <p><b>Note:</b> The password must:</p> <ul style="list-style-type: none"> <li>• Be between 8 to 20 characters</li> <li>• Include one uppercase letter</li> <li>• Include one number</li> <li>• Include one special character</li> <li>• Cannot include your username</li> </ul> <p>10. After completing all fields, click <b>'Register'</b></p>	 
<p>11. You will be advanced to the confirmation screen that indicates your registration was received, click <b>'Continue'</b></p> <p>12. The next screen informs you that a notification is being sent to your email</p>	 

<p>13. Check your inbox for the confirmation email and click the <b>link</b></p>	 <h1>Biogen</h1> <hr/> <p>Dear</p> <p>Thank you for registering! Before getting started, please confirm that your email address matches your registered username by clicking the link below:</p> <p><a href="https://biogengrantsandgivingportal.force.com/FGM_Portal_CommunitySignupConfirm?id=a5F3Z000000kPLA&amp;code=7087.609000369999">https://biogengrantsandgivingportal.force.com/FGM_Portal_CommunitySignupConfirm?id=a5F3Z000000kPLA&amp;code=7087.609000369999</a></p> <p>Kind Regards, Biogen Grants Management &amp; Strategic Giving Office</p> <p>Website: <a href="http://grantsandgiving.biogen.com">grantsandgiving.biogen.com</a> Portal: <a href="http://biogengrantsandgivingportal.com">biogengrantsandgivingportal.com</a></p>
<p>14. Once you click the link you will be directed to finish your account confirmation. Click <b>'Continue'</b>.</p> <p>15. Click <b>'Go to Login Page'</b> to sign into the Grants and Giving Portal</p>	  <h2>Biogen</h2> <p>Thank you for confirming your email address. Please click the "Go To Login Page" button below to enter the Biogen Grants &amp; Giving Portal.</p> <p><a href="#">Go To Login Page</a></p> <p>Thank you!</p>
<p>16. Enter your username and password and click <b>'Sign In'</b></p> <p>17. You may now submit applications in the Grants and Giving Portal</p>	 <h2>Biogen</h2> <p>jon.smith ←</p> <p>..... ←</p> <p><b>Sign In</b></p> <p><a href="#">Can't access your account?</a>   <a href="#">New User?</a></p>

**Information**

For additional support, contact Grants Management & Strategic Giving at [grantsandgiving@biogen.com](mailto:grantsandgiving@biogen.com)