

SH Foundations Login Help Sheet

- If you are a **returning applicant**, enter your email address and password to access the SH Foundations Portal.
- If you are a **returning applicant, but have forgotten your password**, click on the “Forgot Password?” link for an automated email to reset your password.
- If you are a **new applicant**, click on the “New Applicant?” link to create an account.

Welcome to the SH Foundations Grant Portal

saalemhealthfoundation.org
foundation@salemhealth.org
503.814.1990

NOTE: All automated grant and scholarship communications from our SH Foundations Grant Portal will come from **Salem Health Foundation <mail@grantapplication.com>**. Please add this email as a contact to prevent our messages from going to your junk/spam folders.

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- If you forgot your Password, click on the "Forgot Password" link below.
- First time applicants, please use the "New Applicant" link found below.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

Login

- When you click on the “New Applicant?” link it will prompt you to enter your email and set up a password. See image below for password guidelines.

NOTE: The password must be at least 12-characters long, **AND** it must include at least THREE of the types of characters – lower case, upper case, numeric, special character. You don’t need to include all the types of characters, as long as you have THREE of them in your password.

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New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

[Return to login](#)

SAMPLE PASSWORD THAT MEETS THESE REQUIREMENTS:

“SalemOR97301” has three of the character types and is at least 12-characters long.

SAMPLE PASWORD THAT **DOES NOT** MEET THESE REQUIREMENTS:

“salemor97301” only has two of the character types, although it is 12-characters long.

- When you click on “Forgot Password?” it will ask you to enter your email address. If you have an account associated with that email in our SH Foundations, you will receive an automated email from **Salem Health Foundation** <mail@grantapplication.com> with a temporary password to reset.

Forgot Password?

Please enter your e-mail address and click Send Password. We will e-mail you a temporary password.

E-mail

[Return to login](#)

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- Once logged into the SH Foundations portal, **click on the link to start a new application.**

Applications Requirements

Applications

My Applications Page

This is the area where you can access your *In Progress* and *Submitted* applications.

The default view shows any applications that you currently have in progress. To show only the applications that you have submitted, toggle the drop down menu to the right to *Show Submitted Applications* and only the submitted applications will appear.

If you have accidentally created multiple versions of the application, you can easily delete any duplicate applications created in error by simply clicking on the trash can icon under the Action column.

[Click Here to start a new SH Foundations Scholarship Application for the 2023-2024 School Year](#)

NOTE: Scholarship application link will not activate until February 13, 2023. Refer to the SHF website for eligibility rules and frequently asked questions.

Show *In Progress Applications* ▾
 Hide Viewer Only Applications

| Application Name | Project Title | Requested | ID | Last Updated | My Role | Action |
|---|---------------|-----------|-------|--------------|---------|--------|
| 2023 SH Foundations Scholarship Application | | | 21186 | 2/13/2023 | Owner | |
| 2023 SH Foundations Scholarship Application | | | 21179 | 1/6/2023 | Owner | |

- If you have already started an application, all applications in progress will show under the purple bar on the page. Click on the application that you already have in progress to avoid having to restart a new application.
- Delete duplicate applications made in error so you don't accidentally submit the incorrect application.

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If you have any difficulty creating an account or resetting your password, contact us at foundation@salemhealth.org for assistance!