

EQUITABLE DEVELOPMENT INITIATIVE

2024 FUNDING ROUND - CIVIFORM INSTRUCTIONS

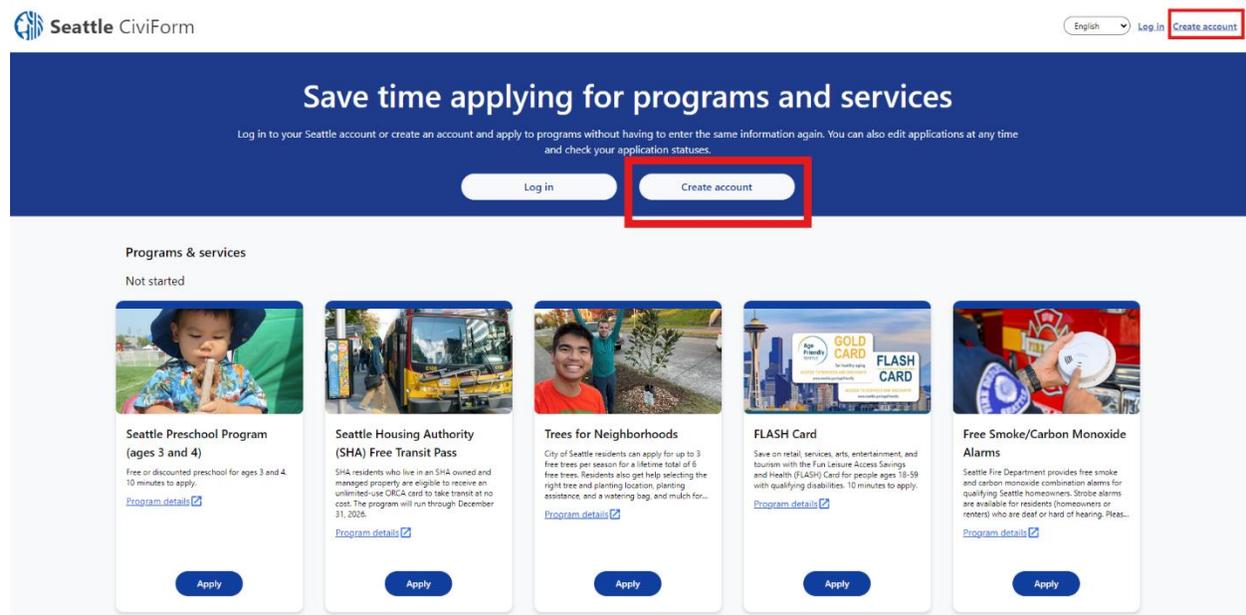


While you can complete the form as a Guest, **we strongly encourage you to create an account** to be able to save progress as you fill out the form.

Creating an Account

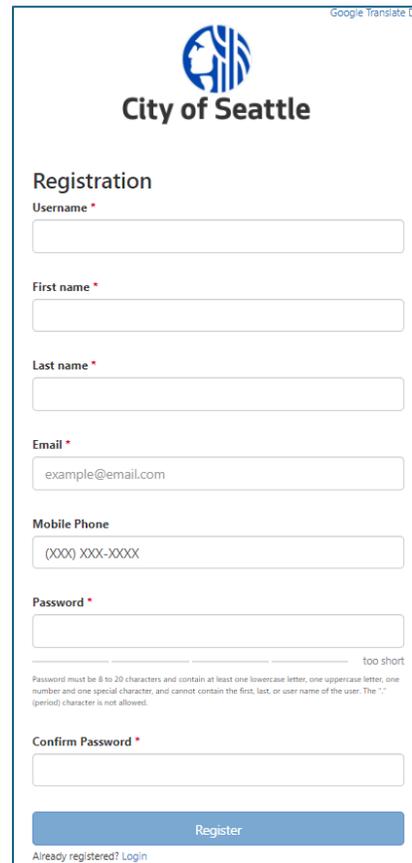
Once you access the link from the EDI website, you will be taken to a screen like the photo below. Follow these steps to create an account for your application form:

1. Click the **"Create Account"** button, located in the top right corner of the screen (shown below).



2. Complete the registration by providing the following information:

- Username,
- First and Last Name,
- Email
- Mobile Phone (optional)
- Password - *must be 8 to 20 characters and contain at least one lowercase letter, one uppercase letter, one number and one special character, and cannot contain the first, last, or username of the user. The "." (period) character is not allowed.*
- Confirm Password

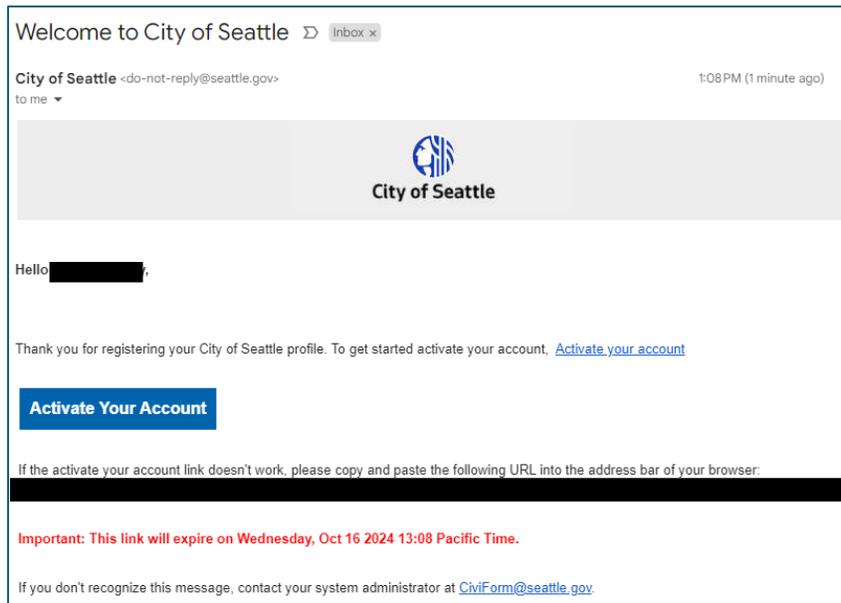


The screenshot shows the registration page for the City of Seattle. At the top is the City of Seattle logo and name. Below is the "Registration" section with the following fields: Username (required), First name (required), Last name (required), Email (required, with example@example.com), Mobile Phone (optional, with placeholder (XXX) XXX-XXXX), Password (required, with a note: "Password must be 8 to 20 characters and contain at least one lowercase letter, one uppercase letter, one number and one special character, and cannot contain the first, last, or user name of the user. The '.' (period) character is not allowed."), and Confirm Password (required). A blue "Register" button is at the bottom, with a link "Already registered? Login" below it.

3. Click the register button and proceed to the next screen where you should see a "Registration Successful" message (shown below).



4. Check your email and click the "Activate Your Account" button (shown below).



5. Proceed to the 2024 EDI RFP Application!

If you have any questions or are experiencing any issues with registering for a CiviForm account, please contact your EDI Project Manager immediately.