Guide for Updating Contact Information

- 1. Log in to the <u>Grants Management Portal</u> with your current account information.
- Click on the profile in the upper right-hand corner and then click on "My Account" (image below).

	alliJeach1@motorolasolutions.com
Home Page	IMy Account Logout
This is your dashboard for all grant-related submissions to the Motorola Solutions Foundation. Below, you can access your: - Inquiry form submissions and drafts - Full application submissions and drafts - Impact reports	Notifications
	You have a saved but not completed submission "Proposal Not Completed". Click on the name from the list below to complete.
You may reference the Foundation's 2022 grant resources here: - Grant Priorities - Grant Program FAQs	You have a saved but not completed submission "Proposal Not Completed". Click on the name from the list below to complete.
Grant Cycle Deadlines: - 2022 Inquiry Form Due: 2/1/2022 - 2025 Pull Application Due: 4/14/2022 - 2021 Impact Report (2021 grant partners only) Due: 5/20/2022	You have a saved but not completed submission "Proposal
To preview a blank application before you get started click here	
To submit a new request, click on "Get Started" below.	

4. You will be taken to a page that says "Change Username" and "Change Password". Change Username will let you change the email address associated with your account and Change Password will let you change the password. You can also edit the user information by clicking on the edit button where you can adjust items such as the name (screenshot below).

My Account Details
Use this page to view or change your account settings.
Security

3.

Username (email)	alli.leach1@motorolasolutions.com
Change Username	Change Password
User Info	
Date Account Created	12/13/2021
First Name	Alli
Last Name	Leach
Company or Organization Name (if applicable)	Motorola Solutions Foundation
Title	Grants Administrator
Phone Number	6302587674

<u>Note:</u> The Foundation recommends using a general email address for your account to allow multiple people to access the account as well as withstand staff turnover. If you are trying to add an email address to an already submitted application, please email <u>foundation@motorolasolutions.com</u>.