# How to Navigate Funding Portal

## Accessing the Application:

- Go to https://www.ent.com/community and click on the blue button that says 'Request Funding Here'

**Nonprofits meeting our guidelines are invited to:**

[ Request Funding Here ]

## Logging In:

- When on the portal login screen, individuals can choose to:

   1. Enter their login credentials if they are a returning user

      o **Note:** Existing users can reset their password by clicking *"Forgot your password?"*

   2. *"Sign Up"* and create a new account

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### Donation and Contribution Priorities

#### Donation Guidelines:

Consistent with the Colorado Revised Statutes 11-30-104(1)(i) and the National Credit Union Administration rules and regulations 721.3, Ent Credit Union may make contributions, donate funds, or otherwise sponsor:

1. Non-profit organizations located in or conducting business in the areas it serves as described in its Charter;
2. Organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code and operate primarily to promote or develop credit unions;

**Sign In**

Email

Password 👁

[ Log In ]     Forgot your password?

**Need an Account?**

[ Sign Up ]

## Filling out Organization Information:

- Select *"Create a Organizational Profile to Get Started"*

   o **Note:** This must be completed before an organization is able to create a funding request

Your profile will be used for current and future donation and sponsorship requests. Please create your profile, or verify your profile is accuracte, before drafting a donation or sponsorship request.

Create a Organizational Profile to Get Started

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- In the Organizational Profile, you can do any of the following:

  1. Complete the Organizational Profile

  2. Print or Preview the Form

  3. Click *"Save Draft"* to save your progress or *"Create Profile"* to submit organization information



## Donation and Sponsorship Requests:

- Once the Organizational Profile is complete, click on *"+ Get Started"*

  o **Note:** The Organizational Profile is complete when you see complete



- Create a new request by clicking *"Open"*

- In the Request, you can do any of the following:
    - Complete the Request
    - Print or Preview the Form
    - Click "Save Draft" to save your progress, *"Mark Complete"* to complete request, or *"Close"* to exit the request without saving

Request ▾

Preview Form
Print Form

Submit a donation [...] Please provide as much information as applicable to your request.

Save Draft | Mark Complete | Close

**Program Title** *

Enter the name of the program, event or action for your request.

## Submitting the Request:

- When the Organization Profile and Request is completed, click *"Submit"*
    - **Note:** The Organizational Profile is complete when you see complete

Please complete your request. A request may be saved as a draft and completed later, or saved and then submitted.

■ Request

Once your request is saved, the Submit button will activate. A submitted request cannot be modified. **Before you submit, please verify that all applicable information has been provided.**

Submit

Request     Complete     Edit
- To draft your request, select the edit icon (paper and pencil). You may save your request as a draft and complete it at another time or save your request and submit it for review.
- To view your request, select the view icon (eye). Viewing is read-only. Requests may be printed for your records through the view option.

- Once you click *"Submit"*, that same button will change to *"This has been submitted"*. When this appears, it means the application has been submitted for review by Ent's Decision Committee.

This has been submitted.