Portal User Guide:
Accessing the Portal

This user guide covers how to access the **Portal**.

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1.0 Access the Portal

A Rockefeller Foundation team member will invite you to the Portal. You will receive an automated email from Salesforce when you are invited to the Portal for the first time, and whenever a new Funding Award (Grant or Donation) is added to your Portal view. The processes for accessing the Portal as a first-time user and as a returning user are outlined below.

1 Open the Email from Salesforce

First-Time Portal Users:

a You will receive a "Welcome to RF Grantmaking" email from RFSalesforce@rockfound.org. Click the **hyperlink** in the first bullet point to set your password.

> **Notes**:
> - You will receive an email notification each time a new Funding Award (Grant or Donation) is added to your view. You must first set your Portal password to access the Funding Award(s).
> - Your username for logging into the portal will end with ".rfportal" (For example: john.smith@aspca.org**.rfportal**). Ensure that you include .rfportal at the end of your email.

b In the new web browser window, **create a new password**. Once your password is created, you will be directed to the Portal Homepage.

Dear Beverly Jones,

Welcome to The Rockefeller Foundation grantee portal!

Please complete the following steps to access the portal:

a Click HERE to set your password.
- Enter New Password and Confirm New Password and click the Change Password button
- You will be automatically signed into the Rockefeller Foundation grantee portal.
- Please note your Username nina.mermelstein+3@slalom.com.rfportal and remember y future use.

Reminder When Logging in: Your Username Ends with ".rfportal"

Once you have signed in, you ... with prope awarded grants connected to

We hope that the Grantee Po ... commun Rockefeller Foundation staff about proposed or active grants.

Please note that requests for information should not be construed as a commitment of fundin Foundation. No grant funds are committed or released until a grant has been reviewed and ap grant agreement (signed by all parties) has been uploaded and approved by the Foundation.

Should you need assistance accessing the portal or believe you received this email in error, ple portalhelp@rockfound.org.

The Rockefeller Foundation

Change Your Password

Enter a new password for nina.mermelstein+3@slalom.com.rfportal. Make sure to include at least:

- ○ 8 characters
- ○ 1 letter
- ○ 1 number
- ○ 1 special character ⓘ

* New Password

[   ]

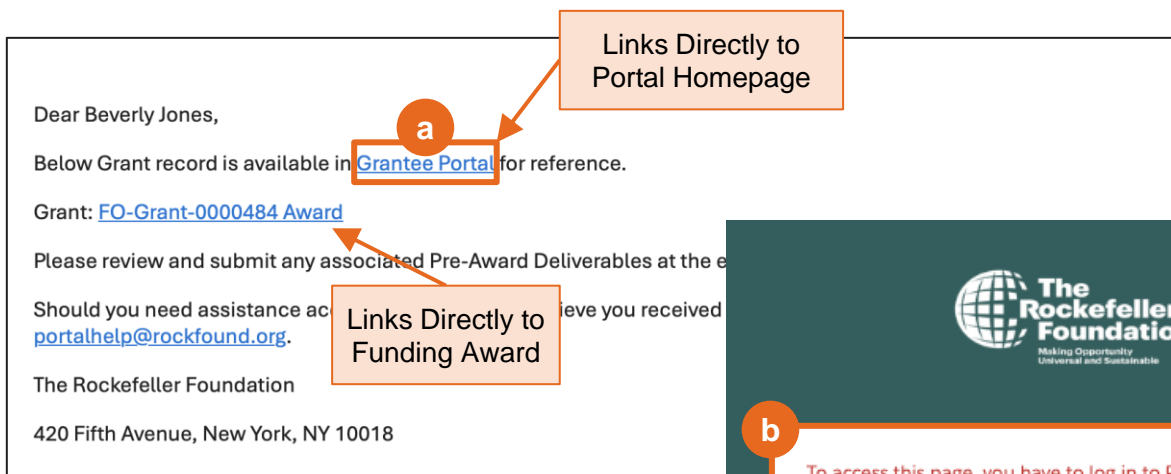* Confirm New Password

[   ]

*=required

Change Password

Password was last changed on 3/28/2025, 11:12 AM.

💡 **Quick Tip**:

For questions or assistance with logging in, email portalhelp@rockfound.org.

1.0 Access the Portal (cont.)

Returning Portal Users:

a   When a new Funding Award (Grant or Donation) is added to your view, you will receive an email titled "Review Funding Award on Grantee Portal" from RFSalesforce@rockfound.org. Click the **Grantee Portal hyperlink** in the email.

b   In the new web browser window, **log into your Portal account**. Once logged in, you will be directed to the Portal Homepage.

Links Directly to Portal Homepage

Dear Beverly Jones,

a

Below Grant record is available in Grantee Portal for reference.

Grant: FO-Grant-0000484 Award

Please review and submit any associated Pre-Award Deliverables at the e

Should you need assistance ac   ieve you received portalhelp@rockfound.org.

Links Directly to Funding Award

The Rockefeller Foundation

420 Fifth Avenue, New York, NY 10018

The Rockefeller Foundation
Making Opportunity Universal and Sustainable

b

To access this page, you have to log in to RF Grantmaking.

Username

Password

Log In to Sandbox
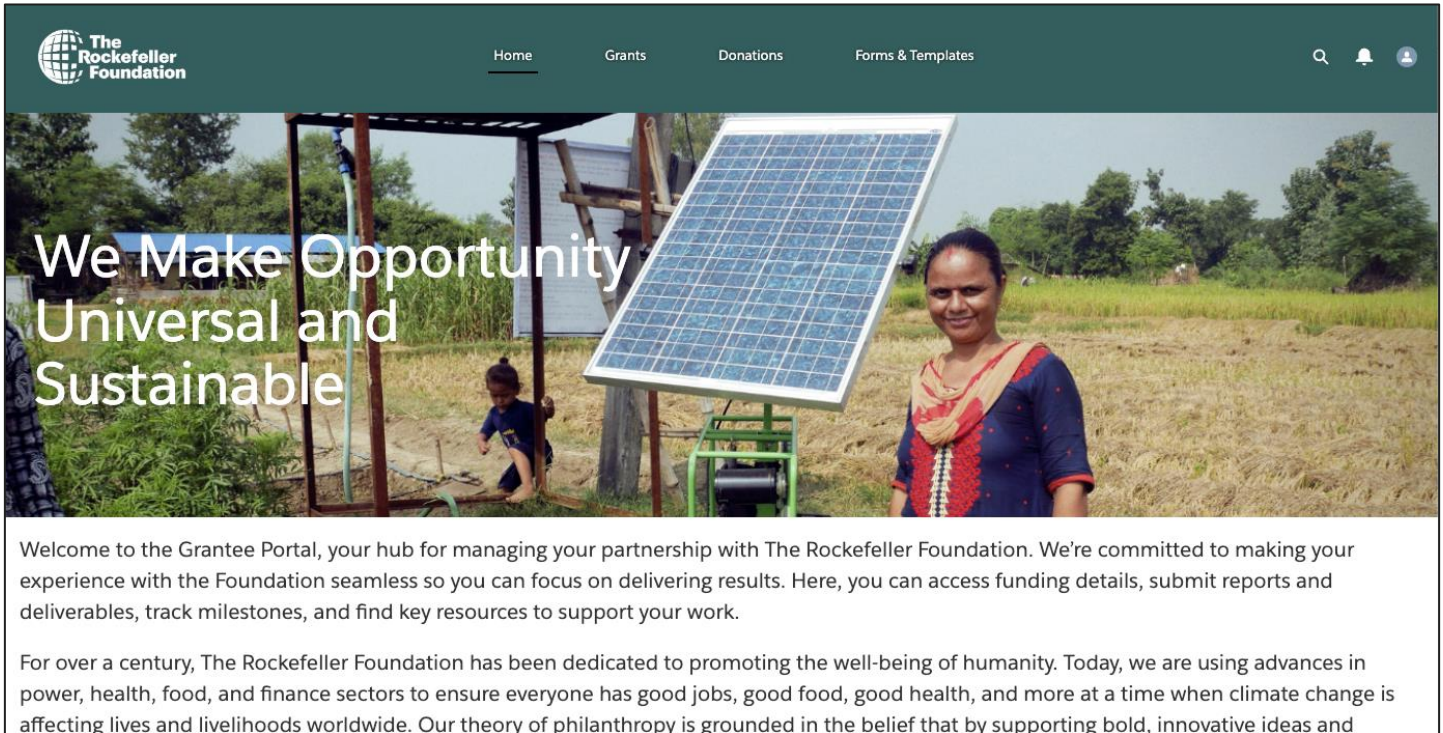
☐ Remember me

Forgot Your Password?

The Rockefeller Foundation employee? Log In

> 💡 **Quick Tip**:
>
> For questions or assistance with logging in, email portalhelp@rockfound.org.

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1.0 Access the Portal (cont.)

Upon logging into the Portal, you will be directed to the homepage. View the **General Portal Navigation** user guide for more information about the layout of your Homepage, how to view Funding Awards and Requirements, and guidance on how to request Portal support.