



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 your future use.


Once you have signed in, you will be able to view and manage all the grants awarded to you and all the grants connected to your organization.

We hope that the Grantee Portal will be a helpful tool for you to communicate with Rockefeller Foundation staff about proposed or active grants.


Please note that requests for information should not be construed as a commitment of funding from the Rockefeller Foundation. No grant funds are committed or released until a grant has been reviewed and approved by the Foundation.

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

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

 **Quick Tip:**

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



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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

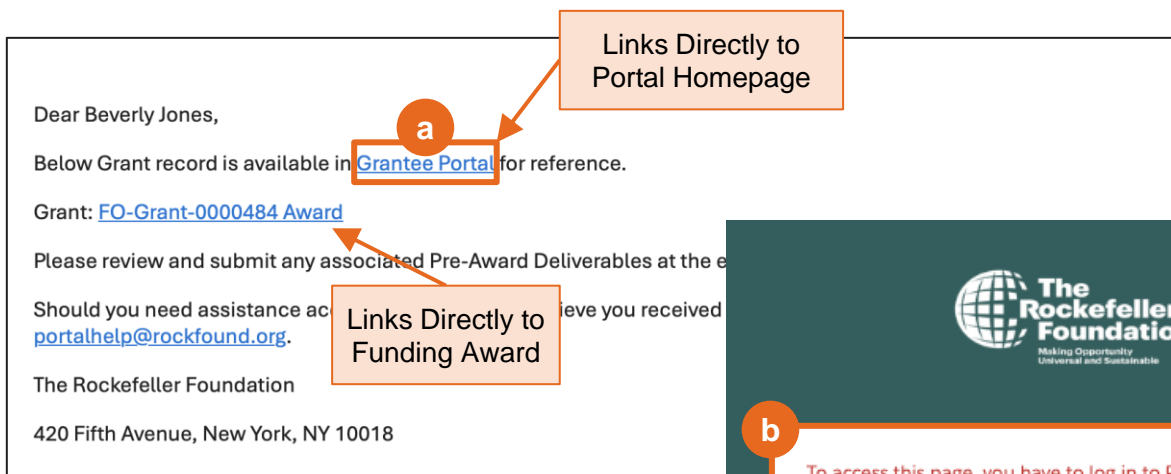
Change Password

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

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.



Quick Tip:

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

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

Username

Password

Log In to Sandbox

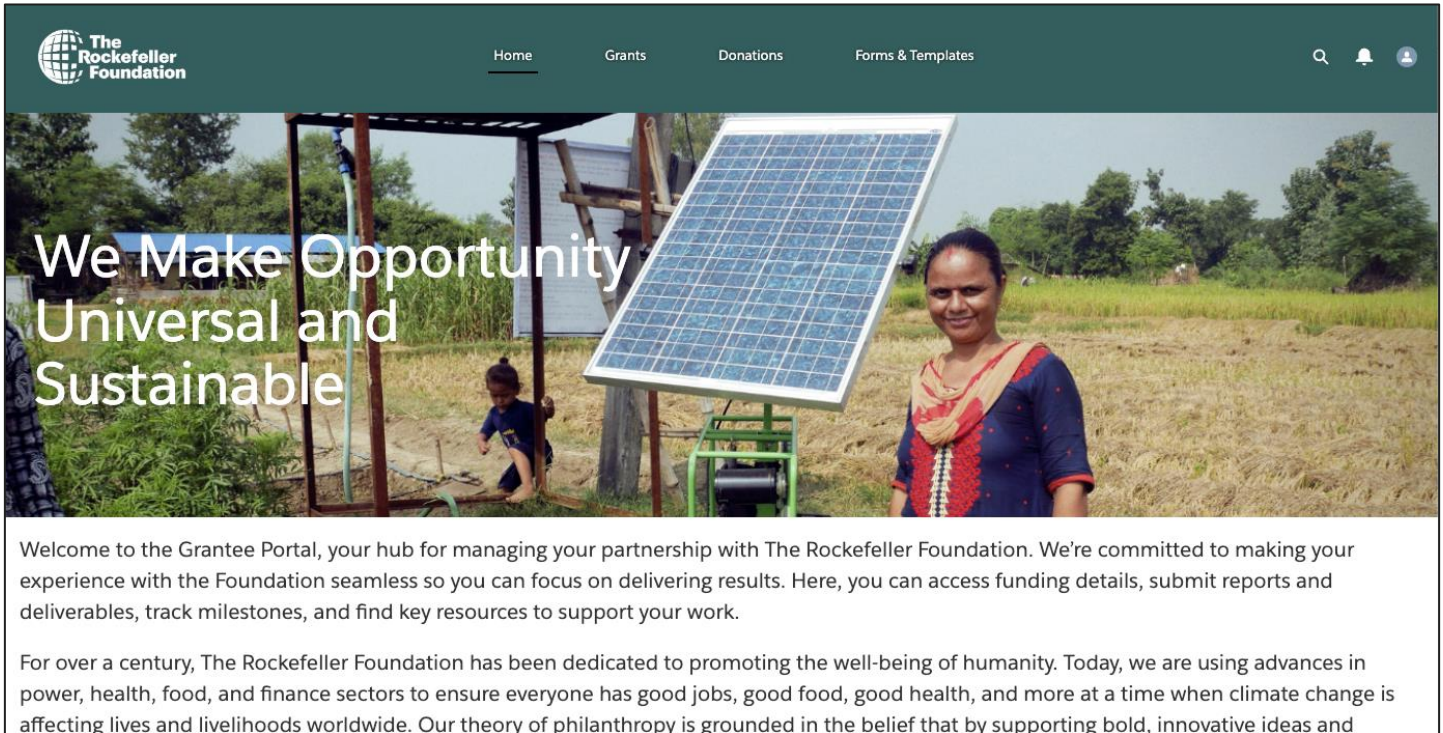
☐ Remember me

[Forgot Your Password?](#)

The Rockefeller Foundation employee? [Log In](#)

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.



The screenshot shows the homepage of the Grantee Portal. At the top is a dark green navigation bar with the Rockefeller Foundation logo on the left and links for Home, Grants, Donations, and Forms & Templates in the center. On the right of the bar are icons for search, notifications, and a user profile. Below the navigation bar is a large hero image featuring a woman in a blue and red patterned dress standing next to a solar panel in a rural setting. A young child is visible in the background. Overlaid on the left side of the hero image is the text "We Make Opportunity Universal and Sustainable" in white. Below the hero image, there is a white text box with a welcome message and a paragraph about the Foundation's mission.

The Rockefeller Foundation

Home Grants Donations Forms & Templates

We Make Opportunity Universal and Sustainable

Welcome to the Grantee Portal, your hub for managing your partnership with The Rockefeller Foundation. We're committed to making your experience with the Foundation seamless so you can focus on delivering results. Here, you can access funding details, submit reports and deliverables, track milestones, and find key resources to support your work.

For over a century, The Rockefeller Foundation has been dedicated to promoting the well-being of humanity. Today, we are using advances in power, health, food, and finance sectors to ensure everyone has good jobs, good food, good health, and more at a time when climate change is affecting lives and livelihoods worldwide. Our theory of philanthropy is grounded in the belief that by supporting bold, innovative ideas and