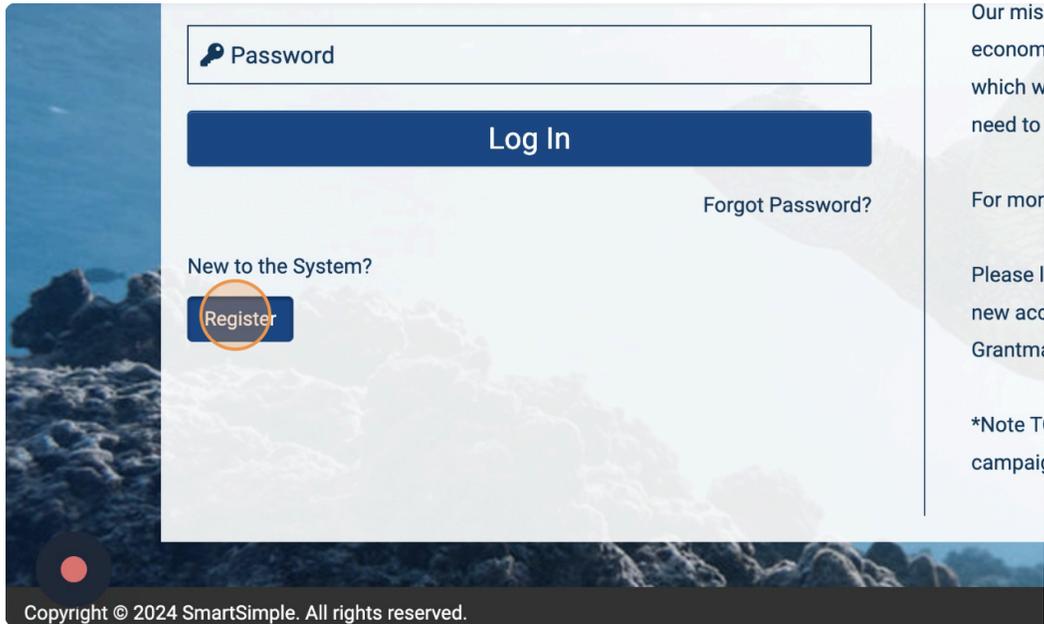


Step-by-step Instructions: Register for WAVES, The Ocean Foundation's Grant Management and Reporting Portal

1. Go to: <https://oceanfdn.us-1.smartsimple.com/>
2. Click "Register" in the bottom left corner of the login page.



3. Select the type of account you want to sign up for from the list:
 - a. **US Based Non-Profit Organization**
 - i. Register for this account type if you will be applying as a representative of a US Based Non-Profit Organization
 - ii. Go to **number 4 on page 3** for instructions
 - b. **Non-US Based Organization**
 - i. Register for this account type if you will be applying as a representative of an organization outside of the US
 - ii. Go to **number 5 on page 7** for instructions
 - c. **Non-US Based Individual**
 - i. Register for this account type if you will be applying as an individual based outside of the US
 - ii. ONLY register for this account type if you are not representing an organization and the grant will go directly to you as an individual
 - iii. Go to **number 6 on page 10** for instructions
 - d. **US Based For-Profit Organization**
 - i. Register for this account type if you will be applying as a representative of a US Based For-Profit Organization
 - ii. Go to **number 5 on page 7** for instructions

- e. **US Based Individual**
 - i. Register for this account type if you will be applying as an individual based in the US
 - ii. ONLY register for this account type if you are not representing an organization and the grant will go directly to you as an individual
 - iii. Go to **number 6 on page 10** for instructions
- f. **TOF Fiscally Sponsored Organization**
 - i. Register for this account type if you are applying to be or are a TOF Fiscally Sponsored Fund or Friends of Fund organization
 - ii. Go to **number 5 on page 7** for instructions
- g. **Government**
 - i. Register for this account type if you will be applying as a representative of a government entity
 - ii. This is for ALL government entities regardless of location
 - iii. Go to **number 5 on page 7** for instructions
- h. **Academic**
 - i. Register for this account type if you will be applying as a representative of an academic institution
 - ii. This is for ALL academic institutions regardless of location
 - iii. Go to **number 7 on page 12** for instructions
- i. **Other Organizations**
 - i. ONLY register for this account type if you have been directed to do so by a TOF staff member

NOTE: Any user account associated with an organization is able to access that organization's applications, payments, and reports.

4. **US Based Non-Profit Organization:** you will be able to enter your organization's EIN (Employer Identification Number) and select your organization from the Internal Revenue Service (IRS) database

- a. You can skip this step by not filling out any of the information on the first screen you come to and click "Search"

Organization Search

i Instructions:

1. Enter your organization **name** (keyword search is sufficient, example: "Waco" instead of "The Waco Foundation") or Enter your organization **EIN** (do not include spaces or dashes, example: 123456789).
2. Click "Search"
3. Click on the name of your organization in the search results.

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- b. If you entered an EIN you should be able to select your organization from the list
- c. If you did not enter an EIN or your organization is not on the list select "click here" in the instructions to enter your organization's information

Search Results

Click on the row of the desired organization to select that organization.
Unable to find your organization in the IRS database please [click here](#) to add it

EIN	Organization Name	Mailing Address	City	State	Zip Code

fund

- d. Fill in all the required fields (marked with a red asterisk) for your organization under “**Organization Information**”
- e. Fill in all the required fields for yourself under “**Contact Information**”
 - i. The email address you enter for yourself will be your login email
 - ii. If your address is the same as your organization click “Copy Address” to copy your organization’s address to your contact information

150 words left

Contact Information

Copy Address

Prefix

*** Given/First Name**

- f. Once you have completed all the required fields (marked with a red asterisk) for your organization and yourself click the box next to “I’m not a robot” then click “Submit” at the bottom of the page.

*** Country**

United States

I'm not a robot  [Privacy - Terms](#)

Submit

States

I'm not a robot  [Privacy - Terms](#)

Submit

- g. The system will send you an email with an account activation link, click this link to create your password
- i. Enter your new password

Account Activation

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

I'm not a robot 
reCAPTCHA
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- ii. Confirm your password

Account Activation

New Password:

Confirm Password:

Policy:

- ✔ Password must have at least 8 characters
- ✔ Password must have at least one lowercase letter
- ✔ Password must have at least one uppercase letter
- ✔ Password must have at least one number
- ✔ Password must have at least one special character
- ✘ New password does not match with confirm password

I'm not a robot 
reCAPTCHA
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- iii. Check the box next to “I’m not a robot” then click “Submit”

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- ✓ Password must have at least 8 characters
- ✓ Password must have at least one lowercase letter
- ✓ Password must have at least one uppercase letter
- ✓ Password must have at least one number
- ✓ Password must have at least one special character

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Submit

- ✓ Password must have at least one lowercase letter
- ✓ Password must have at least one uppercase letter
- ✓ Password must have at least one number
- ✓ Password must have at least one special character

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Submit

h. Return to <https://oceanfdn.us-1.smartsimple.com/> and login

5. **Non-US Based Organization, US Based For-Profit Organization, TOF Fiscally Sponsored Organization, & Government:**
- a. Fill in all the required fields (marked with a red asterisk) for your organization under **“Organization Information”**
 - b. Fill in all the required fields for yourself under **“Contact Information”**
 - i. The email address you enter for yourself will be your login email
 - ii. If your address is the same as your organization click **“Copy Address”** to copy your organization’s address to your contact information

150 words left

Contact Information

Copy Address

Prefix

*** Given/First Name**

- c. Once you have completed all the required fields (marked with a red asterisk) for your organization and yourself click the box next to **“I’m not a robot”** then click **“Submit”** at the bottom of the page.

*** Country**

United States

I'm not a robot


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Submit

States

I'm not a robot 
reCAPTCHA
Privacy - Terms

- d. The system will send you an email with an account activation link, click this link to create your password
- i. Enter your new password

Account Activation

New Password:

Confirm Password:

Policy:

- Password must have at least 8 characters
- Password must have at least one lowercase letter
- Password must have at least one uppercase letter
- Password must have at least one number
- Password must have at least one special character

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reCAPTCHA
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- ii. Confirm your password

Account Activation

New Password:

Confirm Password:

Policy:

- ✔ Password must have at least 8 characters
- ✔ Password must have at least one lowercase letter
- ✔ Password must have at least one uppercase letter
- ✔ Password must have at least one number
- ✔ Password must have at least one special character
- ✘ New password does not match with confirm password

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iii. Check the box next to “I’m not a robot” then click “Submit”

✔ Password must have at least 8 characters

✔ Password must have at least one lowercase letter

✔ Password must have at least one uppercase letter

✔ Password must have at least one number

✔ Password must have at least one special character

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✔ Password must have at least one lowercase letter

✔ Password must have at least one uppercase letter

✔ Password must have at least one number

✔ Password must have at least one special character

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e. Return to <https://oceanfdn.us-1.smartsimple.com/> and login

6. **Non-US Based Individual & US Based Individual**

- a. Fill in all the required fields for yourself under “**Contact Information**”
 - i. The email address you enter for yourself will be your login email
- b. Once you have completed all the required fields (marked with a red asterisk) for yourself click the box next to “I’m not a robot” then click “Submit” at the bottom of the page.

* **Country**

United States

I'm not a robot

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Submit

States

m not a robot

reCAPTCHA
Privacy - Terms

Submit

- c. The system will send you an email with an account activation link, click this link to create your password
 - i. Enter your new password

Account Activation

New Password:

Confirm Password:

Policy:

- * Password must have at least 8 characters
- * Password must have at least one lowercase letter
- * Password must have at least one uppercase letter
- * Password must have at least one number
- * Password must have at least one special character

I'm not a robot

reCAPTCHA
Privacy - Terms

ii. Confirm your password

Account Activation

New Password:

Confirm Password:

Policy:

- ✓ Password must have at least 8 characters
- ✓ Password must have at least one lowercase letter
- ✓ Password must have at least one uppercase letter
- ✓ Password must have at least one number
- ✓ Password must have at least one special character
- ✗ New password does not match with confirm password

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iii. Check the box next to “I’m not a robot” then click “Submit”

✓ Password must have at least 8 characters

✓ Password must have at least one lowercase letter

✓ Password must have at least one uppercase letter

✓ Password must have at least one number

✓ Password must have at least one special character

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✓ Password must have at least one lowercase letter

✓ Password must have at least one uppercase letter

✓ Password must have at least one number

✓ Password must have at least one special character

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d. Return to <https://oceanfdn.us-1.smartsimple.com/> and login

7. **Academic:** you will be able to enter your institution's National Center for Education Statistics (NCES) ID and select your institution from the database
 - a. You can skip this step by not filling out any of the information on the first screen you come to and click "Search"

Organization Search

i Enter one of the following criteria below to search for your organization.

1. **National Center for Education Statistics ID (NCES ID)** - Do not include spaces or dashes. For example, "123456789012"
2. **Name** - Keyword search is sufficient. For example, you can type "Payton" instead of "Payton College Preparatory HS"
3. **State / Province** - Use the two letter abbreviation. For example, type "NY" instead of "New York"

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- b. If you entered an NCES ID you should be able to select your institution from the list
- c. If you did not enter an NCES ID or your institution is not on the list select "click here" in the instructions to enter your institution's information

n Results

ne row of the desired organization to select that organization.
 unable to find your organization in the IRS database please [click here](#) to add it

EIN	Organization Name	Mailing Address	City	State	Zip Code
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- d. Fill in all the required fields (marked with a red asterisk) for your institution under **“Organization Information”**
- e. Fill in all the required fields for yourself under **“Contact Information”**
 - i. The email address you enter for yourself will be your login email
 - ii. If your address is the same as your institution click **“Copy Address”** to copy your institution’s address to your contact information

150 words left

Contact Information

Copy Address

Prefix

*** Given/First Name**

- f. Once you have completed all the required fields (marked with a red asterisk) for your institution and yourself click the box next to **“I’m not a robot”** then click **“Submit”** at the bottom of the page.

*** Country**

United States

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Submit

States

I'm not a robot  reCAPTCHA
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Submit

- g. The system will send you an email with an account activation link, click this link to create your password
- i. Enter your new password

Account Activation

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

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- ii. Confirm your password

Account Activation

New Password:

Confirm Password:

Policy:

- ✔ Password must have at least 8 characters
- ✔ Password must have at least one lowercase letter
- ✔ Password must have at least one uppercase letter
- ✔ Password must have at least one number
- ✔ Password must have at least one special character
- ✘ New password does not match with confirm password

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- iii. Check the box next to “I’m not a robot” then click “Submit”

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- ✓ Password must have at least 8 characters
- ✓ Password must have at least one lowercase letter
- ✓ Password must have at least one uppercase letter
- ✓ Password must have at least one number
- ✓ Password must have at least one special character

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Submit

- ✓ Password must have at least one lowercase letter
- ✓ Password must have at least one uppercase letter
- ✓ Password must have at least one number
- ✓ Password must have at least one special character

 I'm not a robot 
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Privacy - Terms

Submit

h. Return to <https://oceanfdn.us-1.smartsimple.com/> and login