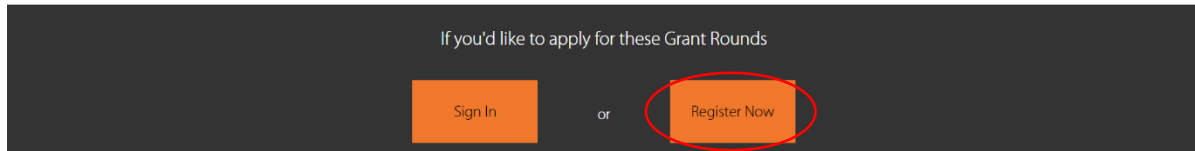


## Arts South Australia Grants Portal FAQ

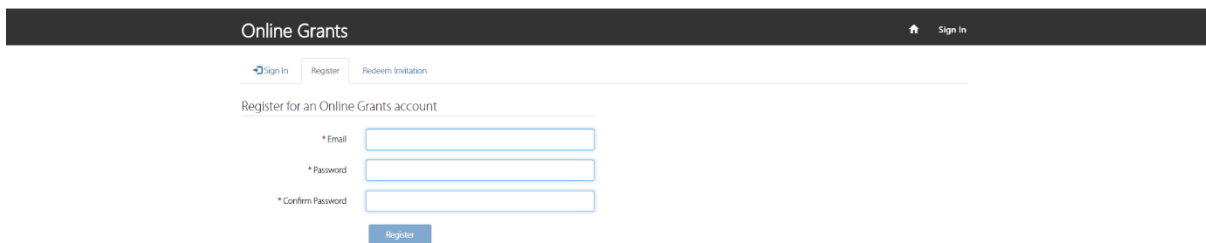
### How do I register as a new client?

1. On the portal homepage, scroll down to the orange boxes and select Register Now:



2. Input the email you would like to use and a password and click register.

Please note, the password must contain characters from at least three of the following four classes: uppercase, lowercase, digit and non-alphanumeric (special).

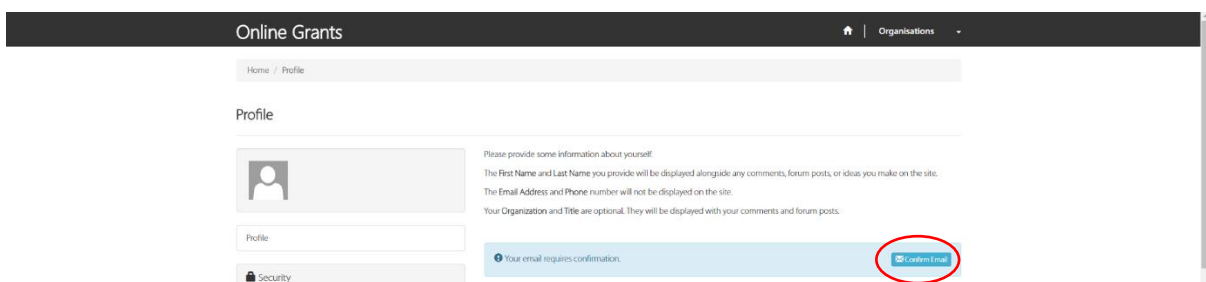


The screenshot shows the "Online Grants" registration page. At the top, there are links for "Sign In", "Register", and "Redeem Invitation". Below this, the heading "Register for an Online Grants account" is followed by three input fields: "\* Email", "\* Password", and "\* Confirm Password". A blue "Register" button is located at the bottom of the form.

3. Fill in your profile details and click Update.

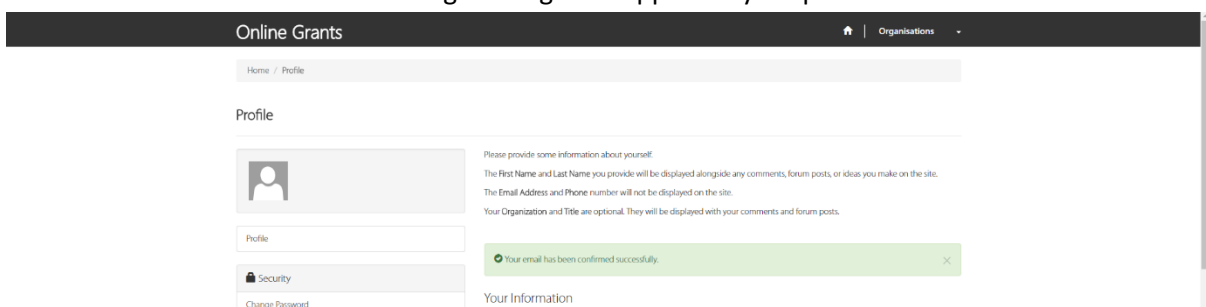
Please note – you must fill in your profile details. If your profile details are incomplete and you submit an application, your application will be deemed ineligible due to insufficient information.

4. Confirm your email with the link provided:



The screenshot shows the "Online Grants" profile page. The "Profile" section is active, and there is a message: "Your email requires confirmation." Below this message is a blue button labeled "Confirm Email", which is circled in red.

You will be emailed a link, please follow instructions in this email to confirm your profile. Once confirmed the following message will appear in your profile:



The screenshot shows the "Online Grants" profile page after successful email confirmation. A green message box at the top of the profile section reads: "Your email has been confirmed successfully." Below this, the "Your Information" section is visible.