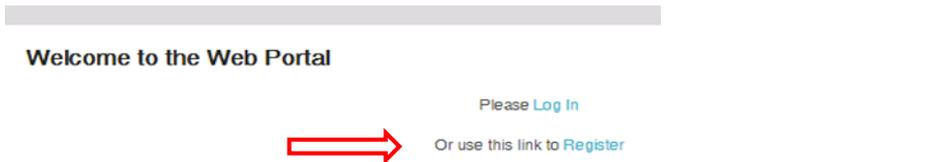


**Online Application Portal User Instructions | Individual Applicant (for Leadership Programs)**

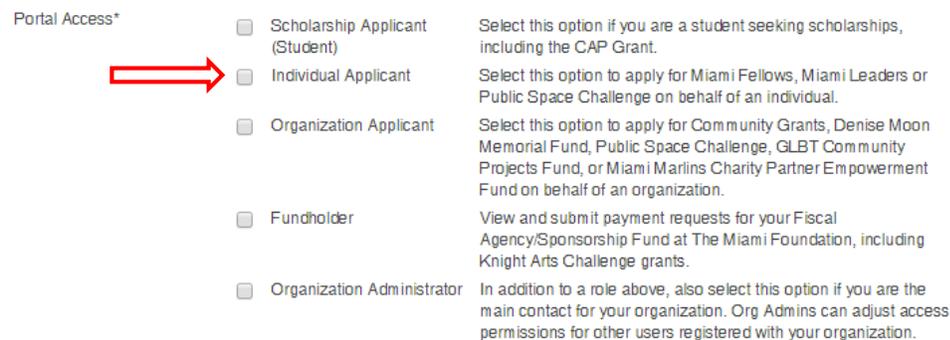
Go to The Miami Foundation’s online [application portal](#). If you have never registered on the portal before, you must do so before you can apply for a program. If you have previously registered - but you did so as part of a nonprofit organization - you will need to update your profile to include “Individual Applicant” access.

**New Users:** To complete the registration process follow these steps:

1. Access the online portal by [clicking here](#) or paste <http://tmf.spectrumportal.net> into your browser.
2. Select “Register” on the Welcome page



3. Enter your name and email and create your password.
4. Select “Individual Applicant” from the Portal Access options.



\*Some access requires approval. Please do not select access that you do not need!

5. Complete the Personal Information section, then click “Register.”
6. Once successfully logged in, you will be taken to a screen that has an **Individual Applicant** tab. Select “Available Grants” from the drop down list to find the application for the program you want to apply for.

**Existing User with Organization Access:** To update your portal access to include **Individual Applicant:**

1. Go to the [application portal](#) and login using your existing email and password.
2. Where you see “Welcome (Name) - Log Off - My Profile”, click on **My Profile**.
3. Under Portal Access select **Individual Applicant**. Scroll to the bottom of the page and click “Save Profile.”
4. **Important follow up: email Jordan De Leon at [jdeleon@miamifoundation.org](mailto:jdeleon@miamifoundation.org) with your name and the name of your organization you are connected with in the subject line.** In this email, request that the Foundation approves your request to **add Portal Access as an Individual Applicant**. The Foundation must approve your additional access in our system before you can access applications for Individual Applicants. Please allow up to 24 hours for an approval and reply email from the Foundation

**Please carefully read program guidelines before submitting an application.**

**For questions or assistance, please contact:**

Jordan De Leon | [jdeleon@miamifoundation.org](mailto:jdeleon@miamifoundation.org) | 305-357-2088