

**Create a new account for teacher reimbursements, etc.**

Please note, even if you already have an account set up for your DEF membership, you will still need to create an additional account per the instructions below. Also, please note that these are the instructions *for individuals only*. If you are applying on behalf of a school or organization, please provide all of the pertinent information.

You only have to do this process once. After that, you will have access to all of our reimbursement programs from the log-in you create. \*Remember, membership log-in will still remain a separate website.

Please go to: <https://www.grantinterface.com/Home/Logon?urlkey=dareedu>

NOTE: This is also the link you will use to sign into the portal once you have created your account.

Click "Create Account"

**Organization Name or DCS Email User Name** - If you are applying as an individual for teacher reimbursements, please just enter your DCS' Email User Name here.

**EIN** - Enter N/A here.

**Website** - You can leave this blank.

**Mailing Address Line 1** - Enter N/A here.

**Mailing Address Line 2** - You can leave this blank.

**City** - Enter N/A here.

**State** - Enter NC here.

**Postal Code** - Enter N/A here.

Click "Next".

**Prefix** - Enter your information.

**First Name** - Enter your information.

**Middle Name** - You can leave this blank or enter your information.

**Last Name** - Enter your information.

**Suffix** - You can leave this blank or enter your information.

**Title** - Enter your information (i.e. Teacher, Guidance Counselor, Speech Pathologist, etc.)

**Email/Username** - Enter the email address that you wish to receive emails about teacher reimbursements through. This does not have to be your DCS Email, even though you entered your DCS Username on the previous page. It was assumed it would be, but it doesn't have to be.

**Email/Username Confirmation** - Confirm the above.

**Telephone Number** - Enter your work phone number.

**Mobile Number** - Enter your cell phone number.

**Mailing Address Line 1** - Enter your information.

**Mailing Address Line 2** - Enter your information, if needed. Otherwise, leave blank.

**City** - Enter your information.

**State** - Enter your information.

**Postal Code** - Enter your information.

**Country** - Leave blank.

**Click "Next"**.

**Are you the Organization's Executive Officer?** - Click No.

**Prefix** - Enter N/A here.

**First Name** - Enter N/A here.

**Middle Name** - Leave this blank.

**Last Name** - Enter N/A here.

**Suffix** - Leave this blank.

**Business Title** - Enter N/A here.

**Email** - Enter the email address again that you previously entered that you wish to receive emails about teacher reimbursements through. This does not have to be your DCS Email, even though you entered your DCS Username on the previous page. It was assumed it would be, but it doesn't have to be.

**Telephone Number** - Leave blank.

**Mobile Number** - Leave blank.

**Address Line 1** - Enter N/A here.

**Address Line 2** - Leave blank.

**City** - Enter N/A here.

**State** - Enter NC here.

**Postal Code** - Enter N/A here.

**Country** - Leave Blank.

**Click "Next".**

It will have you create a password of your choice.

Then, you will be taken to a new page and you can scroll through all the available grant, reimbursement and teacher scholarship opportunities we have.

**Thank you!**