



The Healthy Hydration Company™

Nestlé Waters North America Donation Portal Guide

Overview

Thank you for accessing the Nestlé Waters North America (Nwana) Donation Portal. Via the Donation Portal you can request product donations and/or financial support from Nwana.

Outlined below are step-by-step instructions for setting up and managing your account on the portal and an overview of the Nwana application and reporting process.

Portal: Initial Account Set-up

1. From the Nwana Donations webpage, click the button for the type of donation you are seeking.
2. The GrantsConnect sign in page will launch. If this is the first time you are accessing the portal, click 'Sign up'.
3. The Applicant Registration page will appear. Complete all fields and click "Sign up".

Important note: When creating a password it needs to meet the following criteria:

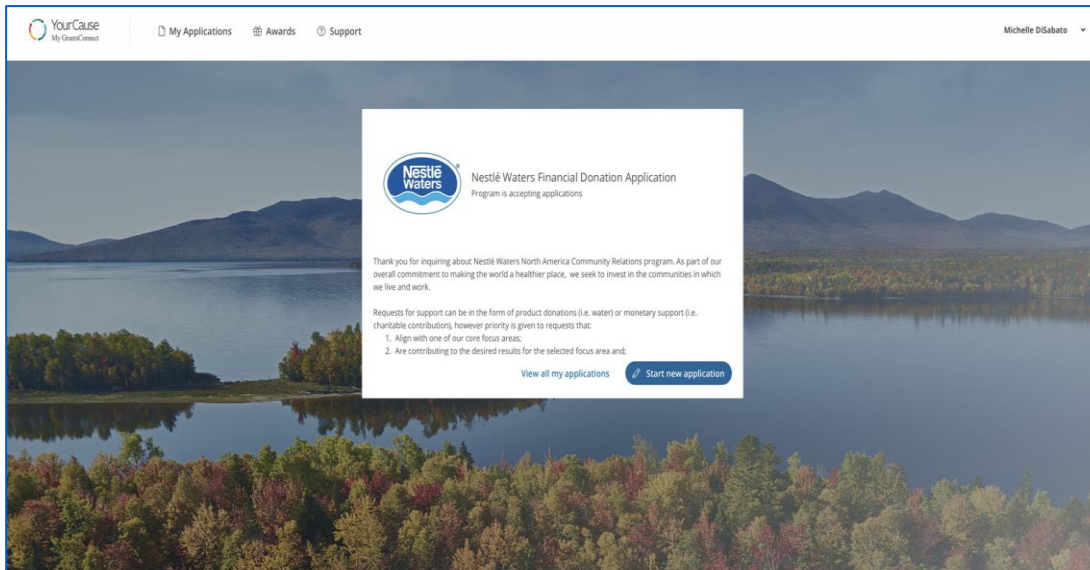
- At least 12 characters
- Contains a symbol
- Contains upper and lower case characters
- Contains a number

4. The system will send a verification email and code.
5. Enter code in box.
6. If this is NOT a public computer, check the box 'Remember me on this computer'.
7. Click 'Sign up'.



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Navigating the Portal

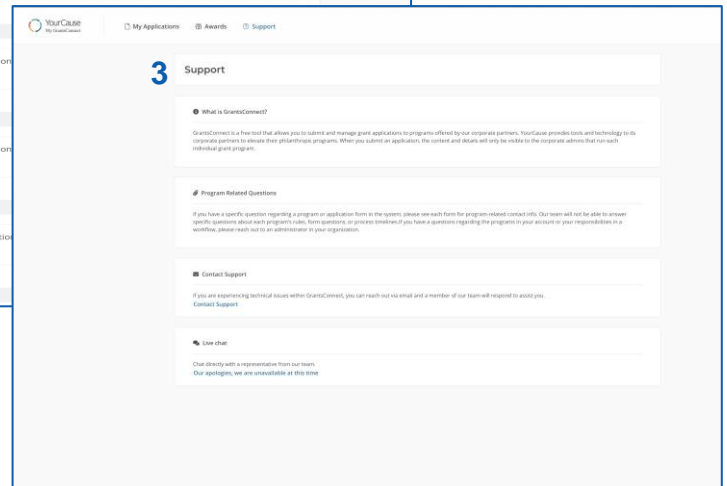
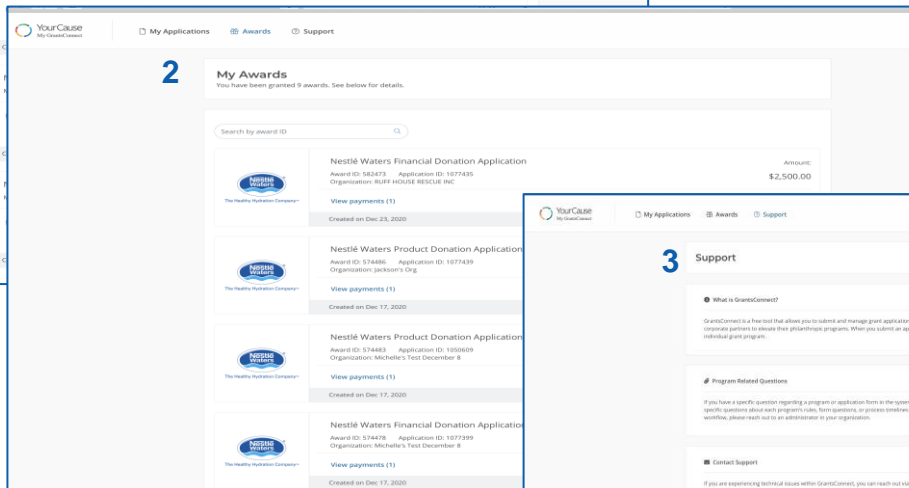
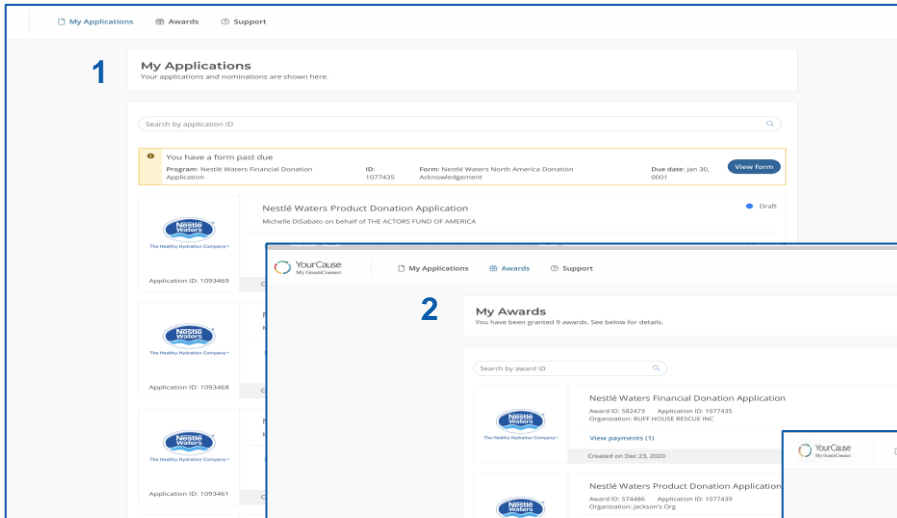


Once in the portal, you can manage all your activity with Nwana from this central location, including:

1. Starting a new application, via the blue button in the center box.
2. Viewing in progress application by clicking "View my applications" in the center box.

You can also use the main toolbar at the top of the screen to:

1. **View "My Applications"** – includes all in progress and submitted applications to Nwana, as well as any additional information or forms requested by Nwana of your organization.
2. **View "Awards"** – includes all donation decisions by Nwana for your organization.
3. **Access Support** – if experiencing technological issues with the GrantsConnect portal, you can access support from the vendor.

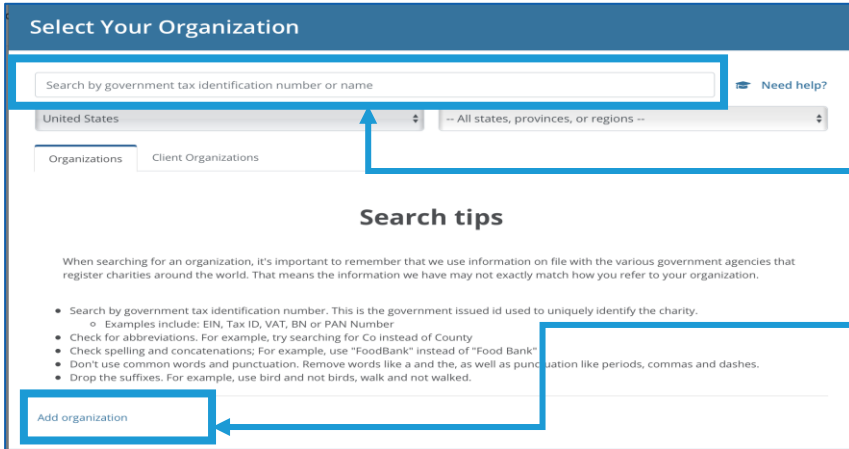




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Applying for a Donation

Once you set up an account, you can begin the application process to request either product or financial support from NWNA. The first step in the application process is to Select Your Organization or the entity that will benefit from NWNA support.



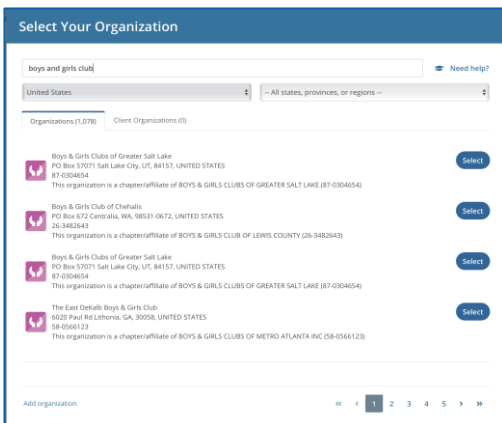
If you are associated with an organization that has a valid IRS identification number (EIN), you can search the system for your organization by entering your EIN number or Organization name.

If your organization, does not currently have an EIN or is not within the system, you can add your organization by clicking the 'Add Organization' link in the bottom left corner.

Selecting Your Organization

If you are searching for your organization using a valid EIN or organization name, the system will return results based on that search.

You can review the results by page numbers at the bottom, once you find your organization, click the Select button.

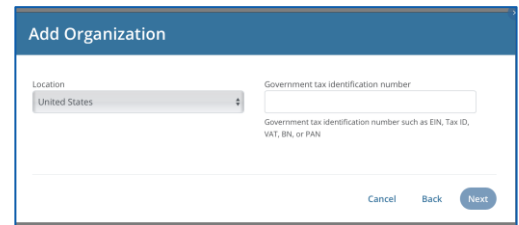


If your organization does not appear in the search results, you can add your organization by clicking the 'Add Organization' link in the bottom left corner. Then follow the steps for Adding Your Organization to the left.

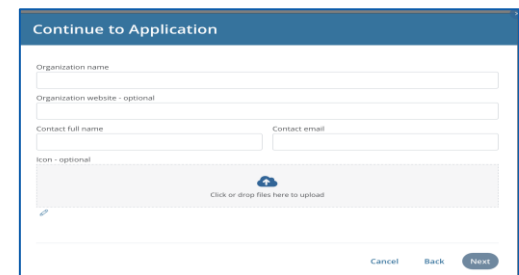
Adding Your Organization

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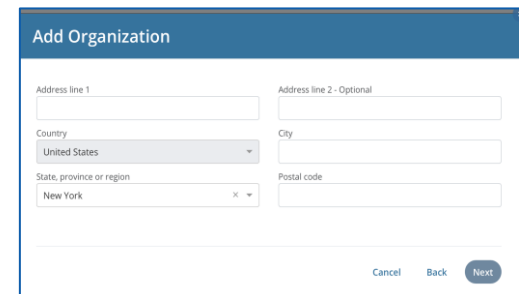
Step 1 – Enter your Tax ID #. If your organization does not have one enter "99-9999999", then click Next.



Step 2 – Enter Organization Name, Contact and upload logo, if available, then click Next.



Step 3 – Enter Organization address and click Next.



Step 4 – Your Organization has been added and associated with your account, click Next to start the application.

