

Getting Started with akoyaGO and the GOapply Portal

Steps to Create Your Account:

1. Access the Registration Link: [HFSF GOapply Portal](#)

Click the following link to begin the registration process.

2. Select "Register a New Account":

Choose the “**Register a New Account**” option and select **Organization**. You will be prompted to enter your Tax ID/EIN.

3. Search for Your Organization: You will need your Tax ID/EIN to register

After entering your Tax ID/EIN, GOapply will search for your organization.

- If found, click **Select**.
- If not, you can choose **Search Again** or click **Skip** to manually enter your organization’s details.

4. Create Your Account:

The system will autofill your organization's information, but you must add your contact details. The email address you provide will be used for your login. Once complete, click **Register** to proceed.

Be sure to save your login credentials for future use.

5. Confirmation Email:

After completing the registration, you will receive an email confirming your account creation.

6. Update Your Organization Profile: After registering, take a moment to review and update your organization’s profile to ensure accuracy and proper formatting. Log into your GoApply account and navigate to the **Organization Profile** tab.

- Verify that all information is up to date.
- Confirm that the primary contact listed for your organization is the **CEO**.
- Ensure the address is formatted correctly:
 - Include full street names and suite numbers.
 - Use proper capitalization and punctuation.
 - Avoid abbreviations except for standard state abbreviations (e.g., FL for Florida).
 - Example Address Format: 2 Biscayne Blvd, Suite 1710, Miami, FL 33131

If you encounter any issues during the registration process, feel free to reach out for assistance.