Genentech Corporate Giving and Grants
Tip Sheet | How to Register as a New User

Before you can make a funding request on behalf of an organization using the Genentech Funding Request System, you must register yourself as a user *

✓ Checklist

Information needed to register as a new user:

☐ Work email address

☐ Legal name (First and last)

☐ Work phone number

☐ City of birth

☐ Day of birth

☐ City of first employment

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* If you are requesting funding for more than one organization, you must open a separate account for each organization

We contribute to the best interests of patients, the medical and research profession, our employees and communities.

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How to Register as a New User
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New User Registration

> Go to **funding.gene.com**

1. Click on "Apply for Funding" link in the upper right hand corner

Our Giving Philosophy

We see scientists, researchers, and medical professionals working together to solve the world's most pressing problems. We see patients coming together to form communities. We see organizations providing education, raising awareness and providing much-needed support. That's why we offer support, resources, and funding.

① Apply for Funding / Login

2. Click on the "New User? Register Here" link

Quick Access Sign On

User Name

Password

Log in...

Forgot Your Password? | Forgot Your User Name?

② New User? Register Here

> **Complete the Work Email address section**

3. Enter the Work Email

4. Confirm the Work Email
   Your work email will be your user name. Please retain for your records

5. Type the code shown below in the form
   Letters in image are not case sensitive. Do not include spaces

6. Click "Continue"

Please provide your work email address

Work Email	③ john@ABCnonprofit.org *
Confirm Work Email	④ john@ABCnonprofit.org *
Type the code shown below	⑤ 7j2v1 *

Letters in image are not case sensitive. Do not include spaces.

7 J 2 V 1

Generate new code

⑥ Continue   Cancel

> **Complete the Account information section**

7. Enter the Legal First Name

8. Enter the Legal Last Name

9. Select the Role in your organization

10. Enter the Work Phone

11. Click "Continue"

Account Information

Work Email	john@ABCnonprofit.org *
Legal First Name	John ⑦ *
Legal Last Name	Smith ⑧ *
Role in your organization	Employee ⑨ *
Work Phone	(650) 225-1000 x1234 ⑩ * Example: *(650) 225-1000 x1234*

⑪ Continue   Start Over   Cancel

New User Registration (continued)

› **Submit the Account information**

12. Verify the Account Information and click "Submit"

You will receive two emails

 ▪ *Email 1 - Registration confirmation*

 ▪ *Email 2 - Activation request*

If you do not receive the emails within 48 hours, please check your SPAM folder

Account Information

First Name	John	**Last Name**	Smith
Email	john@ABCnonprofit.org	**Phone**	(650) 225-1000 x1234

⑫

[Submit] [Back] [Cancel]

Email 1

Registration confirmation | No action required

› **The Registration confirmation is sent immediately following the registration**

› **Open the registration confirmation email**

13. Review the registration email acknowledging your registration request - no further action required

Dear **John Smith** ⑬

Thank you for registering for a Genentech Funding Request System account.

We are processing your information. You will receive an email with account activation details within 2 business days.

If you require further assistance, please call the Genentech Funding Request System Support Line at 877-313-5778, 9am - 5pm PST, Monday through Friday.

Thank you,

Genentech Funding Request System

Email 2

Activation request | Action required within 7 days

› **The Activation request is sent immediately following the registration confirmation email**

› **Open the activation request email**

14. Click the "Genentech Funding Request System Activation" link to access the Genentech Funding Request System to activate your account

 You must activate your account within 7 days of the receipt of the email. If not, you will need to re-register on the system

Dear **John Smith** ⑭

Thank you for registering with Genentech Funding Request System . To activate your account, please click on the following link: Genentech Funding Request System Activation

Your user name is: **John@ABCnonprofit.org**

Please activate your account within 7 days of receiving this message, after which the link will expire. If that occurs, or if you have any questions, please contact the Genentech Funding Request System Support Line at 877-313-5778, 9am - 5pm PST, Monday through Friday.

Thank you,

Genentech Funding Request System

Apply For Funding
funding.gene.com

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› **Complete the Account information**

15. Enter a Password
    6-8 characters. Must contain at least 1 uppercase and 1 numeric character

16. Confirm the Password
    Retain for your records

17. Enter a PIN number

18. Confirm the PIN number
    Retain for your records

19. Enter your City of birth

20. Enter your Day of birth
    2 digits only

21. Enter your City of your first employment

22. Click "Submit"

› **You will receive an email from FundingRequestSystem-DoNotReply@gene.com confirming the activation of your Genentech Funding Request System Account**

Account Information

First Name   John
Last Name   Smith
Email   John@ABCnonprofit.org

Password Information

Your password must be between 6-8 characters and must contain at least 1 uppercase and 1 numeric character

Password   ••••••• 15 *
Confirm Password   ••••••• 16 *

Create Personal Identification Number (PIN)

Enter PIN   •••• 17 *
Confirm PIN   •••• 18 *

Authentication Answers Information

City of birth? (Example: Dallas)   •••••• 19 *

Day of birth? (Example: If you were born on December 8th, your day of birth is 08)   •• 20 *

City of your first employment? (Example: Chicago)   ••••••• 21 *

22 [Submit] [Cancel]

› **Access the Genentech Funding Request System with your account to apply for funding**

23. Go to funding.gene.com and click on the "Apply For Funding" link

Corporate Giving and Grants

Our Giving Philosophy
Genentech is committed to being a strong corporate citizen. We contribute to the best interests of patients, the medical and research professions, our employees and our communities.

23 [Apply For Funding]

Funding Request Process

Apply For Funding
funding.gene.com

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