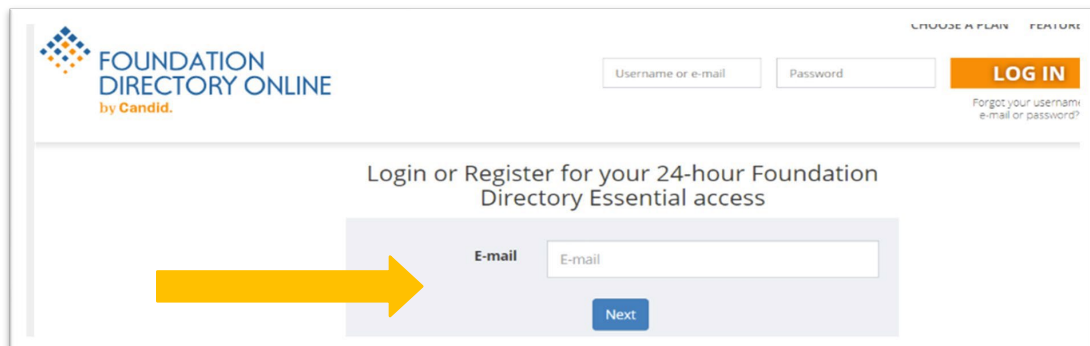


FDO Essential Day Pass Guide

Note: If you do not already have your local Funding Information Network partners encoded FDO Essential link, please contact them to request this. You can find your local Funding Information Network at candid.org/find-us.

- Make the most of each Foundation Directory Essential day pass for remote access by using the tips below:
 - *Prepare:* Before logging in for the first time, explore how you can use Foundation Directory by watching Candid's [online tutorials](#).
 - *Timing:* Log in at a time when you can come back to the site (if needed) within a 24-hour period. For instance, logging in at 1PM would give you the ability to log back in on the same pass the next morning at 9AM. Or, you could start the clock at 9AM and revisit the application on the same pass later in the afternoon/evening of that day.
 - *Offline research:* Take advantage of Foundation Directory's robust download/email features; you can run searches on Foundation Directory Essential and then download or email yourself the prospect list for offline reviewing.
 - *MyFDO:* When you're logged in, you can use the features of MyFDO to create personal dashboards, tag favorite grantmakers, and save searches under your username. Then you can return to them each time you activate a new pass and pick up exactly where you left off.
- Access the pass by following the below steps:
- Register for 24-hour access by clicking through the encoded login link provided by your local Funding Information Network partner.
- Enter your email address in the box and click the next button.



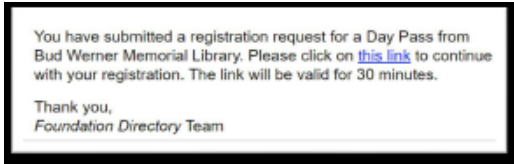
FOUNDATION DIRECTORY ONLINE
by Candid.

Username or e-mail Password LOG IN
Forgot your username, e-mail or password?

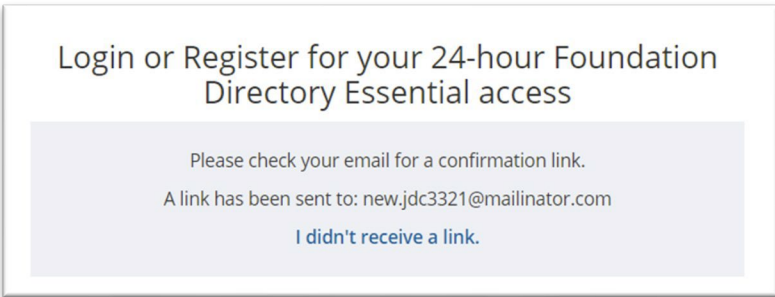
Login or Register for your 24-hour Foundation Directory Essential access

E-mail E-mail Next

— Check your email.



— Follow the provided confirmation link.



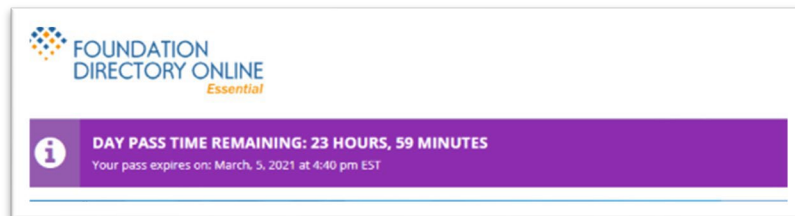
— New users will be redirected to fill out this form to create an *FDO* account.

— To submit, click on the “Go to FDO Essential” button.

— After submitting the form, you will have 24 continuous hours to search in *FDO Essential*. After those hours are up, you will be able to activate a new pass after 30 days.

A registration form for FDO Essential access. At the top left is the logo for "FOUNDATION DIRECTORY ONLINE by Candid." and at the top right is a text input field for "Username or e-mail". The main heading is "Register for 24-hour access" followed by the "FOUNDATION DIRECTORY ONLINE Essential" logo. Below this is a paragraph: "FDO Essential provides in-depth profiles that help you write your winning grant proposals." followed by a bulleted list: "110,000+ expanded grantmaker profiles", "300,000+ key decision makers and leaders", and "Searchable 990s and 990-PFs". There are two links: "See a sample grantmaker profile" and "See sample search results". The form fields include: "new.jdc3321@mailinator.com" (pre-filled), "Password *", "Confirm Password *", "First Name *", "Last Name *", "Organization Name *", "Country: *" (dropdown menu with "United States" selected), "Field of Interest: *" (dropdown menu), and "EIN: Add EIN as 9 digits without dashes". At the bottom are two checkboxes: "I agree to these terms and conditions" and "Yes, I would like to receive periodic emails on product updates and fundraising tips.". A large orange button at the bottom says "GO TO FDO ESSENTIAL".

- The purple banner at the top of the page will display the time you have remaining. After your 24 hours have expired, the clock will show the next date on which you can activate a new pass.



Note: Each time a new day pass is activated be sure to follow the link from your Funding Information Network partner. If you go directly to the FDO Essential website, you will not be able to log in. You can continue to use the same email and password for each day pass. When you type in your email, the system will recognize your account and prompt you to add your password. If you forget your password, you can use the 'forgot password' button on the login page. If you have any other questions, please use the chat