



FDO Essential Day Pass Guide

Effective **March 25, 2021**, Candid is changing how Library customers access FDO Essential. You will continue to access FDO Essential via the Library's [Resources](#) page. When you land on FDO Essential page, you will be asked to create an account and sign up for a day pass. The day pass allows remote access of FDO Essential for a 24-hour continuous window.

First time users:

- 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.
- 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.

FOUNDATION DIRECTORY ONLINE
by Candid.

Username or e-mail

Register for 24-hour access **FOUNDATION DIRECTORY ONLINE**
Essential

FDO Essential provides in-depth profiles that help you write your winning grant proposals.

- 110,000+ expanded grantmaker profiles
- 300,000+ key decision makers and leaders
- Searchable 990s and 990-PFs

[See a sample grantmaker profile](#)

[See sample search results](#)

newjdc3321@malinator.com

Password *

Confirm Password *

First Name *

Last Name *

Organization Name *

Country * United States

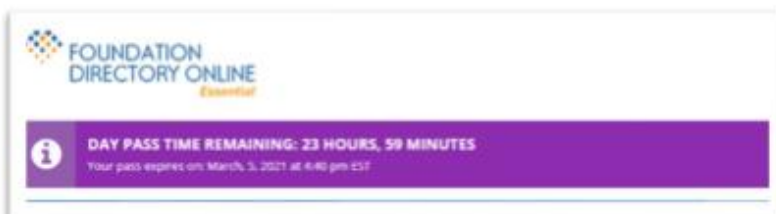
Field of Interest *

EIN: Add EIN as 9 digits without dashes

☐ I agree to these terms and conditions

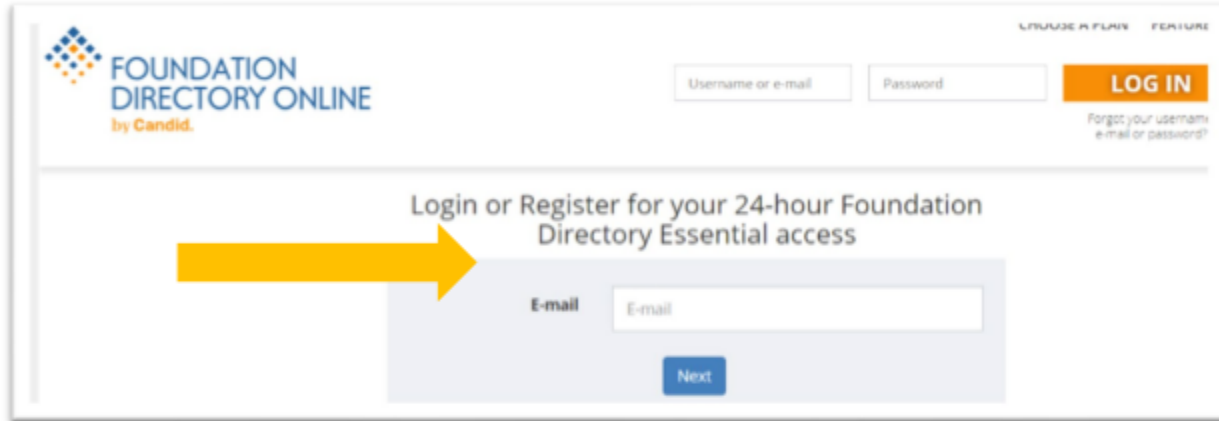
☐ Yes, I would like to receive periodic emails on product updates and fundraising tips.

GO TO FDO ESSENTIAL

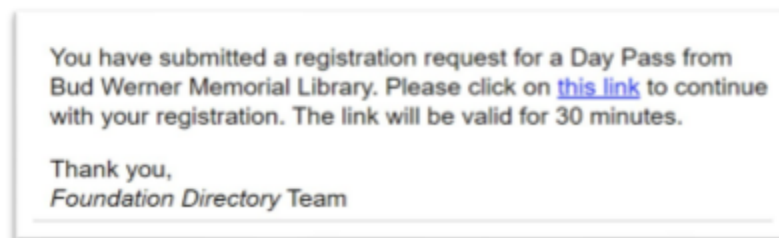
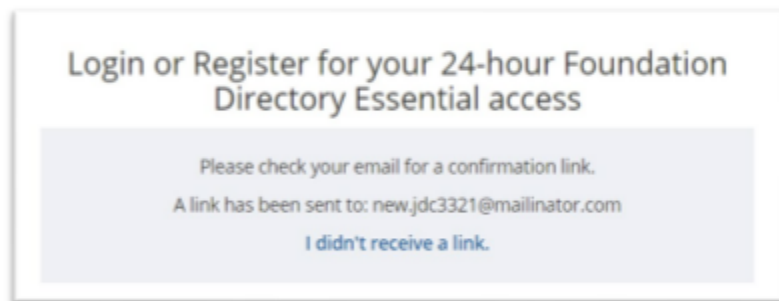


Returning Library customer that created an account:

- Register for 24-hour access by clicking through the encoded login link provided by your local Funding Information Network (FIN) partner.
- Enter your email address in the box and click the Next button.



- Check your email.
- Follow the provided confirmation link.



Note: Each time a new day pass is activated be sure to follow the emailed link. If you go directly to the FDO Essential website, you will not be able 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 questions, contact your Library, or use the chat box on FDO Essential.