



The Commonwealth Fund

How to Submit a Letter of Inquiry

Register for an account

1. Go to: commonwealthfund.force.com
2. Click “New User?” to begin the registration process (or log in if you’re already registered).

NEW USERS
To access the online registration form:
1. Click the "New User?" link
2. Complete and save your registration
3. Follow the instructions to login

RETURNING USERS
Enter your username and password then click the "Sign in" button.

If you have forgotten your password, click the "Can't access your account?" link and follow the instructions to reset your password.

Can't access your account? | New User?

3. Make sure the “Organization” button at the top is selected and fill in all fields as completely as possible, then click “Register.”

Portal Sign Up / **Step 1** / Step 2 / Step 3 Organization Individual

Organization Name *

Employer Identification Number (EIN)

Street

City

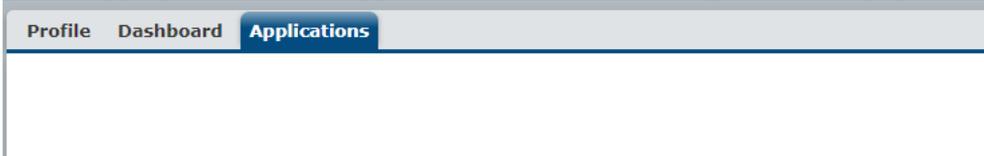
Select the 'Individual' button if you are applying for a fellowship, such as the Harkness Fellowships in Health Care Policy and Practice, or The Commonwealth Fund Mongan Fellowship in Minority Health Policy.

Please enter your Organization's Address in the fields to the left.

4. You will receive an email from The Commonwealth Fund with the subject line “Thank you for registering! Please verify your Email.” Follow the link to verify your account.
5. Click the “Go to Log in Page” button on the verification page to go to the portal and begin your letter of inquiry.

Completing a letter of inquiry

1. After logging, choose the “Applications” tab near the top left of the page.



2. Select the link for “Letter of Inquiry” and begin your letter.
3. If you wish to save your letter in progress before submitting it, you can access it under the “Dashboard” tab under “Letter of Inquiry Applications”

