

NPO Registration Guide

Our registration process to become the admin consists of 4 parts:

1. Creating an account at <https://nonprofit.yourcause.com>
2. Confirming your email address
3. Locate and claim your organization
4. Submit documentation for YourCause to approve

Part 1: Create an Account

You will <https://nonprofit.yourcause.com> and click on '**Sign Up**'. Fill out the necessary fields and click on 'Continue'.

The screenshot shows the registration page for NPOconnect. On the left, a green banner features the NPOconnect logo (a building with a heart) and text: "NPOconnect Nonprofit Platform A part of the Global Good Network". Below the banner, statistics are listed: "5,538,255 Employees in Our Network", "1,783,822 Nonprofits in our network", and "\$1,726,018,267.39 Total amount donated We take 0% of the donation!". At the bottom left, it says "Powered by: YourCause". On the right, the "ENTER YOUR ACCOUNT INFORMATION" form includes fields for "First name" (with a dropdown arrow), "Last name", "Email", and "Password". The password field has a list of requirements: "At least 8 characters", "Contains a symbol", "Contains uppercase and lowercase letters", and "Contains a number". There is a checkbox for "I agree to the terms of service and privacy policy". A "Continue" button is at the bottom right. At the top right, there are "Sign up" and "Sign in" tabs. At the bottom right, there are links for "Need assistance?", "Help desk", and "Email".

The next screen will ask you if you received a check from us. If you have, you can enter the details in order to bypass Part 3 of registration. This step can be skipped if needed.

[Sign up](#) | [Sign in](#)



NPOconnect
Nonprofit Platform
A part of the Global Good Network

5,538,255
Employees in Our Network

1,783,822
Nonprofits in our network

\$1,726,018,267.39

Total amount donated
We take 0% of the donation!

ENTER YOUR ACCOUNT INFORMATION

If you received a check from us, enter the check information and click continue. This will help us locate your organization. If you have not received a check or cannot find your check, click skip this step to continue

Check Number

Amount

Check date 

[Back](#)
[Skip this step](#)
[Continue](#)

Powered by:  YourCause

Need assistance? [Help desk](#) [Email](#) [Live Chat](#)

On the final screen, you will click on **'Create account'** in order to confirm your email and move on to Part 2.

[Sign up](#) | [Sign in](#)



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SIGN UP FOR A NEW ACCOUNT

Almost there. Double check the information below and select Create account or go Back and edit your information

We'll send you an email to confirm your email address and login, and then help you complete setting up your account.

Your Cause

charity@yourcause.com

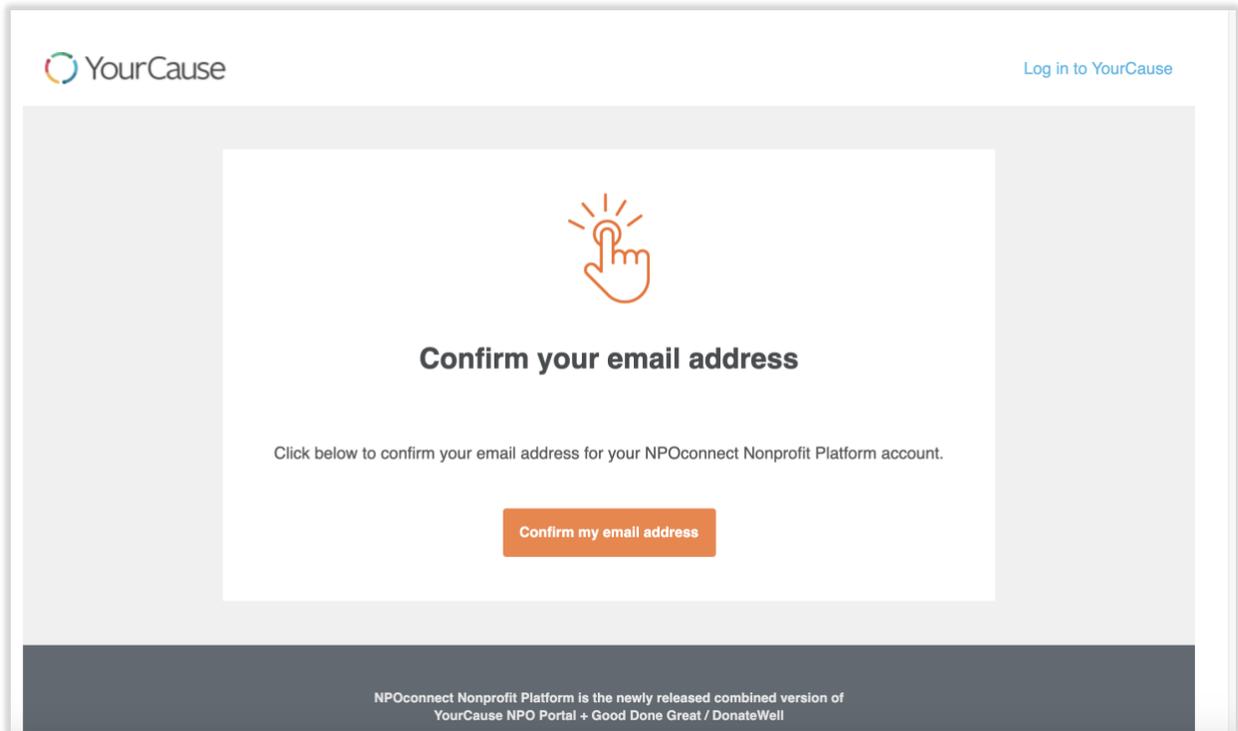
[Back](#)
[Create account](#)

Powered by:  YourCause

Need assistance? [Help desk](#) [Email](#) [Live Chat](#)

Part 2: Confirm Your Email Address

In order to ensure your email is valid, we will send you an email to confirm your email. Once you receive the email, click on '**Confirm my email address**'. If you do not receive the email within 20 minutes and have checked your spam, please contact us. This would indicate that your email provider needs to add YourCause as an approved email sender.



Part 3: Locate and Claim Your Organization

Once you verify your email address, you can log into the site using the email and password created in Part 1. Click on '**Claim my Nonprofit**' to get started. Please note that if you entered check information in Part 2, you can skip ahead to Step 4: Contact Information.

Step 1: Country

Select the country your organization is located in and the option that best represents your organization.

Step 1: Country UNITED STATES

Select the country in which your nonprofit organization is registered

UNITED STATES

Which option below best represents your organization?

- I represent a Nonprofit, Private School, or Religious Organization
- I represent a Public School or Public School District
- I represent a Native American Tribe

Next Step

Step 2: Organization Type

Select the first option. Please note we have help text over to the right that goes over the difference between the two options.

Step 2: Organization Type Independent organization

YourCause supports all types of charities, from simple, stand-alone organizations to complex groups of charities such as federations, parent organizations and their chapters, as well as fiscal sponsors and their sponsored organizations.

Please tell us what type of nonprofit organization you represent.

- My organization is a stand-alone nonprofit or is a national office
- My organization is a chapter or affiliate under a larger organization

Next Step

Step 3: Search for My Organization



Search and locate your organization. You can search by EIN or by name. If you are unable to locate your organization, please contact us.

Step 3: Search for My Organization

Search for and select your nonprofit organization

[I can't find my organization...](#)

Next Step

Step 4: Contact Information

Step 4: Contact Information

We may need to contact you in order to confirm the information that you have provided or to ask any questions that arise during our review of your request. Please provide accurate and complete contact information.

Position or job title

Work email address

Phone number where we can reach you *

Website address

Next Step

Step 5: Verify Your Identity

Upload your Role Verification and 501(c)3 Letter of Determination. View the help text on the right for examples of what you can use for this step. For volunteers or smaller nonprofits, you can use our [Sample Role Verification Letter](#).

Step 5: Verify Your Identity (Role with Nonprofit) Documents uploaded: (0)

In order to help us confirm your identity and your relationship with your nonprofit organization, please upload the following documents. Guidance on the documents required can be seen on the right in the help panel.

! You MUST upload what is being asked for or your request to administer the organization will be declined.

TYPE	FILE
Role Verification ! Document required	 Click or drop files here to upload
Determination Letter ! Document required	 Click or drop files here to upload
Other i Optional	 Click or drop files here to upload

[Cancel my request](#) [Submit registration](#)

Part 4: Submit Documentation for YourCause to Approve

Once you submit your documentation, it will be sent to YourCause to approve. Generally, we review and approve requests within 24 business. You'll receive an automated email once your request has been approved

