



Please note: This document is to aid with preparation for creating a user account online and should be used for that purpose only. ***It may not be used as a substitute for the online registration requirement.***

Questions marked with a red asterisk (*) must be answered to proceed to the next step. If a question does not have a red asterisk, the system does not require an answer.

Step 1. Organization Information	
1	*EIN (format: 00-0000000):
2	*Name:
3	DBA Name(s):
4	Website:
5	Organization Email Address:
6	*What is your relationship to the organization (select up to 3)?
	Other Description (If Other relationship is selected, enter a description)
Organization Addresses	
Primary Business Address	
1	*Country:
2	*Address1:
3	Address2:
4	Address3:
5	Address4:
6	*City:
7	*State:
8	*Zip:
9	*County:
10	*Primary Phone Number:
11	Fax Number:
Mailing Address	
Same as primary business address? (checkbox)	
If this option is 'checked', the mailing address fields are populated with the primary business address info. If this option is not 'checked', the organization enters the mailing address information.	
1	*Country:
2	*Address1:
3	Address2:
4	Address3:
5	Address4:
6	*City:
7	*State:
8	*Zip:

9	*County:
Parent Organization	
1	*Does this organization have a parent organization which files a federal tax return with the IRS on behalf of this chapter? (Y/N)
Please Note: If the organization has a parent organization that files with the IRS on its behalf, select "Yes" as you will need to enter the parent organization's information into the system.	

Step 2. Organization's Presence in Ohio	
1	*Is the organization located, organized, or incorporated in the State of Ohio? (Y/N)
2	*Does the organization have assets in Ohio? (Y/N)
3	*Does the organization conduct program services in Ohio? (Y/N)

Step 3. Solicitation Intentions	
1	*Does your organization intend to solicit in Ohio on its own behalf? (Y/N)
2	*Do you intend to have contributions solicited in Ohio by any of the following? <ul style="list-style-type: none"> - Professional Solicitor - Fund-raising Counsel - Commercial co-venturer - Charitable sales promotion - Another charitable organization or any other person
3	When did you begin or when do you intend to begin soliciting in Ohio? (select Month and Year)

Step 4. Review	
1	Please review the information you have entered prior to submitting. If corrections need to be made, please do so by selecting the "Edit" button. Once complete, click the "Create Organization" button. You will not be able to change this information once you select "Create Organization." After creating your organization, please follow the prompts to finish your registration.