



Helping charities of all shapes and sizes tell their story to the world!

We believe every charity deserves the opportunity to be discovered regardless of size or financial status.

To learn more on how to claim your charity on OrgHunter.com visit http://www.orghunter.com/charity_data_link to watch an instructional video on getting started.



Claiming your charity on OrgHunter.com is a simple and easy process.

Step one - visit http://orghunter.com/advance_search

Enter your charities EIN number and select the search option as seen in the image below. If you are not sure of your charity's EIN number, simply enter your charity name, city, state and ZIP Code into the search fields and select the search option. You will be presented with a list of organizations that match your search criteria. Select the **Charity Details** button next to your organization's name.

Advanced Search

America's most accurate charity search. Search over 2 million charities in the United States.

A screenshot of the OrgHunter Advanced Search form. The form is set against a light gray background with a subtle grid pattern. It contains several input fields and a search button. The fields are: "Organization Name (Key Words)", "Organization EIN", "Category" (a dropdown menu showing "-- All Categories --"), "City", "State" (a dropdown menu showing "-- Country Wide --"), and "Zip". Below these fields is a checkbox labeled "Donations are Deductible" with the text "YES" next to it. A blue "Search" button with a magnifying glass icon is positioned to the right of the "Organization EIN" field.

Organization Name (Key Words)

Organization EIN

Category -- All Categories --

City

State -- Country Wide --

Zip

Donations are Deductible

YES



When you arrive on your charities detail page, select the **claim ownership of this charity now** button just below your address. In some cases, you may find that the information that we have on file needs to be updated. Once your organization has completed the vetting process, you will have the opportunity to update this within your Charity profile.

A screenshot of a charity detail page. The page displays the following information: EIN 310588218, 1820 PRINCETON RD, HAMILTON, OH 45011-4742, and Animal Protection and Welfare. A red arrow points from the address information down to a blue button with white text that reads "CLAIM OWNERSHIP OF THIS CHARITY NOW". The button is highlighted with a red rectangular border. Below the main content area, there are two tabs: "Details" and "Finance". The "Finance" tab is currently selected and highlighted in blue.



You will be prompted to complete a basic registration form. Notice in the image below there is the option to create a subdomain (Your Domain) for your Charity profile on OrgHunter.com. This is an important first step to establish your Charity profile on Orghunter. When your organization successfully completes the vetting process your Charity profile will be live to the world. If you select a subdomain such as mycharityname, the address of your Charity profile will become <http://mycharityname.orghunter.com>

From this new domain on OrgHunter you will be able to update your Charity profile along with many other attributes related to your organization.

×

Charity Donor

Charity Info

310588218
Your EIN - Example:123456789

ANIMAL FRIENDS HUMANE SOCIETY
Your charity name according to the IRS.

.orghunter.com

Provide Your desired domain name

Owner Info

Please provide your Name.

Please provide your Phone Number.

A valid Email address.

Create New Account



Step two - updating your Charity profile on OrgHunter.com. The vetting process typically takes less than one day. **Important:** Complete step two only after your organization has been vetted

Upon successful completion of the vetting process, your organization will receive an activation email.

Visit OrgHunter.com and select the sign in button as demonstrated in the image below. Be sure to select sign out if you notice the sign in option is **not** available when you arrive to this page.



Bringing donors and charities together
like never before.



Developers



Charities



Giving Days



Search & Donate



Enter the email and password used to register your account. If you are not sure of your login details simply select the forgot your password option below the sign in button.

A screenshot of the orgHunter website's user sign-in modal window. The modal is white with a dark grey background behind it. At the top left of the modal is the text "User Sign in". Below this are two input fields: "Email" and "Password", both highlighted with red rectangular boxes. Below the input fields is a blue "Sign in" button. Underneath the button is a blue link that says "Forgot Your Password?". To the right of the input fields, separated by a vertical line and the word "or", is a section titled "Click below to sign in using your social account (only for Donors)". This section contains three buttons: "Sign in with Facebook" (with a blue Facebook icon), "Sign in with Google" (with a red and white Google+ icon), and "Sign in with Twitter" (with an orange and white Twitter icon). A close button (an 'x' in a square) is located in the top right corner of the modal. The background of the website shows the orgHunter logo and the tagline "Bringing donors and charities together".



Upon successful authentication during the sign in process you will be automatically redirected to your charity's profile. In the future, you can go directly to your charities profile page as seen in the image below. Substitute the word **microsite** in the website address with your charities subdomain name you selected during the registration process. You will notice there is a login button available for you to sign in.





Navigate to the drop-down menu on the right-hand side labeled dashboard. Here you will find a number of options available to your organization. Select the Charity Profile option to update your information OrgHunter.

A screenshot of the OrgHunter dashboard. At the top, there is a dark blue navigation bar with the text "Home" on the left and "Log Out", "OrgHunter Site", and "Charity Detail Page" on the right. Below this is a white header area with the OrgHunter logo and the text "OrgHunter MicroSite Example". A secondary navigation bar contains links for "Home", "About us", "News", "Donate", "Contact us", and "Mobile App". The main content area features a large banner image of hot air balloons. Below the banner is a section titled "Your Charity Profile" with sub-tabs for "General", "Mission and Program", "Mobile App Content", and "Charity Attributes". Under "General", there are expandable sections for "Basic Information", "Additional Names", "Additional Addresses and Telephones", and "Categorization and Social Media". A "Save" button is located at the bottom of this section. On the right side of the dashboard, a dropdown menu is open, showing options: "Dashboard", "Charity Profile", "Personal Account Information", "Appearance", "Contact Report", "Paypal Setting", "Donation Report", "Barcode", and "Generate One-Click Donation App". A red box highlights the "Dashboard" option, and a red arrow points to the "Charity Profile" option.



The charity profile section is comprised of four tabs. Under each tab, you can expand the section by clicking on the arrow next to the section name.

A screenshot of the OrgHunter MicroSite Example. The page has a dark blue header with "Home" on the left and "Log Out", "OrgHunter Site", and "Charity Detail Page" on the right. Below the header is a navigation bar with "Home", "About us", "News", "Donate", "Contact us", and "Mobile App". A large banner image shows hot air balloons against a sunset sky. A "Dashboard" dropdown menu is visible in the top right. The main content area is titled "Your Charity Profile" and contains four tabs: "General", "Mission and Program", "Mobile App Content", and "Charity Attributes". The "General" tab is active and shows four expandable sections: "Basic Information", "Additional Names", "Additional Addresses and Telephones", and "Categorization and Social Media". Each section has a red arrow pointing left, indicating it can be expanded. A "Save" button with a right-pointing arrow is located at the bottom left of the profile section.




Complete your mission statement

Home / Your Charity Profile

OrgHunter MicroSite Example [Log Out](#) [OrgHunter Site](#) [Charity Detail Page](#)

[Home](#) [About us](#) [News](#) [Donate](#) [Contact us](#) [Mobile App](#)



Dashboard

Your Charity Profile

[General](#) [Mission and Program](#) [Mobile App Content](#) [Charity Attributes](#)

▾ Mission


▾ Mission

Mission Statement

Test Mission Statement

In this section, you have the option to create a mobile friendly webpage for your organization.

Home About us News Donate Contact us Mobile App



Dashboard

Your Charity Profile

General Mission and Program **Mobile App Content** Charity Attributes

▾ Mobile Home Page

The text you enter here will appear on the home page of your mobile app. (Max 255 Characters)

Thank you for downloading our !

- Mission Page - check the box below to turn this section on
- Create upto 6 News, Articles or Blog Items - check the box below to turn this section on
- Create upto 6 Event Items - check the box below to turn this section on
- Volunteer Program Overview - check the box below to turn this section on
- Contact Us and Social Media Links - check the box below to turn this section on
- Donate Now - check the box below to turn this section on

Save



Finally, in the Charity Attributes™ section your organization has the opportunity to complete up to 297 charity attributes that may be aligned with your organization. OrgHunter is developing a groundbreaking search algorithm that is designed to provide a powerful search alternative to help donors quickly identify organizations that are aligned with their own values.

A screenshot of the OrgHunter MicroSite Example. The page header includes the OrgHunter logo, the text "OrgHunter MicroSite Example", and navigation links for "Log Out", "OrgHunter Site", and "Charity Detail Page". Below the header is a navigation menu with "Home", "About us", "News", "Donate", "Contact us", and "Mobile App". A large banner image shows hot air balloons over a landscape. A "Dashboard" button is visible in the top right. The main content area is titled "Your Charity Profile" and has four tabs: "General", "Mission and Program", "Mobile App Content", and "Charity Attributes" (which is highlighted with a red box). Under the "Charity Attributes" tab, there are three sections: "Innovative/Unique" with a checked checkbox and a text input field; "Preemptive Solutions" with an unchecked checkbox and a text input field; and "Cutting Edge Social Solutions" with a checked checkbox and a text input field.



Navigate to the dashboard drop-down menu on the right side of the screen and select the Donation Report. Here you will find all of the charitable grants that have been issued to your organization including the technology partner that generated the grant in addition to the donor's name and email for each grant that was designated to your organization.

A screenshot of the OrgHunter MicroSite Example dashboard. The page title is "OrgHunter MicroSite Example" and it includes navigation links for "Home", "About us", "News", "Donate", "Contact us", and "Mobile App". The main content area is titled "Your Charity Profile" and has tabs for "General", "Mission and Program", "Mobile App Content", and "Charity Attributes". Under "General", there are expandable sections for "Basic Information", "Additional Names", "Additional Addresses and Telephones", and "Categorization and Social Media". A "Save" button is at the bottom left. On the right side, a dropdown menu is open, showing options: "Dashboard", "Charity Profile", "Personal Account Information", "Appearance", "Contact Report", "Paypal Setting", "Donation Report", "Barcode", and "Generate One-Click Donation App". A red arrow points to the "Donation Report" option in the dropdown menu.



Below you will find an example of a donation report. At the bottom of the screen there is an option to download the report directly to your computer.

OrgHunter MicroSite Example

Log Out OrgHunter Site Charity Detail Page

Home About us News Donate Contact us Mobile App

Dashboard

Donation Report

All Time Filter

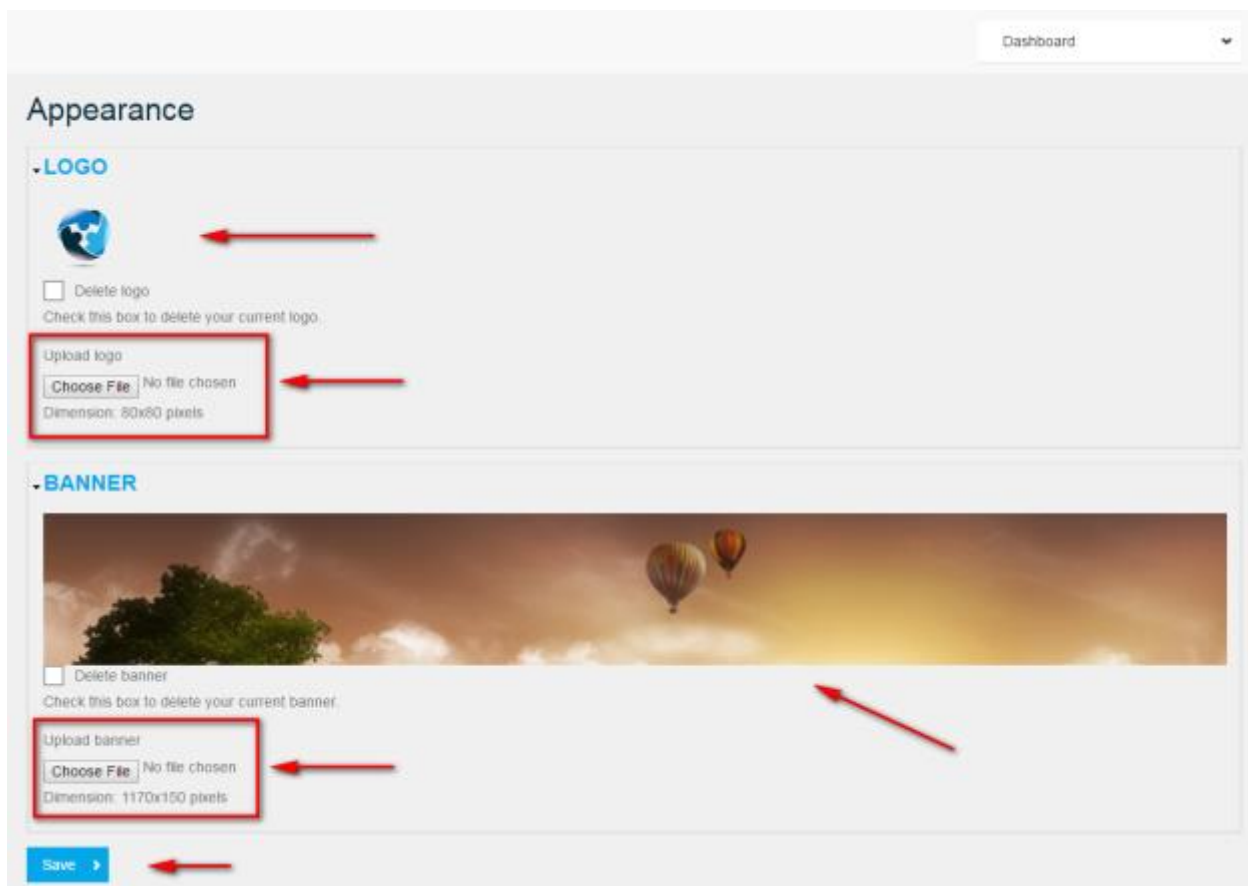
Partner Name	Donor Name	Donor Email	Donor Phone	Amount	Date	Comments 1	Comments 2
...	--	...	-	\$ 13.13	2015-11-01	-	-
...	--	...	-	\$ 23	2015-11-01	-	-
...	--	...	-	\$ 12.91	2015-11-01	-	-
...	--	...	-	\$ 15	2015-12-01	-	-
...	--	...	-	\$ 11.86	2015-12-01	-	-
...	--	...	-	\$ 10	2015-12-01	-	-
...	--	...	-	\$ 23.08	2015-12-01	-	-
...	--	...	-	\$ 14.44	2015-12-01	-	-



Navigate to the dashboard drop-down menu on the right side of the screen and select the Appearance option.

A screenshot of the OrgHunter dashboard. At the top left, there is a logo and the text "OrgHunter MicroSite Example". To the right, there are links for "Log Out", "OrgHunter Site", and "Charity Detail Page". Below this is a navigation bar with links for "Home", "About us", "News", "Donate", "Contact us", and "Mobile App". A large banner image shows hot air balloons against a sunset sky. On the right side, a "Dashboard" drop-down menu is open, with a red box around the menu header and a red arrow pointing to the "Appearance" option. The main content area is titled "Appearance" and contains a "LOGO" section with a delete checkbox, an upload file button, and a dimension specification of 80x80 pixels.

In this section you can add your charity logo along with a banner of your choice that will appear at the top of your Charity profile.

A screenshot of the "Appearance" settings page on the OrgHunter dashboard. The page has a "Dashboard" link in the top right corner. The "LOGO" section includes a current logo icon, a "Delete logo" checkbox, and an "Upload logo" section with a "Choose File" button and a dimension of 80x80 pixels. The "BANNER" section features a current banner image, a "Delete banner" checkbox, and an "Upload banner" section with a "Choose File" button and a dimension of 1170x150 pixels. A blue "Save" button is located at the bottom left. Red arrows point to the logo icon, the logo upload "Choose File" button, the banner image, the banner upload "Choose File" button, and the "Save" button.

In addition to the items mentioned throughout this document, there is an option for your organization to add any news items in addition to an about us section. We thank you for your support and we look forward to seeing your profile on OrgHunter.com