orgHunter

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
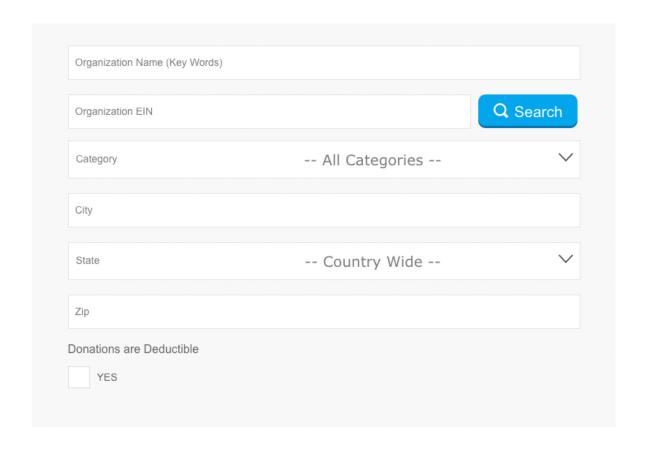http://www.orghunter.com/charity_data_link to watch an instructional video on getting started.

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.
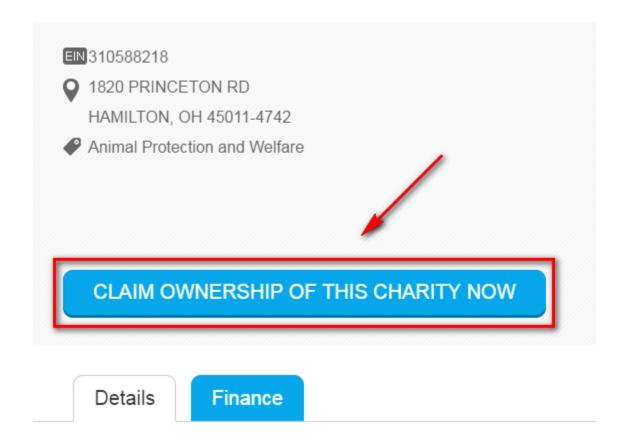
Advanced Search

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

Organization Name (Key Words)

Organization EIN   🔍 Search

Category   -- All Categories --   ⌄

City

State   -- Country Wide --   ⌄

Zip

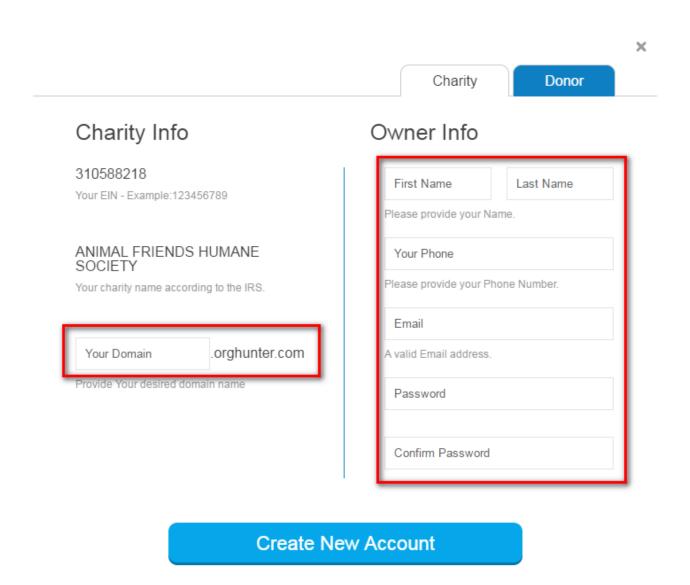Donations are Deductible

☐ 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.

EIN 310588218

1820 PRINCETON RD

HAMILTON, OH 45011-4742

Animal Protection and Welfare

CLAIM OWNERSHIP OF THIS CHARITY NOW

Details   Finance

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 Info

310588218
Your EIN - Example:123456789

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

Your Domain   .orghunter.com
Provide Your desired domain name

Owner Info

First Name   Last Name
Please provide your Name.

Your Phone
Please provide your Phone Number.

Email
A valid Email address.

Password

Confirm Password

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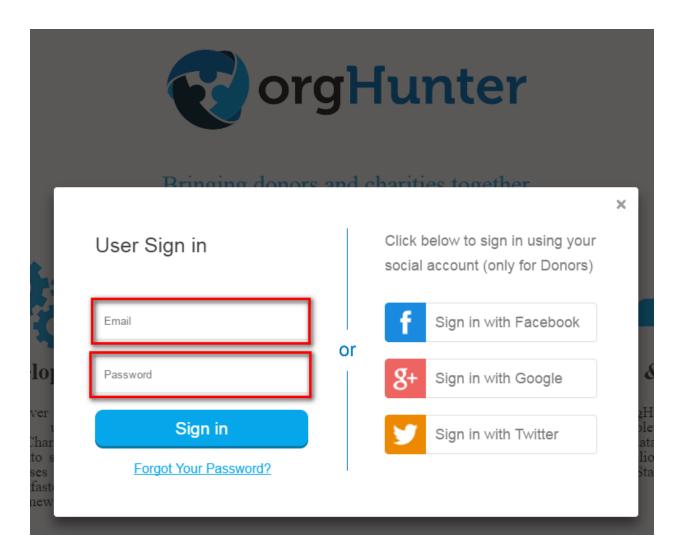
Upon successful completion of the vetting process, your organization will receive an activation email.

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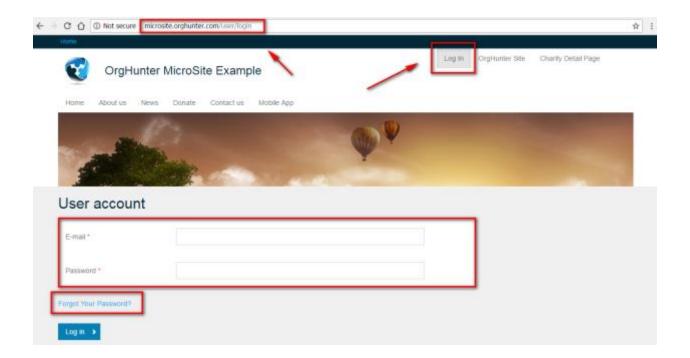
Enter the email and password used to register your account. If you are not sure of your login details simply select the forgot your password option below the sign in button.

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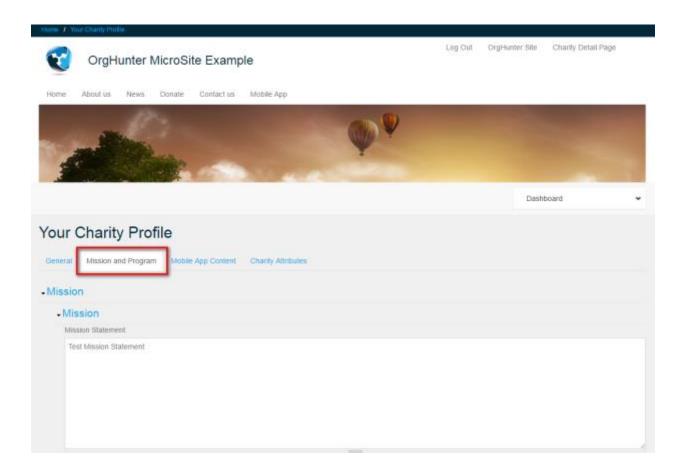
The charity profile section is comprised of four tabs. Under each tab, you can expand the section by clicking on the arrow next to the section name.
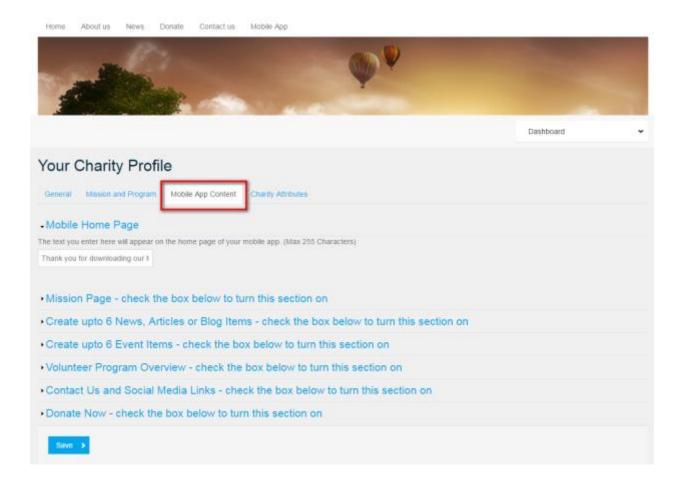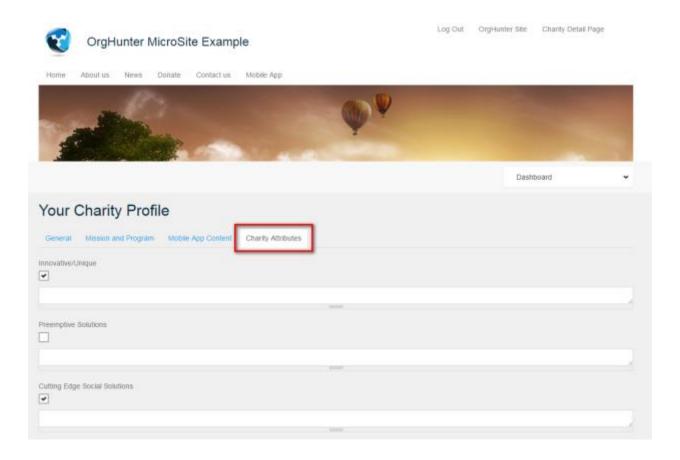
Complete your mission statement

In this section, you have the option to create a mobile friendly webpage for your organization.
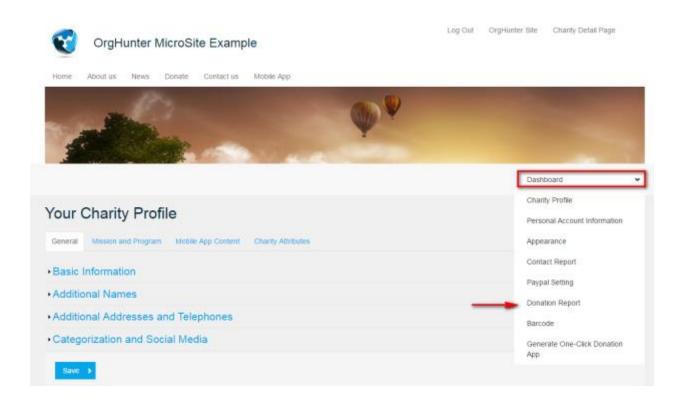
Finally, in the Charity Attributes ™ section your organization has the opportunity to complete up to 297 charity attributes that may be aligned with your organization. OrgHunter is developing a groundbreaking search algorithm that is designed to provide a powerful search alternative to help donors quickly identify organizations that are aligned with their own values.
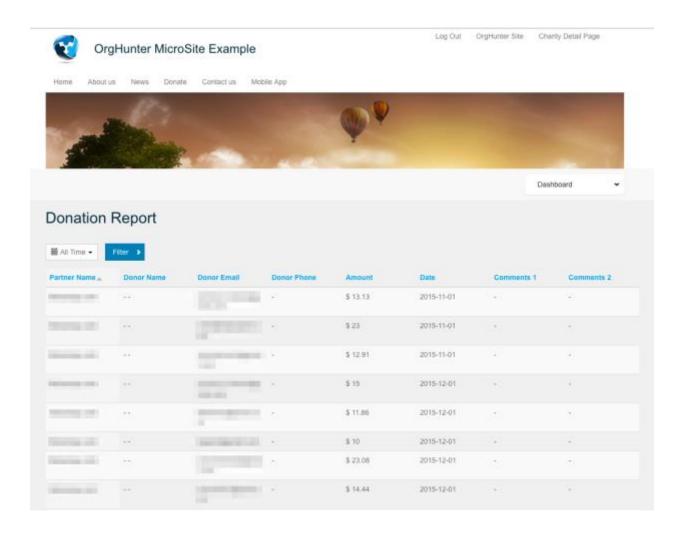
Navigate to the dashboard drop-down menu on the right side of the screen and select the Donation Report. Here you will find all of the charitable grants that have been issued to your organization including the technology partner that generated the grant in addition to the donor's name and email for each grant that was designated to your organization.
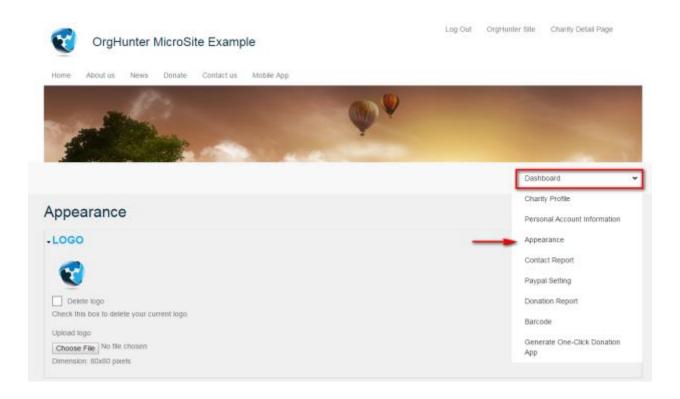
Below you will find an example of a donation report. At the bottom of the screen there is an option to download the report directly to your computer.
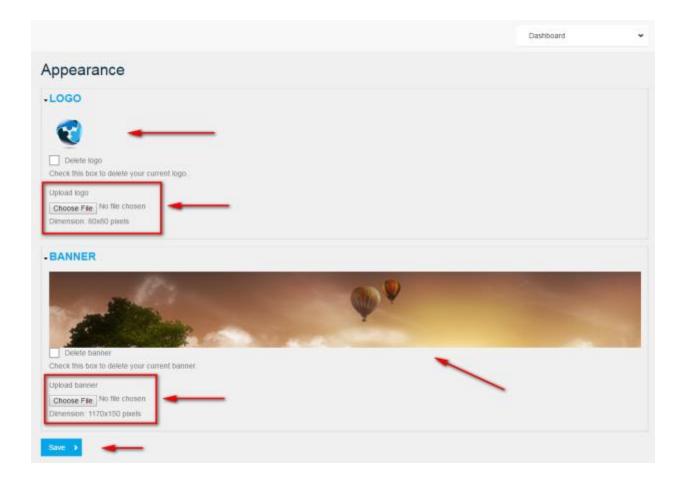
Navigate to the dashboard drop-down menu on the right side of the screen and select the Appearance option.

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.

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