

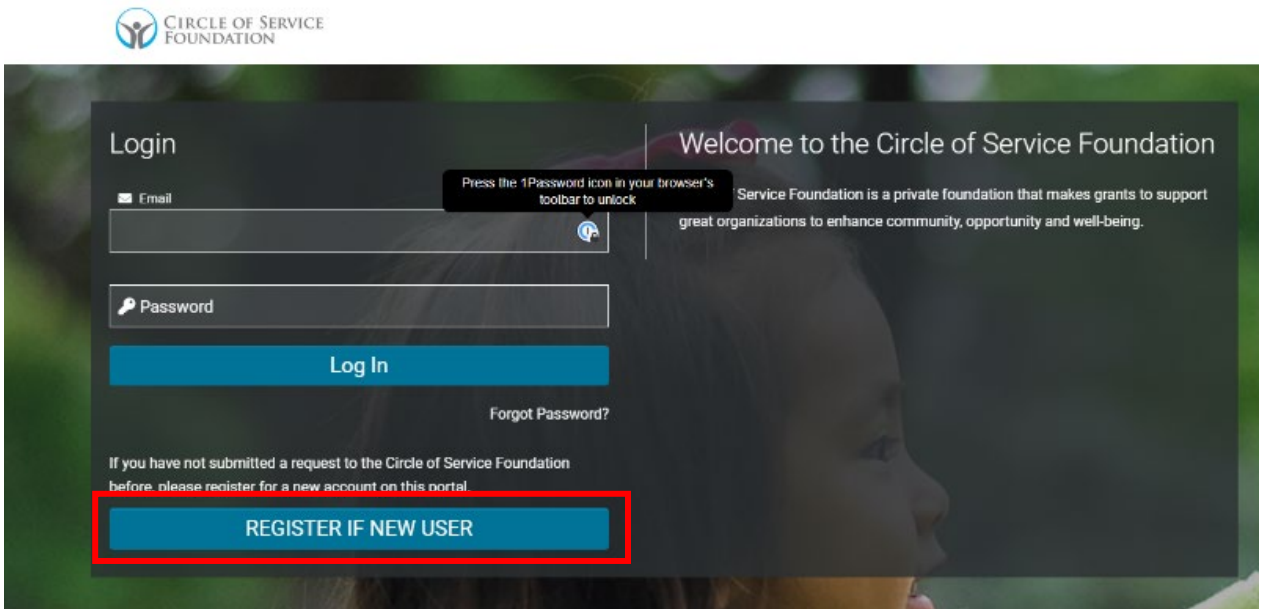
How to register in SmartSimple – New Applicants


[Click here](#) to watch the video on how to register as a new user.

This how-to guide and accompanying video will give you step-by-step instructions on how to register as a new user.

1. On the login page in the lower lefthand corner where it that reads “Register If New User,” click on button (see red rectangle below).

[-18]profile=0



 CIRCLE OF SERVICE FOUNDATION

Press the 1Password icon in your browser's toolbar to unlock

Log In

Forgot Password?

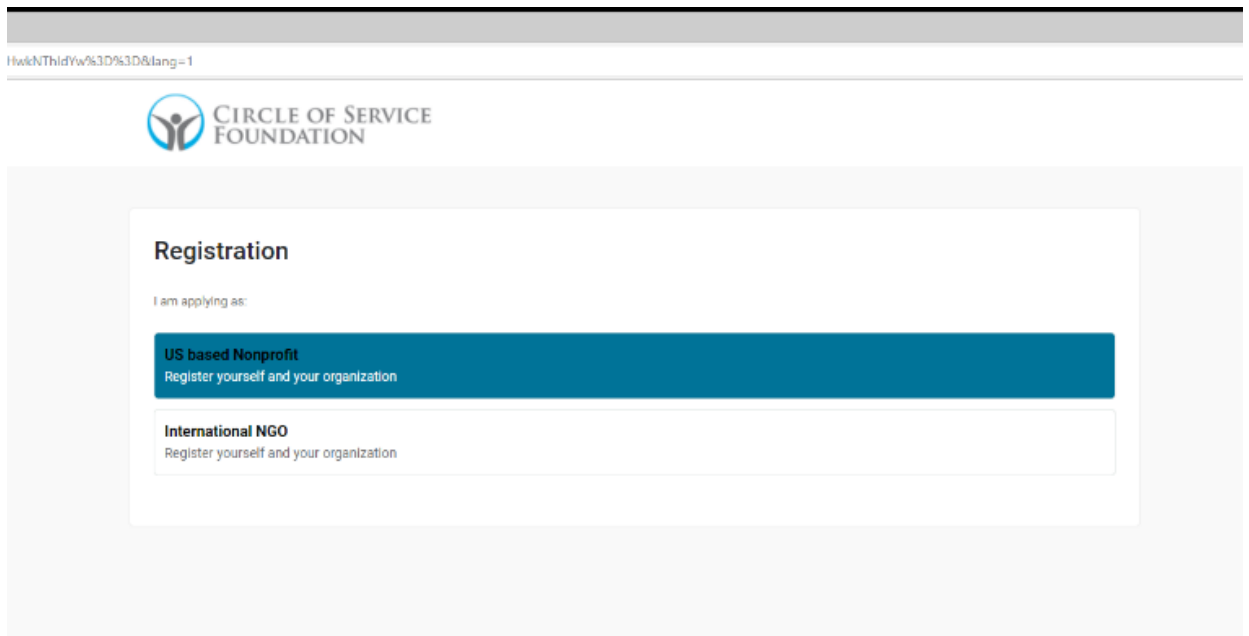
If you have not submitted a request to the Circle of Service Foundation before, please register for a new account on this portal.

REGISTER IF NEW USER

Welcome to the Circle of Service Foundation

Service Foundation is a private foundation that makes grants to support great organizations to enhance community, opportunity and well-being.

2. You will be asked to register as either a US Nonprofit or an International NGO. Choose the appropriate one.



3. You will be prompted to take an eligibility quiz to help determine if a Circle of Service Foundation grant is the right for your organization.

How to complete the Eligibility Quiz:

1. To begin, complete the appropriate answer for the first question. Please note: depending on how you answer the first question, you may have eight questions to answer rather than seven.
2. Continue to choose the appropriate answers for each of the subsequent questions. Please note the following when applicable:
 - If you need assistance determining which focus area your organization or program falls under, click the links for reference to our website's descriptions.
 - If you need a reference on what a challenge grant is, please click the hyperlink "here".
 - If you need a reference to what we define as private revenue, click the "eligible gifts FAQ." Also, if you are a new organization and you have questions, please click the "new and startup organizations FAQs."
3. Click on the captcha button then hit "Submit."
4. If any responses confirm ineligibility, the system will not continue further in the quiz.
5. However, if all responses confirm eligibility, the system will prompt you to complete a registration process to create SmartSimple account credentials.



Eligibility

* Has your organization ever received a grant from the Circle of Service Foundation?

No

* Does your organization or one of your programs fall within one of our focus areas (Community Services, Education, Jewish Community, Medical Research)?

Here are links for reference:

- [Community Services](#)
- [Education](#)
- [Jewish Community](#)
- [Medical Research](#)

Yes

* Do you have the capacity to fulfill a Circle of Service Foundation Challenge Grant?

For details on what a Challenge Grant is click [here](#).

Yes

* During your last fiscal year, did you have a broad base of non-governmental supporters and did you receive at least \$75,000 in private revenue?

For a definition of private revenue is, please see our [Eligible Gifts FAQs](#). If you are a new organization, please see our [New and Startup Organizations FAQs](#).

Yes

* Do you have a board of directors (or similar governing body) consisting of at least five unrelated members (with at least four members who are not employees of the organization) that is responsible for overseeing the organization's mission and evaluation operations?

Yes

* Do your board members make meaningful personal financial contributions to your organization?

Yes

* Can you clearly state your desired outcomes and how you measure and evaluate progress towards those outcomes?

Yes

I'm not a robot



How to Register your Organization

1. If you verified you were a US Based Nonprofit, in an earlier step, the system will confirm your organization has a 501(c)3 tax status.
2. Enter your information as instructed in the grey box below the header “Organization Search” to provide criteria that you can use to search for your organization.

Organization Search

i Enter one of the following criteria below to search for your organization.

- **Name** keyword search is sufficient, example: "Waco" instead of "The Waco Foundation" or Enter your organization
- **EIN** Do not include spaces or dashes, example: "123456789"
- **State** - Use the two letter abbreviation, example: "NY" instead of "New York"

EIN

Name

Address

City

State

Search

3. Enter information in any of the boxes and hit “Search.”
4. If there is a match with the IRS Masterfile database, you will be able to select it from a dropdown list.
5. Click your organization’s name to select the correct match.
6. Complete the fields necessary with your Organization Information. Please note: if there is a red asterisk next to the field, this information is required.

Organizations

Refine Search

i Instructions:
• Click on the row to select the organization.
If you can't find your organization, [click here](#) to add it

#	EIN	Organization Name	Office Address	City	State	Zip Code
1.	231365151	SERVICE CIRCLE OF THE KINGS DAUGHTERS OF POTTSVILLE	1112 W MARKET ST	POTTSVILLE	PA	17901-2821
2.	364185939	CIRCLE OF SERVICE FOUNDATION	30 S WACKER DR STE 2500	CHICAGO	IL	60606-7512

Record searched : 2044928. Records found : 2. Time used : 3 milliseconds

7. Complete the fields necessary with your Contact Information.
8. Check the box “I am not a robot” and click Submit.
9. The Org. Info will be populated with the information found in the IRS database. You can also use the “Copy Address” button to populate your address in your Contact Information, if appropriate. Please note: this contact should be the information for the primary contact of the grant you intend to apply for, and not necessarily the primary contact for the organization.

IMPORTANT: At this time, if the prepopulated fields are greyed out they cannot be changed on this page, however, you can make edits after logging back in after you’ve registered your organization and created your password.

CIRCLE OF SERVICE FOUNDATION

Organization Information

i Required fields are marked with an asterisk **.

* Organization Name
SHEROYGAN COUNTY HUMANE SOCIETY

EIN Number
391350684

* Organization Name / Doing Business As Name
Change this to the name by which you are most commonly known, if different from IRS records. If there is no DBA, please retype your Organization Name as noted above.

* Organization Executive Contact
This should be the Executive Director, CEO, President, etc. For very large institutions, such as universities or hospitals, a senior department head may be listed. If you receive a grant, this should be the person who signs the Grant Agreement.

* Country
United States

* Office Address
3107 N 20TH ST

Office Address 2

* City
SHEROYGAN

* State
Wisconsin

* Zip Code
53083-3912

Phone

10. If your org does not exist, click “Search” on the Organization Search page, then, go to the “Click Here” text (in the red square below).

Organizations

Q Refine Search



Instructions:

- Click on the row to select the organization.

If you can't find your organization [click here](#) to add it

#	EIN	Organization Name	Office Address	City	State	Zip Code
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11. Complete all your Organization Information as well as Contact Information.

Organization Information



Instructions

Required fields are marked with an asterisk **.

* Organization Name

Phone

* Country

United States

* Office Address

Office Address 2

* City

* State

* Zip Code

Contact Information

Copy Address

Prefix

* First Name

* Last Name

* Title

* Email

* Country

United States

* Address

Address 2

* City

* State

* Zip Code

I'm not a robot



Submit

12. Once you've completed that information, check the box “I am not a robot” and click Submit. Please note: this contact should be the information for the primary contact of the grant you intend to apply for, and not necessarily the primary contact for the organization.

13. Congrats! You have registered your organization. You can either check your email until you've received the instructions for creating your password for your account, or head back to the login page by clicking the link provided on the Registration Completed page.



CIRCLE OF SERVICE
FOUNDATION

Registration Complete

Registration Complete

You will receive an email with a link to create a password and login in the next 5 minutes. If you do not receive this email, please check your spam folder.

[Click here to return to the main login page](#)