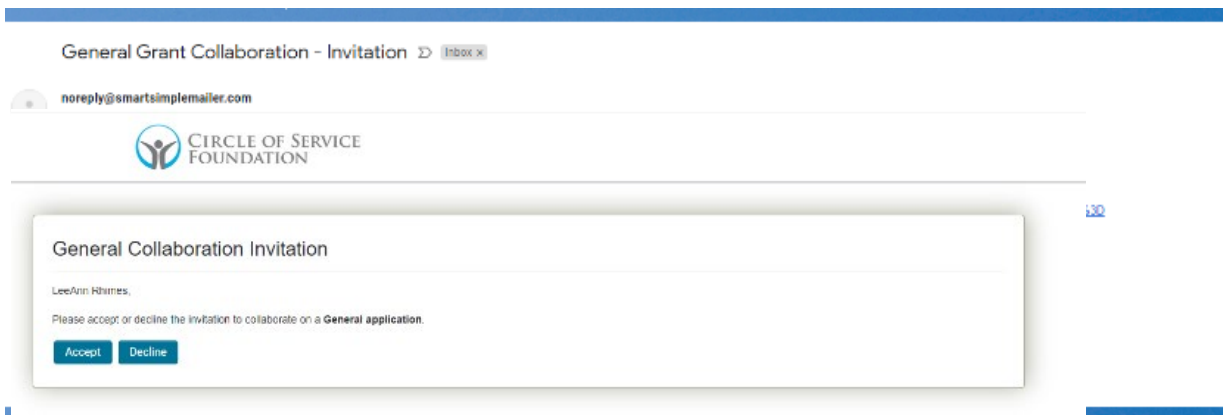


How to Accept a Collaborator Invitation

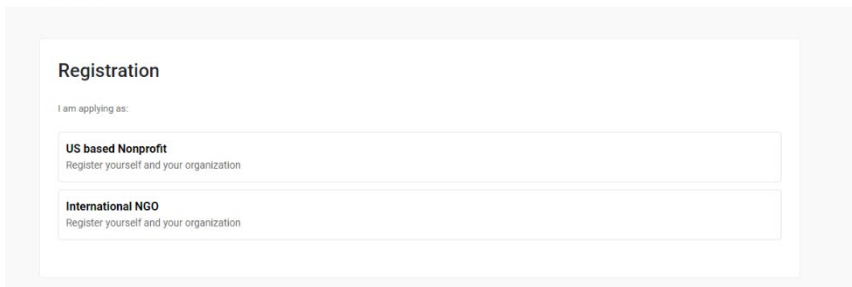
[Click here](#) to watch the video on how to accept a collaborator invitation

This how-to guide and accompanying video will give you step-by-step instructions on how to accept a collaborator invitation.

1. When someone is filling out an application, they may invite collaborators from their organization to help them complete the application. If you've been invited, you will receive an email.



2. Click on the link to accept or decline the invitation. You will now see a screen that gives you two buttons – accept or decline. Click accept if you'd like to be a collaborator.
3. You will now be asked to register as a US based nonprofit or an international NGO. Choose US based Nonprofit.



The screenshot shows a registration form titled "Registration". It asks "I am applying as:" and provides two options: "US based Nonprofit" and "International NGO". Both options include the text "Register yourself and your organization" and a corresponding input field.

- You will now be asked to start the eligibility quiz. Please answer each question as it pertains to your organization.

The screenshot shows the Circle of Service Foundation logo at the top left. Below it is a white box titled "Eligibility". Inside the box, there is a question: "Has your organization ever received a grant from the Circle of Service Foundation?". Below the question is a dropdown menu with "Yes" selected.

- When all the questions have been answered, click the button that says "I'm not a robot." Then, hit "Submit."
- You will then be asked to register your organization. You can search your organization by EIN, Name, Address, City or State.

The screenshot shows a section titled "Organization Search". Below the title is an information icon and text: "Complete one of the following criteria to search for your organization." followed by a bulleted list:

- Enter your organization Tax ID Number, which not include spaces or dashes, for example: 123456789. This can be found on your determination letter from the IRS.
- Entering a keyword search is sufficient, example: "Waco" instead of "The Waco Foundation" or your organization's name
- If you are fiscally sponsored, enter the entity's Tax ID Number or the organization's name
- Enter the two letter abbreviation, for the State, example: "IL" instead of Illinois

Below the list is the text: "After you have entered some criteria, click 'Search'". There are five input fields: EIN, Name, Address, City, and State. Each field has a question mark icon to its right. At the bottom of the form is a blue "Search" button.

- Choose your organization from the search options that populate. If your organization does not populate in the search, you can add it by clicking the blue "Click Here" hyperlink.
- Enter the fields that are blank. For your address, you can choose "Copy Address" to populate your organization's address in your contact information if you share the same contact address as your organization. If not, fill out your contact address. Once you've done that, click the "I am not a robot" button and then hit "submit."

The screenshot shows a table titled "Organizations". Above the table is a "Refine Search" button. Below the button is an information icon and text: "Instructions: Click on the row to select the organization. If you can't find your organization, click here to add it". The table has six columns: #, EIN, Organization Name, Office Address, City, State, and Zip Code. There is one row of data. Below the table is the text: "Record searched : 2044928. Records found : 1. Time used : 3 milliseconds".

| # | EIN | Organization Name | Office Address | City | State | Zip Code |
|----|-----------|---------------------------------|----------------|-----------|-------|------------|
| 1. | 391050684 | SHEBOYGAN COUNTY HUMANE SOCIETY | 3107 N 20TH ST | SHEBOYGAN | WI | 53083-3912 |

9. After hitting "Submit", your invitation will be accepted. You will be taken to a screen with next steps, including a link to the login page. Click this link. If you do not have an account, please click "Register if New User" and follow those prompts. If you have an account, login. You should now be a collaborator on an application.



Invitation Accepted

Thank you for accepting the invitation to collaborate.

If you are a new user you will receive an email shortly with instructions to create your password.

If you have already signed up please return to the main [login page](#).