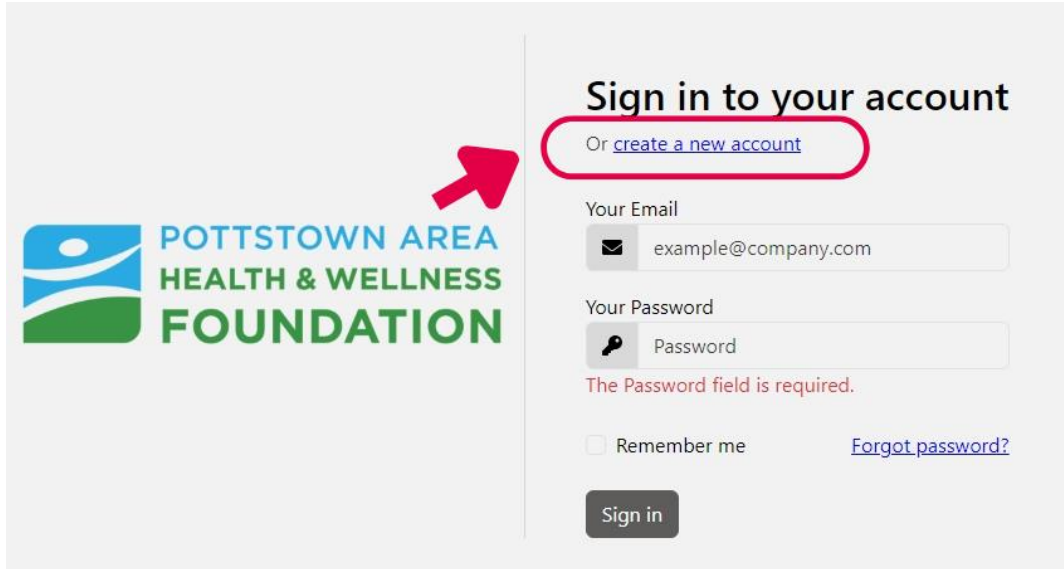


## GO Apply Registration Instructions:

**Step 1:** Please visit the GOapply website: <https://goapply2.akoyago.com/pottstownfoundation>

**Step 2:** click on the "create a new account" link located under the "Sign in to your account" heading.



**Sign in to your account**

Or [create a new account](#)

Your Email  
example@company.com

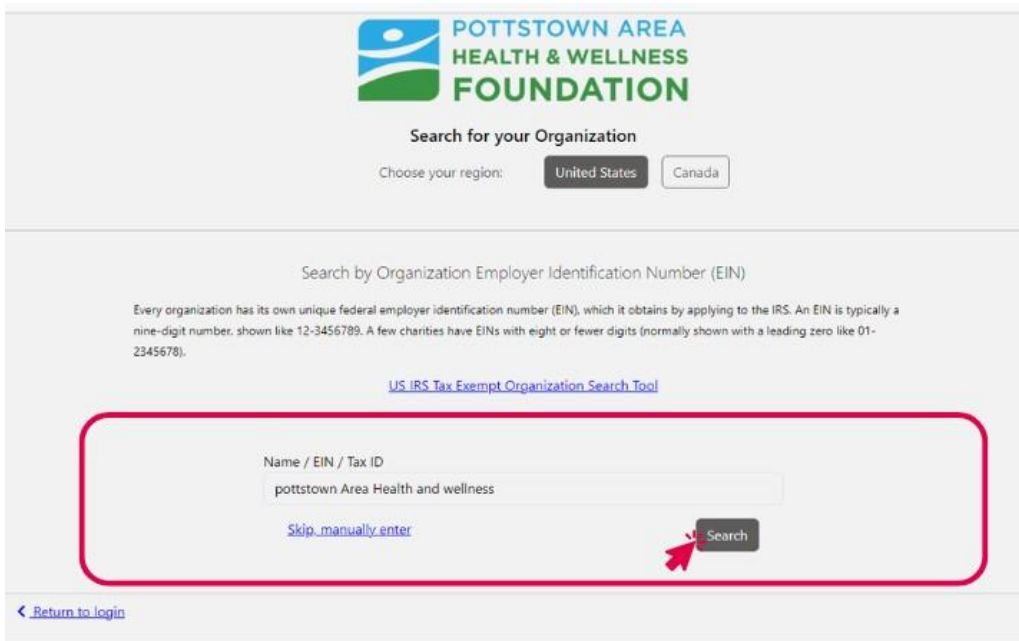
Your Password  
Password

The Password field is required.

☐ Remember me [Forgot password?](#)

Sign in

**Step 3:** Search for your organizational entity in our database. This can be done by entering a Name, EIN, or Tax ID then clicking "search".



**POTTSTOWN AREA HEALTH & WELLNESS FOUNDATION**

Search for your Organization

Choose your region: **United States** **Canada**

Search by Organization Employer Identification Number (EIN)

Every organization has its own unique federal employer identification number (EIN), which it obtains by applying to the IRS. An EIN is typically a nine-digit number, shown like 12-3456789. A few charities have EINs with eight or fewer digits (normally shown with a leading zero like 01-2345678).

[US IRS Tax Exempt Organization Search Tool](#)

Name / EIN / Tax ID  
pottstown Area Health and wellness

[Skip, manually enter](#) **Search**

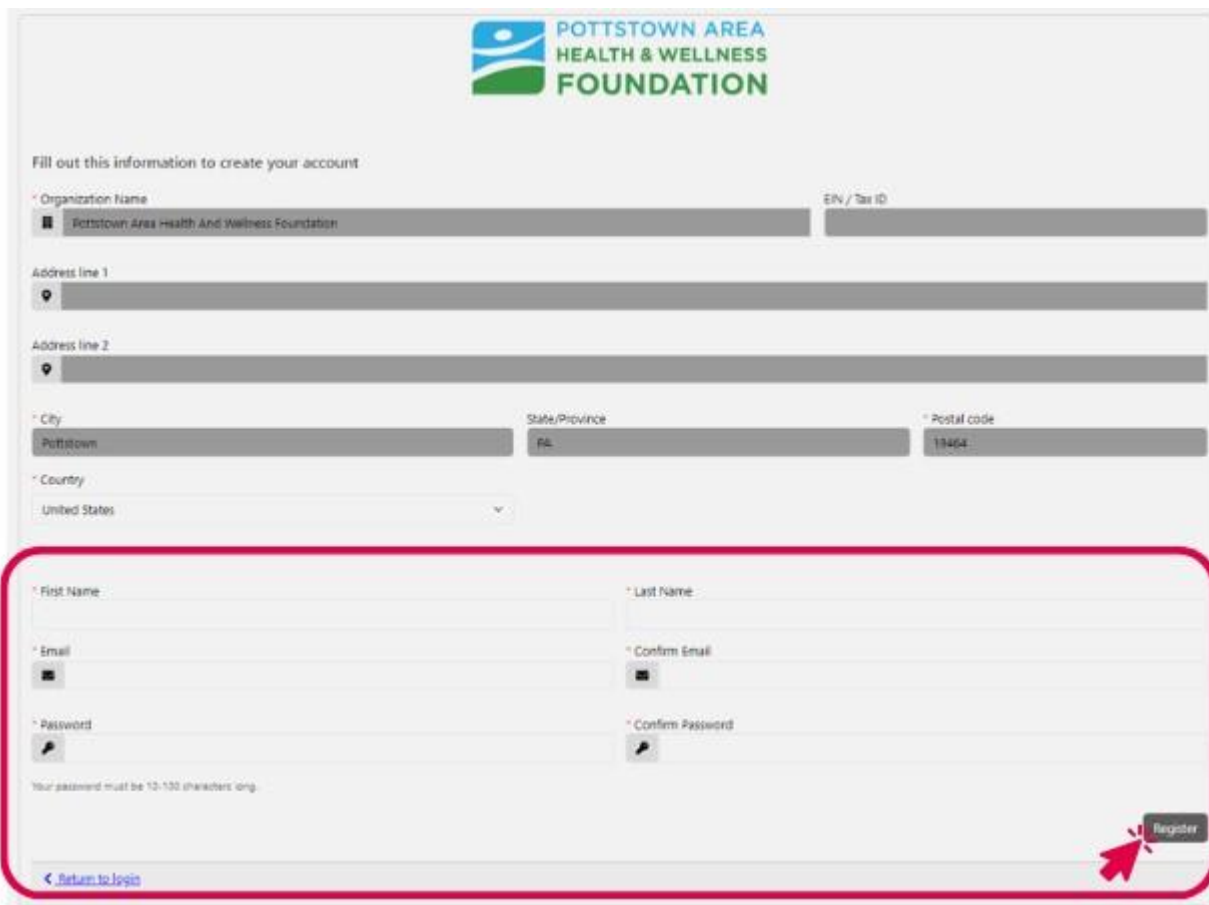
[Return to login](#)

**Step 4:** If previously registered, your organization should appear as an option to select. Verify that the information is correct then click on "select".



The screenshot shows the Pottstown Area Health & Wellness Foundation logo at the top. Below it, the text "Organizations matching: pottstown Area Health and wellness" is displayed. To the right of this text are two links: "Search again" and "Skip manually enter". Below this is a search result for "Pottstown Area Health And Wellness Foundation" with a location pin icon and the address "Pottstown, PA 19464". A red arrow points to a "Select" button next to the organization name. At the bottom left, there is a link "< Return to login".

**Step 5:** Fill in your information (Name, email and create a password) and click "register".



The screenshot shows the Pottstown Area Health & Wellness Foundation logo at the top. Below it, the text "Fill out this information to create your account" is displayed. The form contains several fields: "Organization Name" (filled with "Pottstown Area Health And Wellness Foundation"), "EIN / Tax ID", "Address line 1", "Address line 2", "City" (filled with "Pottstown"), "State/Province" (filled with "PA"), "Postal code" (filled with "19464"), and "Country" (filled with "United States"). Below these fields are four more fields: "First Name", "Last Name", "Email", and "Confirm Email". Below these are two more fields: "Password" and "Confirm Password". A red arrow points to a "Register" button at the bottom right. At the bottom left, there is a link "< Return to login".

**Step 6:** Once you click register, you should receive a confirmation email from our system. You can then return to the login page and enter the email and password you selected. Once you login, you should be able to apply on behalf of your organization.