GO Apply New Organization Registration Instructions:

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

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



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

	Search for your Organization
	Choose your region: United States Canada
	Search by Organization Employer Identification Number (EIN)
3456798. A few c	in na is own under boese engiger identitiasen numer (pin), writin it oosans by popying to the kd. An pin is typically a nine-opt number, provin ike sz- charties have ENL with eight or fever digits (normally shown with a leading bero like 01–2345478).
	US IRS Tax Evernet Organization Search Tool
	Name / DN / Tax ID
(Name / DN / Tax ID 12-3456709

Step 4: If previously registered, your organization should appear as an option to select. Verify that the information is correct then click on "<u>select</u>". If your organization has not applied before, click on "<u>Skip, manually enter</u>".

	HEALTH & WELLNES	5	
	FOUNDATION		
Organizations matching: 12-3456789		Search again Sep. manually enter	
	100 a - 110 11		
	No Results		

Step 5: Fill in your organization information (Org name, EIN/TIN number, Address, and country) Then enter your contact information (Name, email and create a password) and click "<u>register</u>"

POTTSTOWN AREA HEALTH & WELLNESS FOUNDATION						
Fill out this information to create your accou	nt					
Organization Name		EIN / Tax ID				
Address line 1						
•						
Address line 2						
•						
° City	State/Province	* Postal code				
Country						
United States	~					
			_			
' First Name	* Last No	Name				
" [mail	* Confirm	im Enail				
	•					
Password	* Confirm	im Password				
,	,					
four password must be 10-100 characters long.		-				
			Regist			
Keturn 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.