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
Every organization	Search by Organization Employer Identification Number (EIN) 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-
	rities have EINs with eight or fever digits (normally shown with a leading zero like 01-2345678). US IRS Tax Exercet Organization Search Tool
(Name / DN / Tax ID
(
ſ	Name / EN / Tax ID

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>".

	ALTH & WELLNESS		121
FC	UNDATION		6
Organizations matching: 12-3456789		Search again (Sep. manually enter	
	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 ?	Name			
tmail	* Confi	firm Ernal			
	•				
Password		fem Password			
,	,				
four password must be 10-100 characters long.					
		Regist			
K 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.