User Guide: Claiming your charity and viewing grant reports on OrgHunter.com

Helping charities of all shapes and sizes tell their story to the world! We believe every charity deserves the opportunity to be discovered regardless of size or financial status.

This section assumes that you have not previously claimed your charity on OrgHunter.com. For additional information on viewing and downloading grant reports, please scroll down.

**Important:** OrgHunter 3.0 contains new enhanced features based on requirements by organizations like yours. The platform now supports multiple users and the ability to claim multiple organizations under a single group. If your group is managing multiple organizations, there will be a dropdown at the top of the page that will allow you to switch between organizations.

**Scenario 1**

Your organization is new to OrgHunter, and you intend on claiming multiple organizations.

- Claim only 1 organization and complete the vetting process. This will allow you to create a group on the OrgHunter platform. Once you have been approved, there will be an option to claim and add additional organizations to your group.

**Scenario 2**

Your organization has claimed multiple organizations using OrgHunter 2.0 and used unique emails to claim them.

- Send a list of the EINs to support@orghunter.com and our team will consolidate them under a single group profile. Be sure to provide the main account email address that was used to claim the organization and we will make it the primary login for the group. Once this is complete, you can add additional team members to your group.
Navigate to OrgHunter.com and select the search option then select the “Search by EIN”

Enter your nine-digit EIN. **Note**: dashes or hyphens are not allowed in this search box. Only enter numbers, then select search. Use a leading zero(s) if your EIN is less than 9 digits.
If your charity has not already been claimed, you will have the option to claim it by selecting the “Claim this charity” button.

Complete the registration form. The vetting process will begin shortly after you complete the registration form. Be sure to check your email for important information regarding the vetting process.

You should receive an email to confirm your email address in addition to a request to provide a copy of the organization’s determination letter.
In this section we will review the steps required to view grant checks. This section assumes your organization has completed the vetting process and your account is approved.

After successfully signing into OrgHunter, you will have several new options under the Charity Admin Section. Each of these are very important to review and validate. Information is consumed by over one thousand fundraising applications, and this is your opportunity to correct or provide additional info regarding your organization. Each section has an FAQ to assist you in the process.
Grant Reports

Important Information Regarding Grants to Your Organization
For commonly asked questions regarding grants and fees that may be associated with your grants, please visit our FAQ - Grants.

Use your mouse to click inside the date range text box. A calendar will appear allowing you to pick the start date and the end date. You can use the drop-down options in the calendar to change the month or year before selecting a start or end date. Select the Submit button when done.

If there are grants available, they will appear in the list. You can review them on screen or download them to your workstation.
Payment location information. Grant checks are mailed to the address provided by the IRS. You can change the payment location by selecting the “Manage Addresses” button.

In this section you can add multiple locations and select the location that payments should be mailed to. Once you add or update a payment, you can select the Payment Address Link in the menu to view and confirm the new location is correct.
Be sure to review each of the section highlighted here. They contain valuable opportunities for your organization to compete your profile on OrgHunter and stand out with over one thousand technologies that are working with donors around the globe.

Warm regards,

OrgHunter Management Team