



**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.

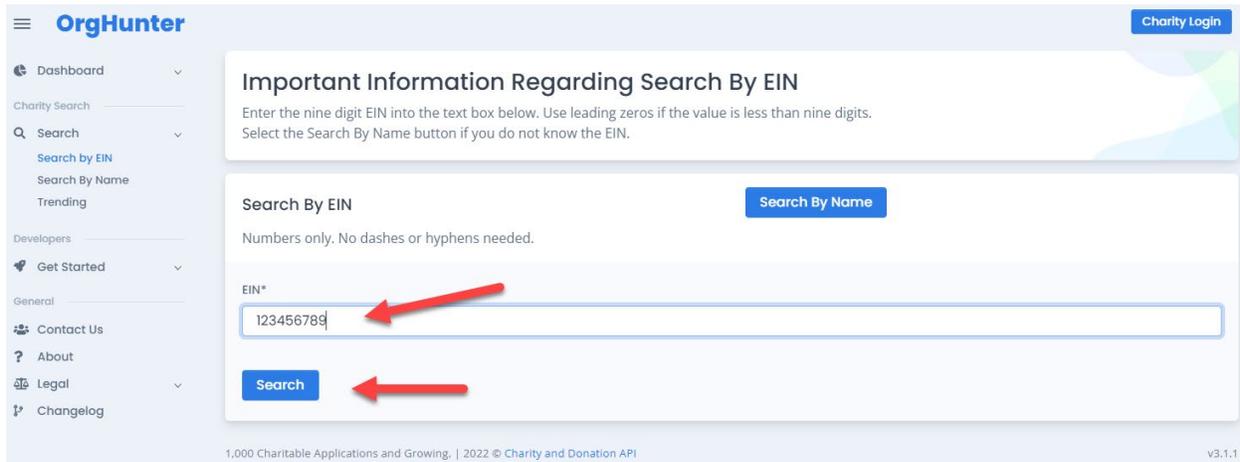
### Scenario 2

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

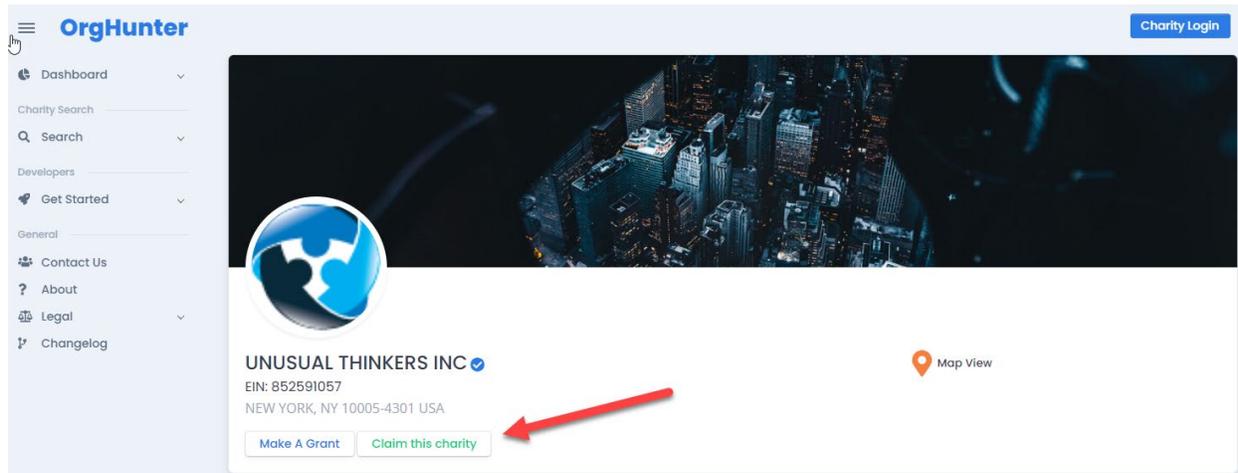
- Send a list of the EINs to [support@orghunter.com](mailto:support@orghunter.com) and our team will consolidate them under a single group profile. Be sure to provide the main account email address that was used to claim the organization and we will make it the primary login for the group. Once this 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.

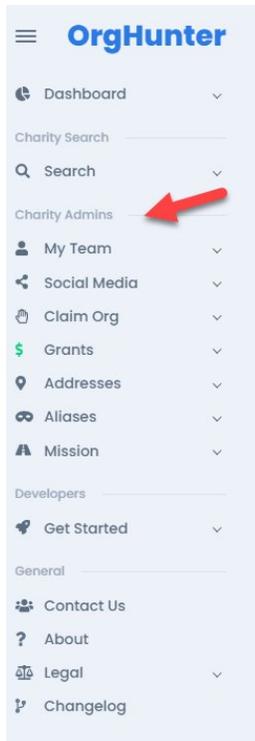
A screenshot of the "Charity Claim" registration form on the OrgHunter website. The form is titled "Charity Claim" and includes a header with the OrgHunter logo and the charity name "852591057: UNUSUAL THINKERS INC". The form fields are: Name (John), Last Name (Doe), Phone Number (1234567890), Email (jdoe@orghunter.com), Password (masked with dots), and Confirm PWD. A blue "Register" button is at the bottom.

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

The screenshot shows the OrgHunter dashboard. The sidebar on the left has the 'Grants' menu item highlighted with a red arrow, and its sub-item 'Transactions' is also highlighted with a red arrow. The main content area features a header 'Important Information Regarding Grants to Your Organization' with a link to the FAQ. Below this are three summary cards: 'Donors' with a count of 7, 'Transactions' with a count of 12, and 'Grant Amount' of \$4644. A 'Grant Date Range' section contains a text input field with a 'Date Range' placeholder and a 'Submit' button. Below the date range section are two buttons: 'Grants Report' and 'Download Transactions'.

This screenshot shows the same dashboard as above, but with a calendar pop-up open over the 'Date Range' text box. The calendar is for February 2022. The date range '2022-02-14 to 2022-02-23' is entered in the text box, and a red arrow points to it. The calendar shows the 14th and 23rd of February selected. The 'Submit' button is visible to the right of the calendar.

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.

**Important Information Regarding Your Payment Address**

We use this primary address when mailing grant checks to your organization. If you do not update this address, Make My Donation will send grant checks to the address that you registered with the IRS. For more information, please visit [FAQ - Managing Addresses](#)

Need to update your payment address? [Manage Addresses](#)

IRS Mailing Address	Grant Payment Address
ORGHUNTER CHARITABLE FOUNDATION INC 4285 SW MARTIN HWY  PALM CITY, FL, 34990-8615  USA	ORGHUNTER CHARITABLE FOUNDATION INC 4285 SW MARTIN HWY  PALM CITY, FL, 34990-8615  USA

Provided By: IRS  
ON: 2/23/2022 10:47:48 AM

**Important Information Regarding Addresses**

Address information is added to our API each month. Use this section to manage locations if your organization has more than one address. Be sure to review the [Payment Address](#) we have on file for your organization. Grant Checks are mailed to this location, and by default, we use the address provided by the IRS. Charity Administrators can change the mailing address location within this section. For more information, please visit [FAQ - Managing Addresses](#)

**User Options**

[View Address List](#) [Add a location](#)

**Address Locations - Cards**

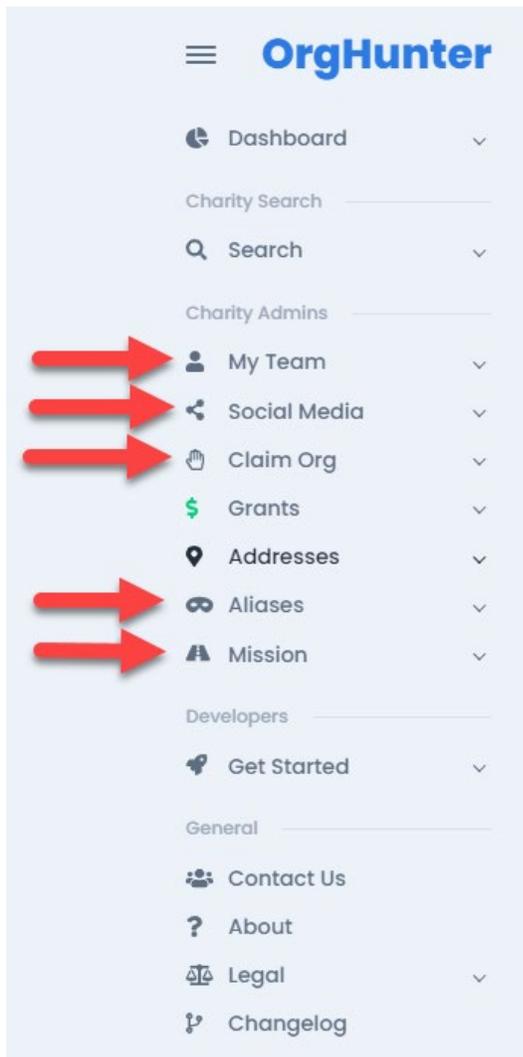
**General Address**  
4285 SW Martin Hwy  
  
Palm City, FL 34990  
United States

Created By: [cannase@orghunter.com](mailto:cannase@orghunter.com)  
Created On: 2/1/2022 8:40:43 AM  
Updated By: [cannase@orghunter.com](mailto:cannase@orghunter.com)  
Updated On: 2/1/2022 8:42:14 AM

[Mail Grants Here](#)  
[Update Location](#)  
[Delete Location](#)

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