Department of the Attorney General

Tax & Charities Division

Professional Fundraiser Registration System

User Manual

Professional Fundraiser Registration System User Manual

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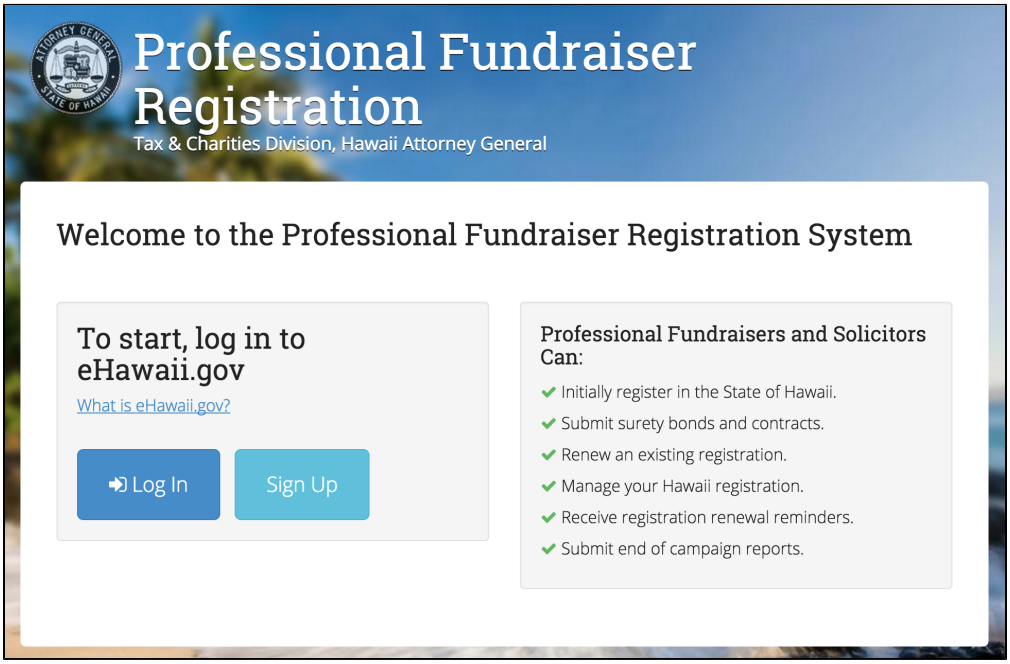
Getting Started

I'm here. Now what do I do?

You may either sign in using your existing eHawaii.gov user account or sign up for a brand new account. In order to submit or manage a Professional Fundraiser registration, you *must* have a user account.



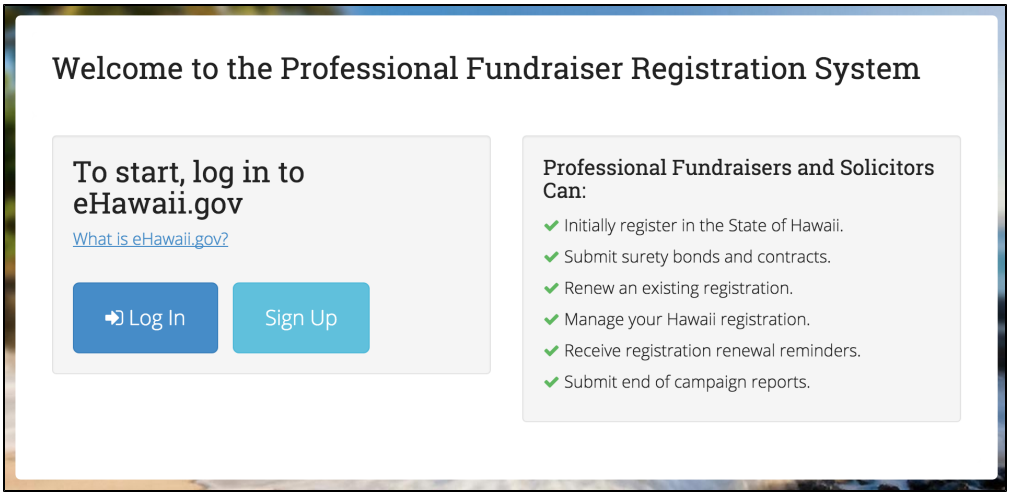
Sign Up for an Account

If you do not have an account, follow these instructions to sign up for a new account with eHawaii.gov.

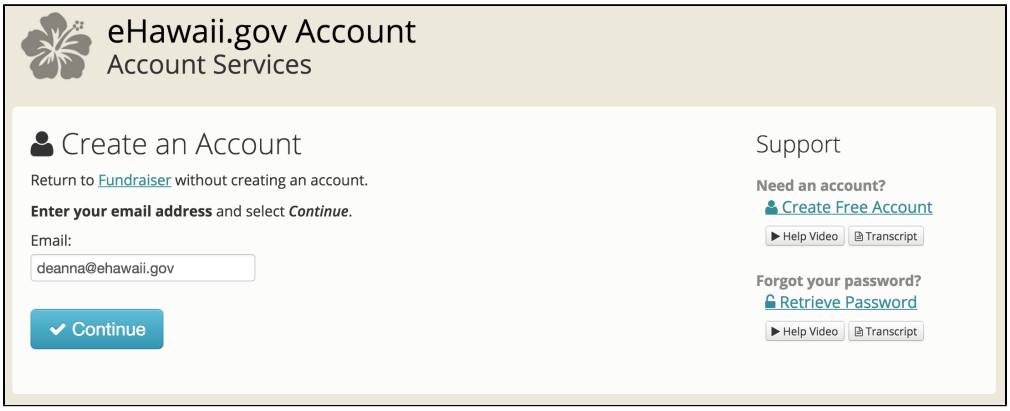
You may already have an eHawaii.gov account if you have used any other State of Hawaii online services such as:

- Bureau of Conveyances - Document Search and Downloads
- Dept. of Health - Marriage License and Birth Certificate online ordering and tracking
- Hawaii Business Express
- Hawaii Compliance Express
- Hawaii's Adult Criminal Information site (eCrim)
- MyPVL - DCCA Profesional Vocational License renewals

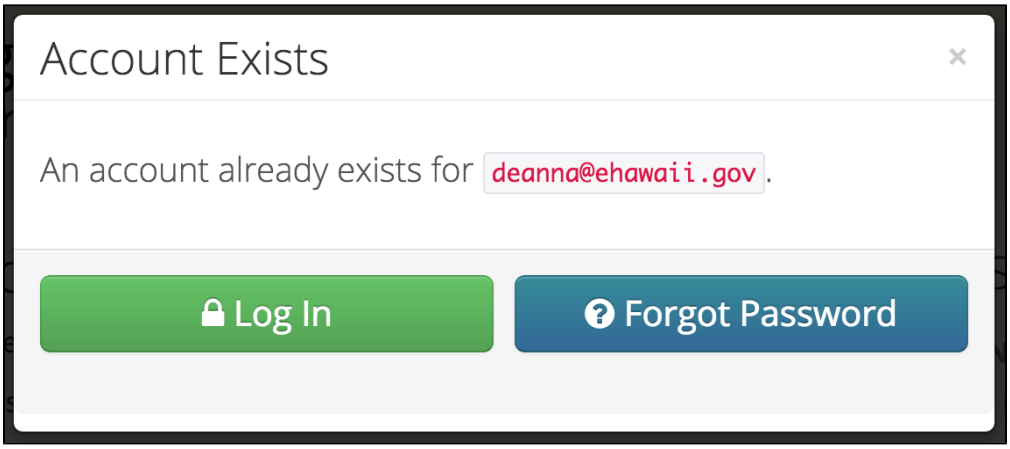
1. Click the Sign Up button.



2. Enter your email address and click the Continue button.

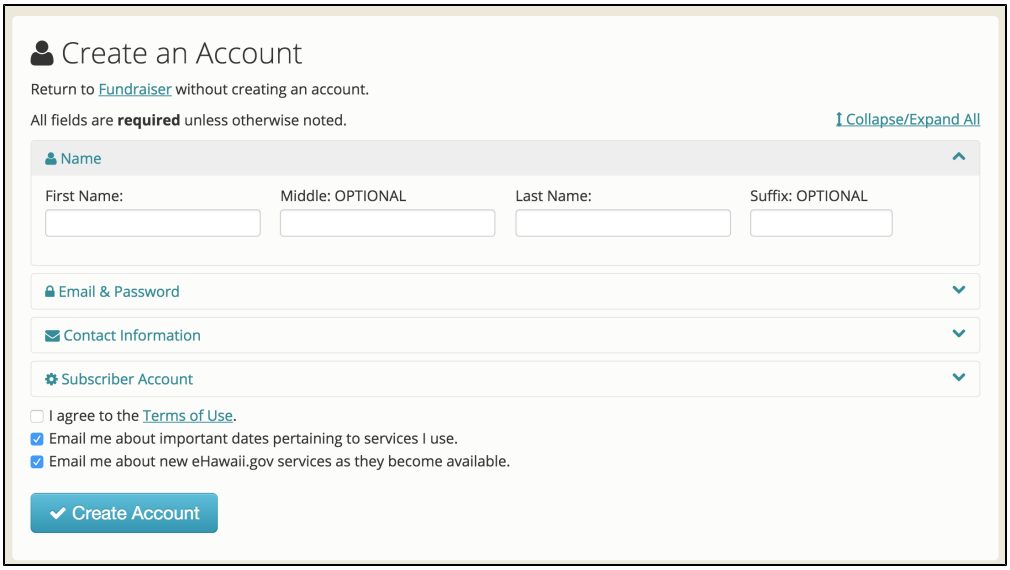


If your email address already has an associated user account, you may either sign in or recover your password.



3. Enter your information in all fields and click Create Account.

After you create an account you will be directed back to the Professional Fundraiser system and will be required to log in.

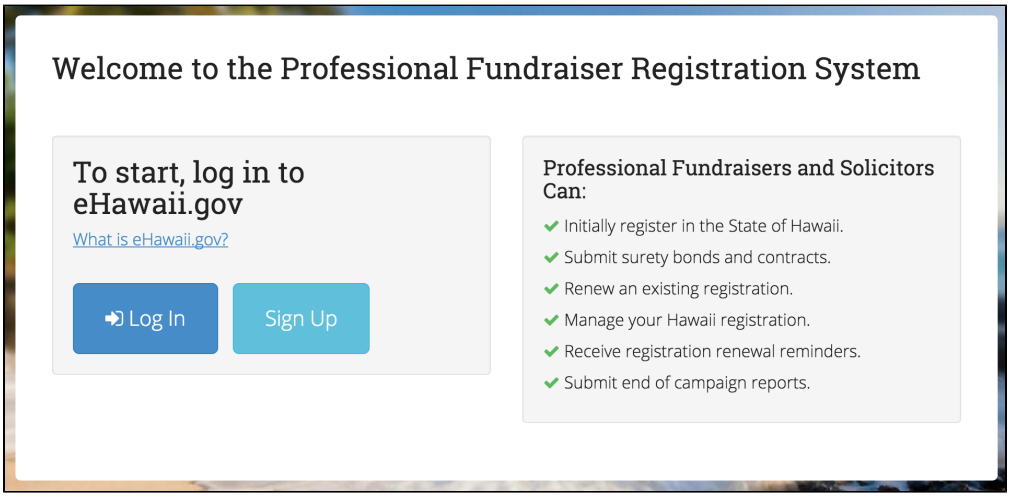

Create an Account
Return to Fundraiser without creating an account.
All fields are required unless otherwise noted.
Collapse/Expand All
Name
First Name:
Middle: OPTIONAL
Last Name:
Suffix: OPTIONAL
Email & Password
Contact Information
Subscriber Account
I agree to the Terms of Use.
Email me about important dates pertaining to services I use.
Email me about new eHawaii.gov services as they become available.
Create Account

Log In

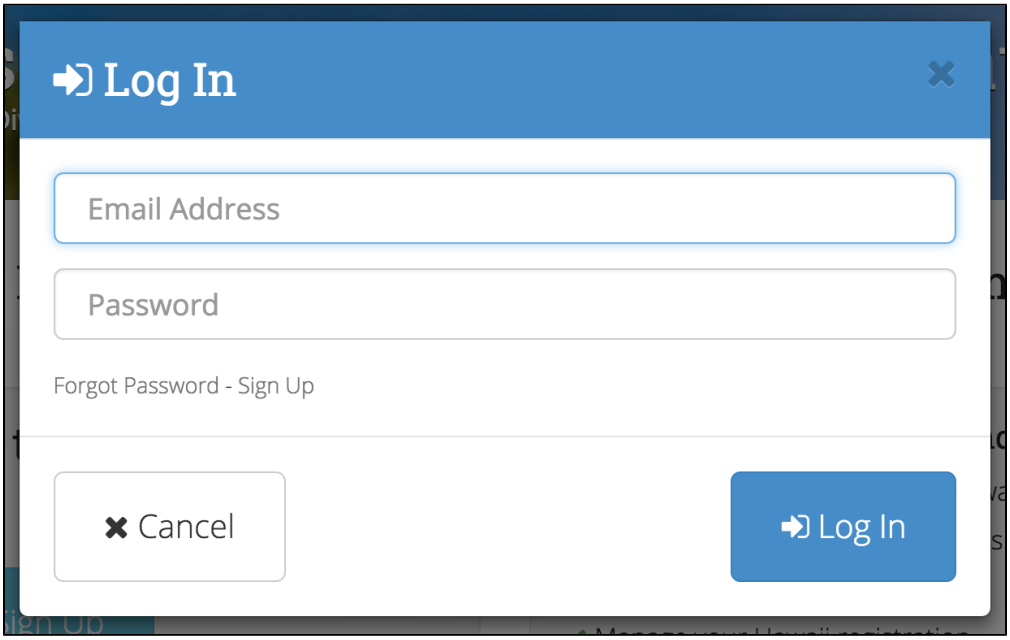
If you have never used the Professional Fundraiser System before, you may already have an eHawaii.gov account if you have used any other State of Hawaii online services such as:

- Bureau of Conveyances - Document Search and Downloads
- Dept. of Health - Marriage License and Birth Certificate online ordering and tracking
- Hawaii Business Express
- Hawaii Compliance Express
- Hawaii's Adult Criminal Information site (eCrim)
- MyPVL - DCCA Profesional Vocational License renewals

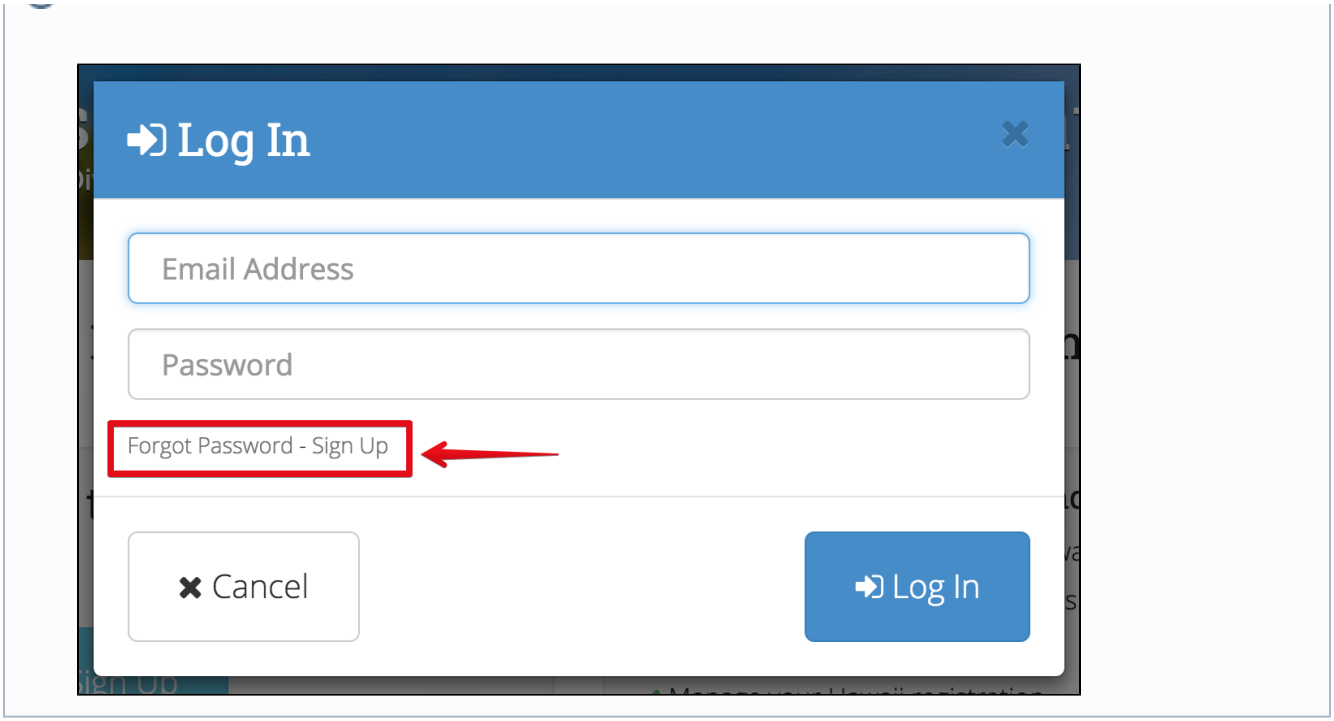
1. Click the Log In button.



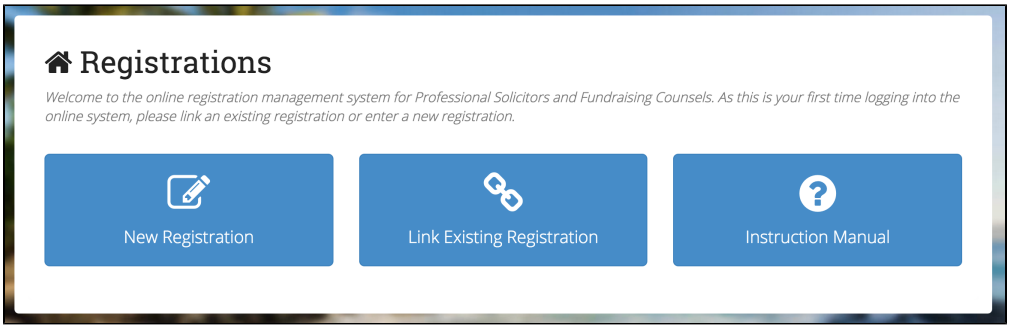
2. Enter your email address and password, then click the Log In button.



If you do not remember your password or need to sign up for an account, click Forgot Password or Sign Up.



3. After successfully logging in, you will directed to this screen.



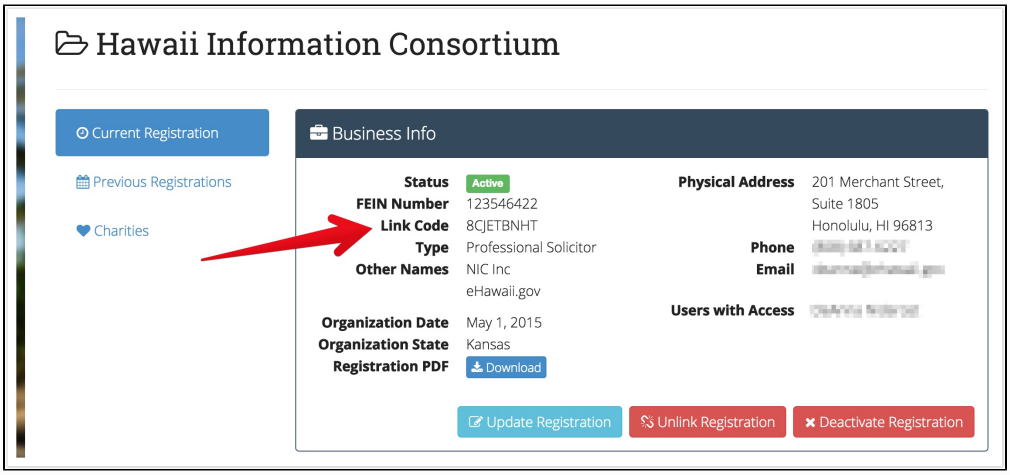
Adding a User to a Registration

Need to add another user to view or manage a registration? Link them! By linking your user account to a registration, you will have full access to manage, view all information, and receive notifications regarding the registration.

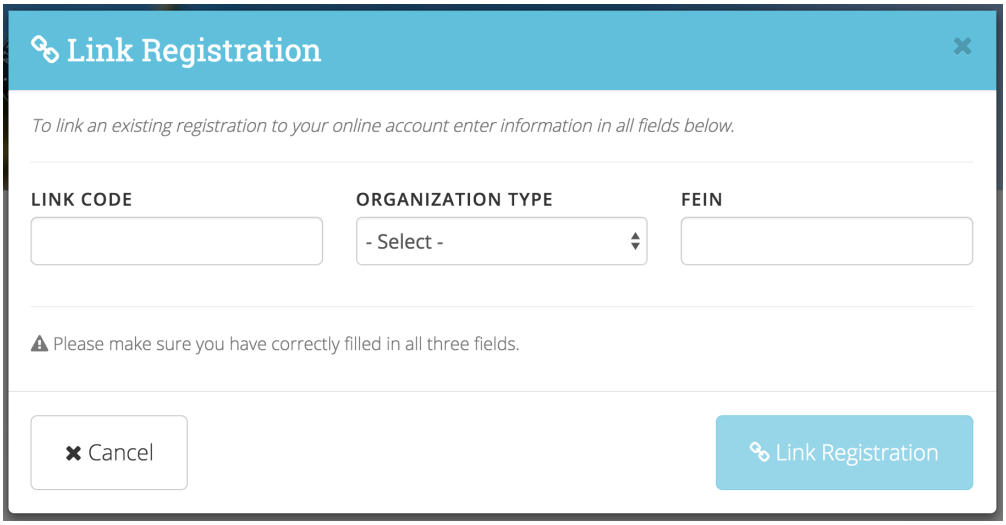
Information you will need:

1. FEIN
2. Registration type (Fundraising Counsel or Solicitor)
3. System provided Link Code

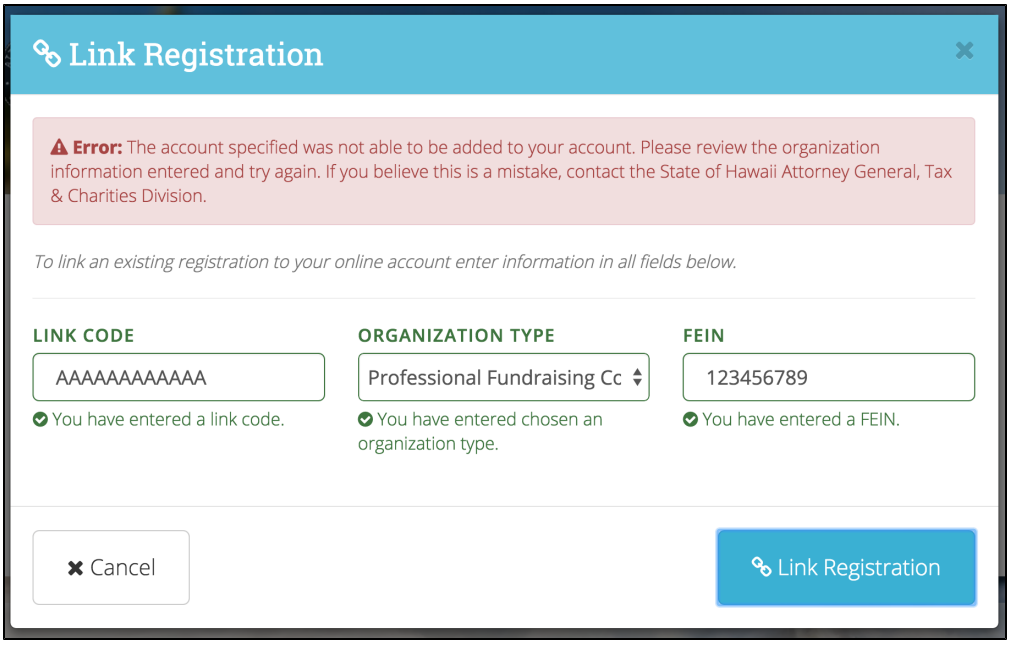
The original registration submitter or others who already have access to this registration can find the Link Code on the home page for that registration.



1. Enter the Link Code and FEIN, select the Organization Type, and then click the Link Registration button.

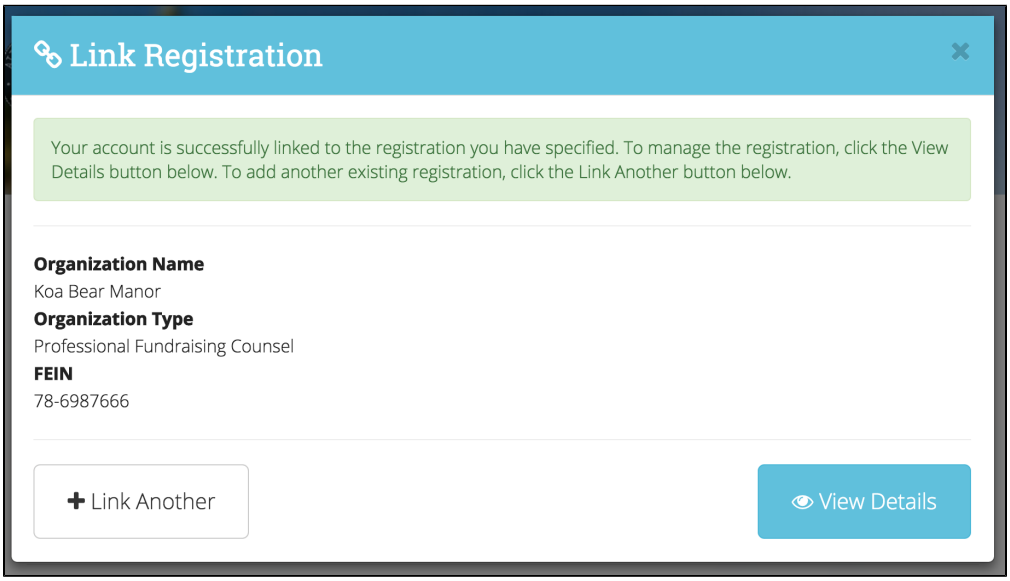


If any information cannot be validated, you will see this message. Please verify the information entered and try again or contact the Hawaii Attorney General Tax & Charities Division.

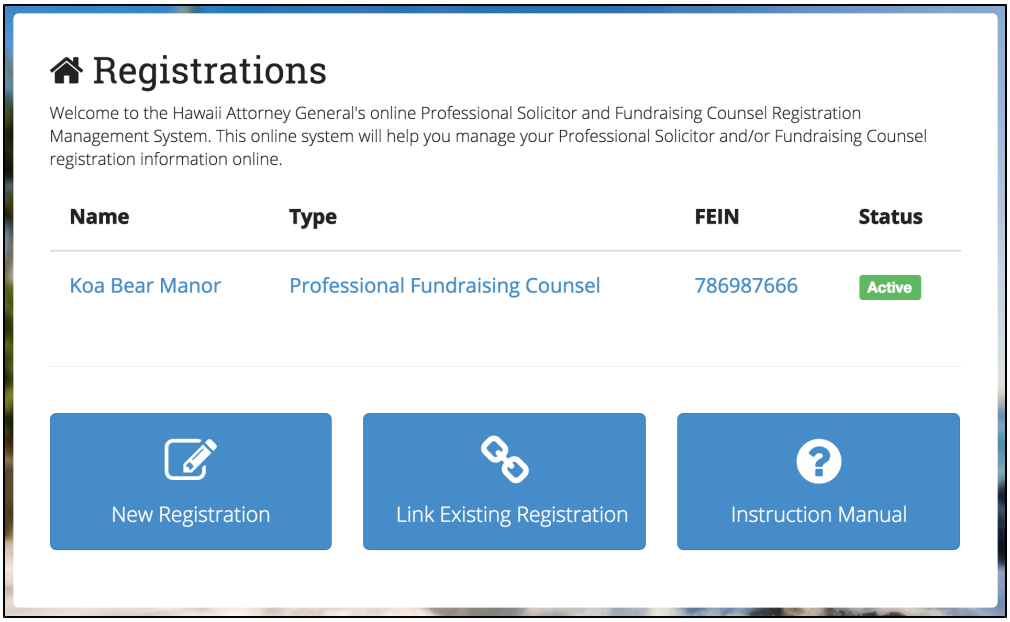


2. After successfully linking a registration, you will see the below screen.

You may either link another registration (click Link Another button) or view and manage the registration (click View Details button).



After linking a registration you will also see it listed on your home page after login.


Registrations
Welcome to the Hawaii Attorney General's online Professional Solicitor and Fundraising Counsel Registration Management System. This online system will help you manage your Professional Solicitor and/or Fundraising Counsel registration information online.
Name
Type
FEIN
Status
Koa Bear Manor
Professional Fundraising Counsel
786987666
Active
New Registration
Link Existing Registration
Instruction Manual

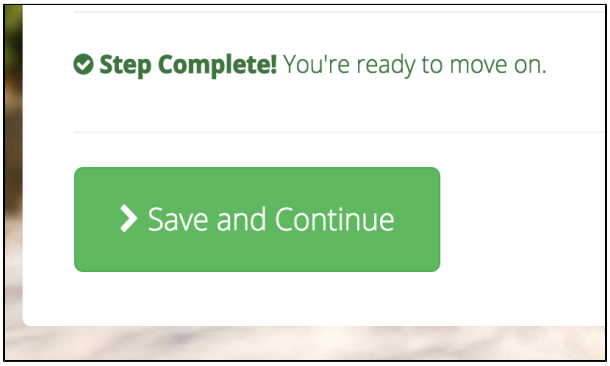
The Registration Form

The registration form collects information required to be a registered Professional Fundraising Counsel or Professional Solicitor with the Hawaii Attorney General Tax & Charities Division. The Tax & Charities Division will review all information collected on these forms.

If you have any questions regarding the information collected on this form, please contact the Hawaii Attorney General Tax & Charities Division at ATG.charities@hawaii.gov.

Saving My Registration for Later

You will notice that each step in the registration form has the Save and Continue button. Upon proceeding to the following step, your information will be saved if you would like to return at a later date.



You have 90 days from the date you first saved the registration to finish and submit it to the Hawaii Attorney General Tax & Charities Division. If you do not submit the registration by that time it will be removed from the system.

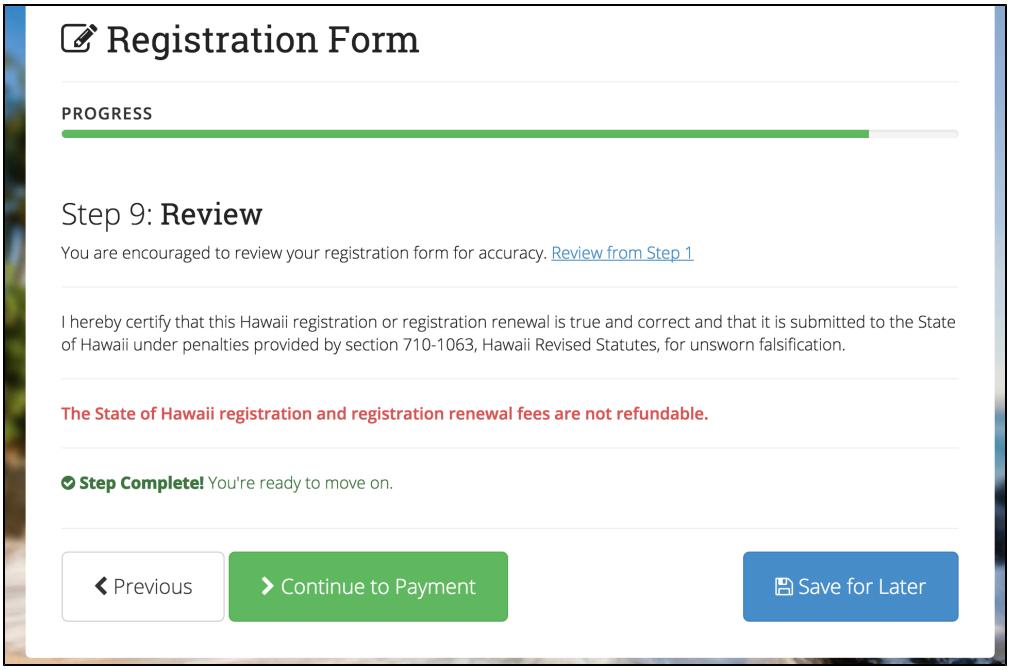
Step 9: Final Registration Review

Congratulations! You're almost done!

Review: After entering all information, you are encouraged to review your registration before submission by clicking the Review from Step 1 link. This link will return you to Step 1 of the registration form and allow you to review all information entered as you proceed back through the form.

Submit your Application: Click the Continue to Payment button to submit your registration fees and submit the application to the Hawaii Attorney General Tax & Charities Division.

Save for Later: You may also choose to save your registration and submit it later. Click the Save for Later button to save the registration.

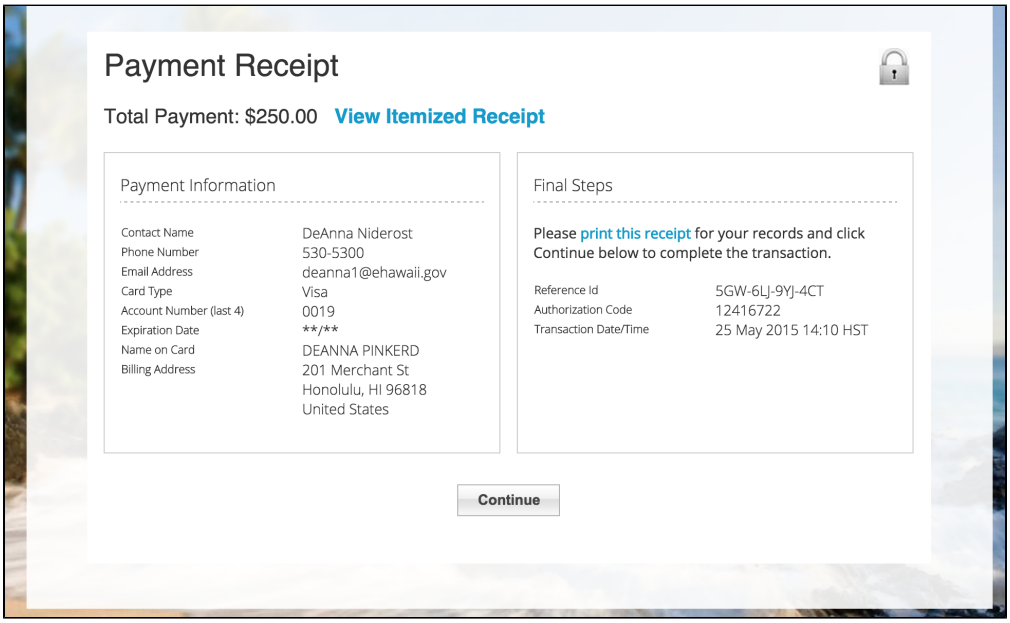


Payment

You can submit payment by ACH (electronic check), credit card, or subscriber account.

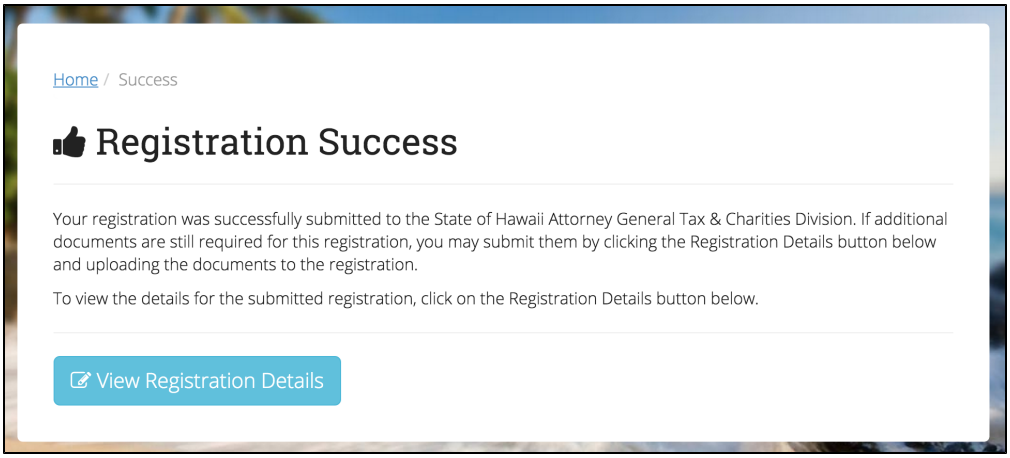
Your payment confirmation will be confirmed by seeing the screen below. You will also be sent an email copy of your receipt to the email address you provided in the payment screen.

Please click the Continue button to proceed to the submission confirmation.



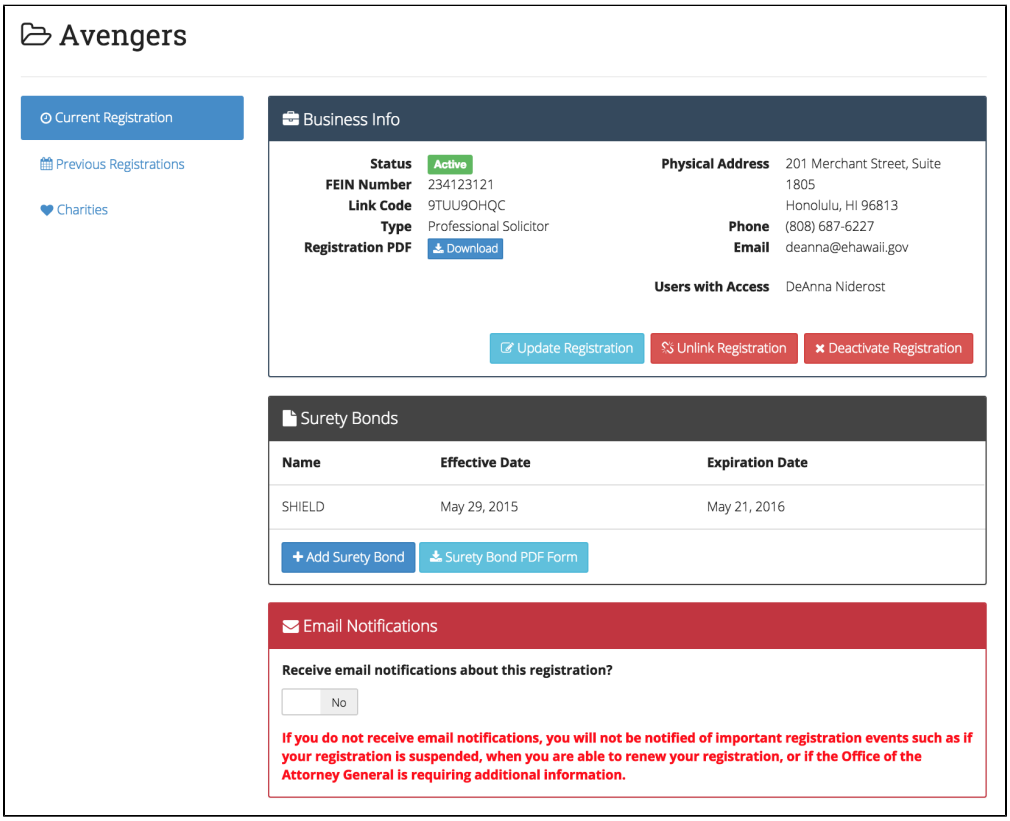
Registration Submission Confirmation

After payment confirmation, this screen will confirm your submission with the Hawaii Attorney General Tax & Charities Division. To view details and manage the registration, click the View Registration Details button.


Home / Success
Registration Success
Your registration was successfully submitted to the State of Hawaii Attorney General Tax & Charities Division. If additional documents are still required for this registration, you may submit them by clicking the Registration Details button below and uploading the documents to the registration.
To view the details for the submitted registration, click on the Registration Details button below.
View Registration Details

Managing Your Registration

Manage your registration information from the screen displayed below



Registration Statuses

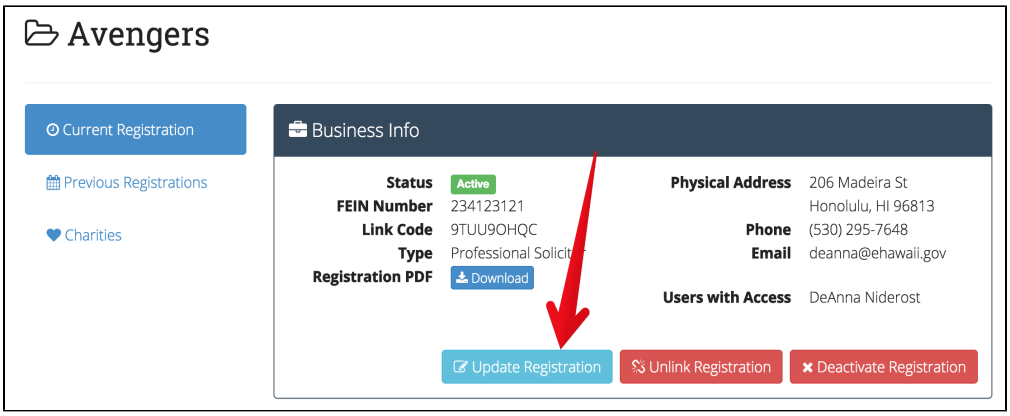
What are all these statuses? What do they mean?

Status	Description
Active	This registration is in full compliance and can actively solicit or provide fundraising counsel services.
Denied	Your pending registration application was denied. Please contact the Hawaii Attorney General Tax & Charities Division at ATG.charities@hawaii.gov.
Expired	This registration was not renewed on time (July 1 every year). If this registration is not renewed within 50 days of expiration, the registration will be rendered Inactive. To reactivate the registration, contact the Hawaii Attorney General Tax & Charities Division at ATG.charities@hawaii.gov.
Inactive	This registration is not actively registered with the Hawaii Attorney General Tax & Charities Division and may not solicit or provide fundraising counsel services in Hawaii.
Incomplete	This first-time registration has been started and saved but not yet submitted.
Pending	This registration is pending administrative review and is not yet approved or denied. To inquire about a pending registration, please contact the Hawaii Attorney General Tax & Charities Division at ATG.charities@hawaii.gov.
Revoked	A registration may be revoked for various legal and administrative reasons. If your registration is revoked, you will not be allowed to make any modifications to the registration. Please contact the Hawaii Attorney General Tax & Charities Division at ATG.charities@hawaii.gov if your registration is revoked.
Self Deactivate	The fundraiser has chosen to deactivate the registration.
Suspended	A registration may be suspended for various legal and administrative reasons. If your registration is suspended, you will not be allowed to make any modifications to the registration. Please contact the Hawaii Attorney General Tax & Charities Division at ATG.charities@hawaii.gov if your registration is suspended.

Update the Information on Your Registration

New phone number? New address? The chain of command changed?

1. Click Update Registration

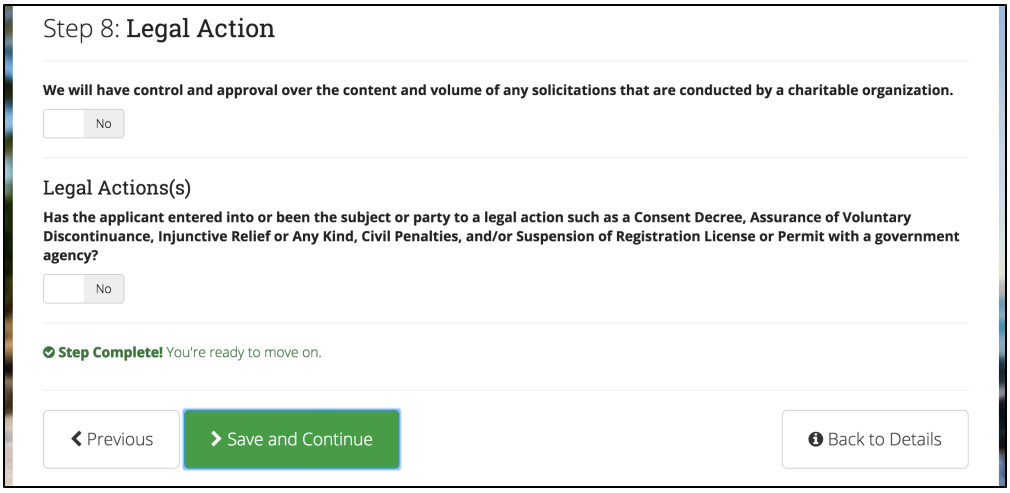


2. The system will step you through the registration form.

Update any information requiring adjustment.

3. Click the Save and Continue button to save updated information

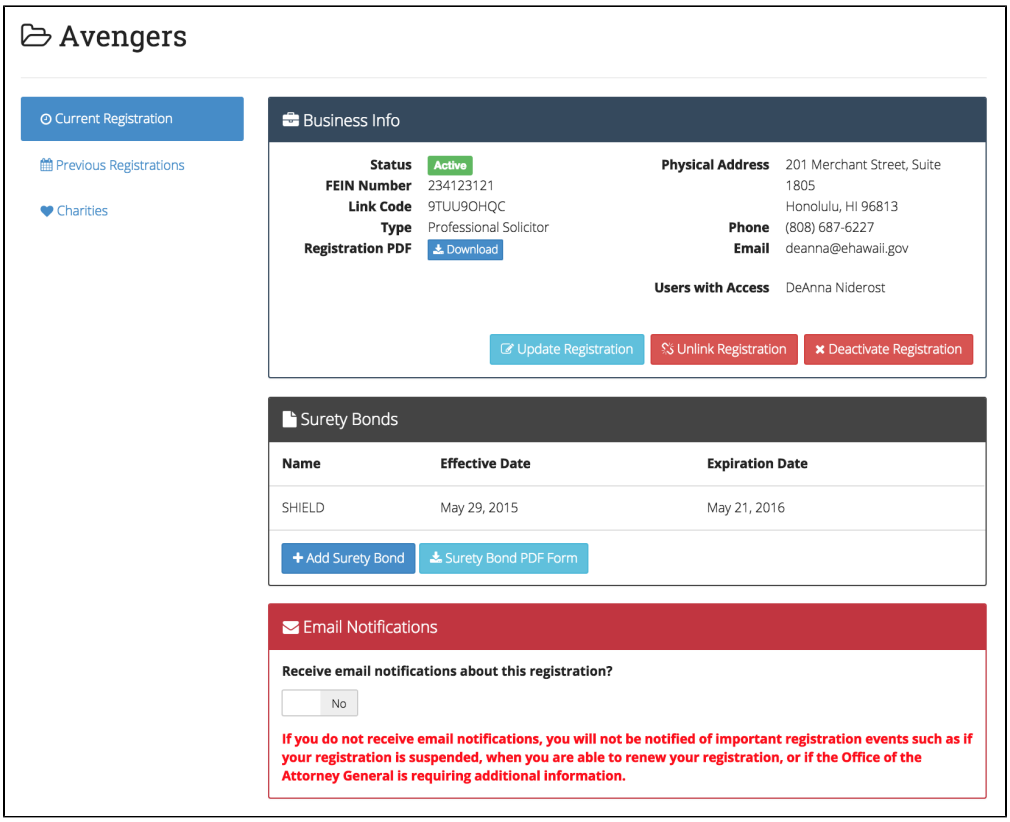
The Back to Details button will return you to the Current Registration section of the registration.



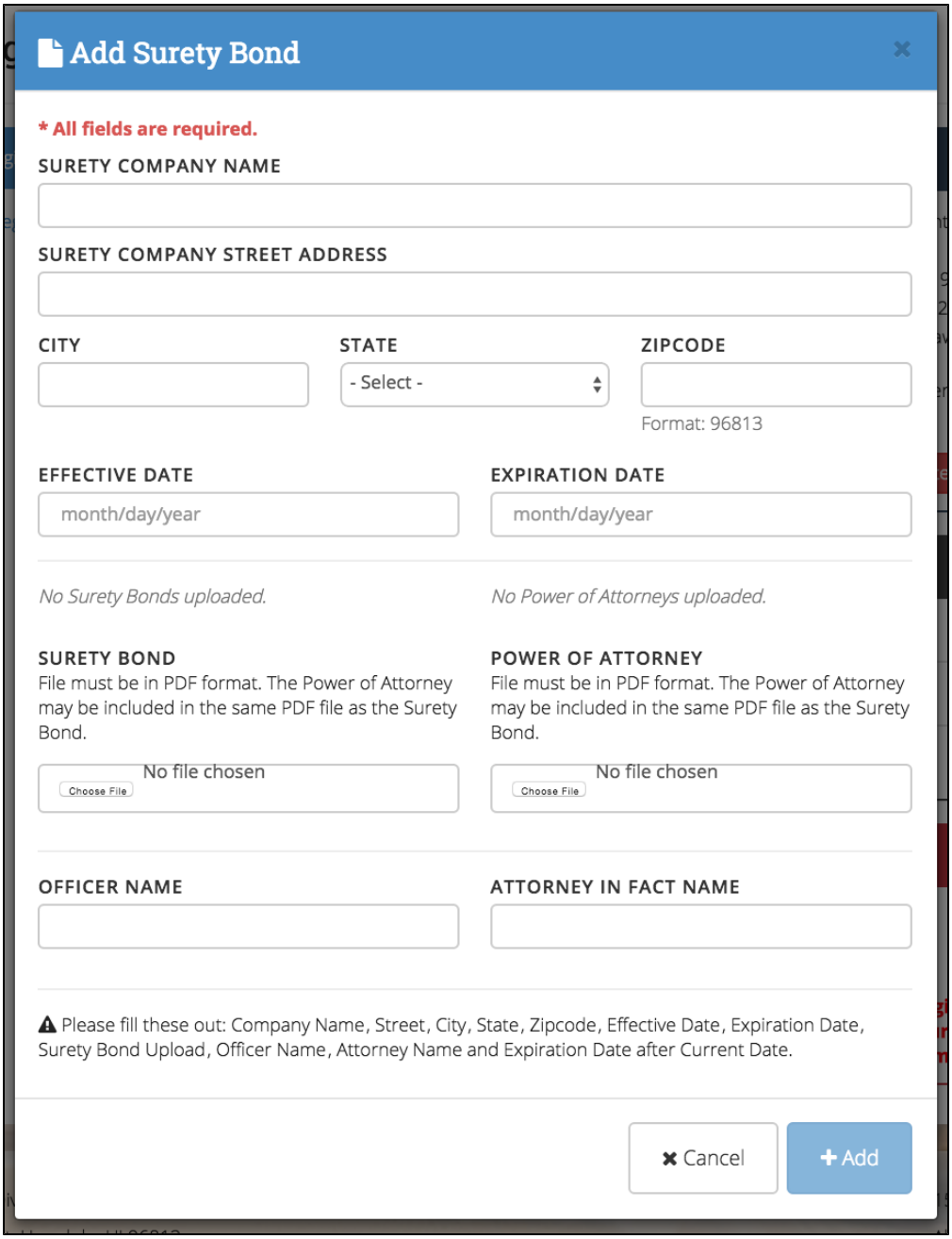
Professional Solicitor Only - Add a Surety Bond

As a Professional Solicitor, you can add a Surety Bond at any time.

1. Click the Add Surety Bond button



2. Enter all required information, upload all required documents, and click the Add button.



2. The added Surety Bond will appear in the list of the Surety Bond section.

Avengers

- Current Registration
- Previous Registrations
- Charities

Business Info

Status	Active	**Physical Address**	201 Merchant Street, Suite 1805 Honolulu, HI 96813
FEIN Number	234123121	**Phone**	(808) 687-6227
Link Code	9TUU9OHQC	**Email**	deanna@ehawaii.gov
Type	Professional Solicitor	**Users with Access**	DeAnna Niderost
Registration PDF	Download		

Update Registration | Unlink Registration | Deactivate Registration

Surety Bonds

Name	Effective Date	Expiration Date
SHIELD	May 29, 2015	May 21, 2016

Add Surety Bond | Surety Bond PDF Form

Email Notifications

Receive email notifications about this registration?

No

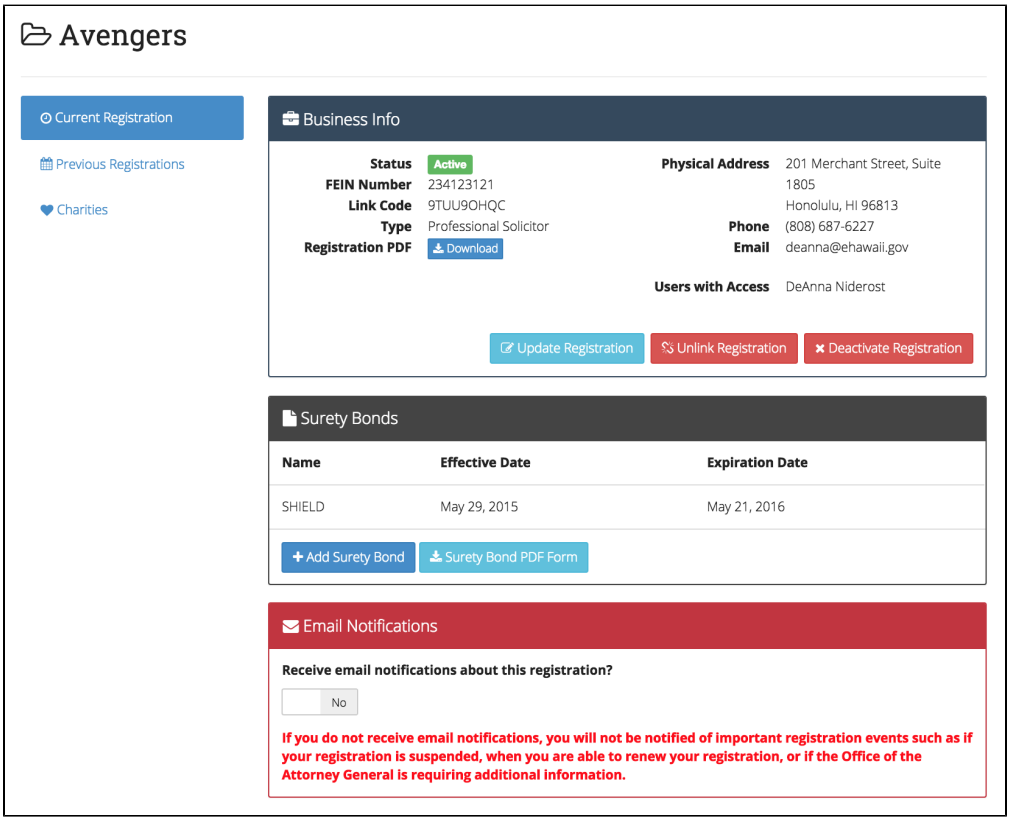
If you do not receive email notifications, you will not be notified of important registration events such as if your registration is suspended, when you are able to renew your registration, or if the Office of the Attorney General is requiring additional information.

Opt In/Out of Receiving Registration Notifications

Don't want to receive email notifications about this registration?

> If you do not receive email notifications, you will not be notified of important registration events such as if your registration is suspended, when you are able to renew your registration, or if the Office of the Attorney General is requiring additional information.

1. In the Email Notifications section of your registration, you can toggle the answer to Yes or No based on your preferences.

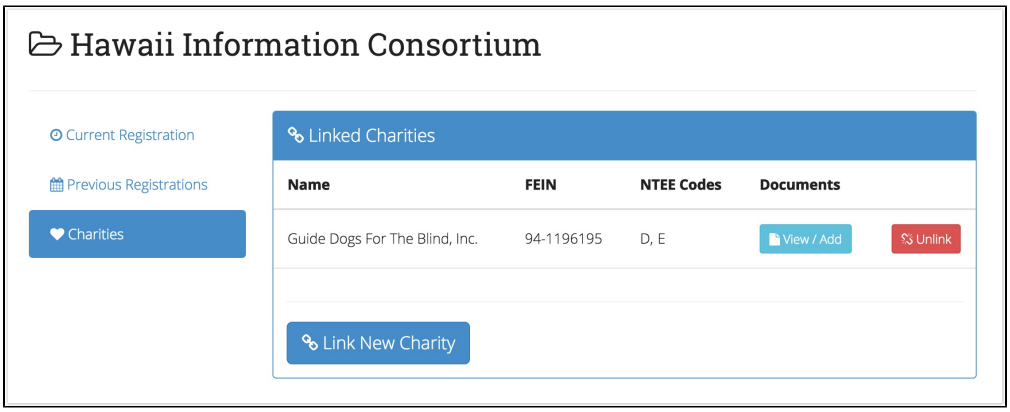


Managing the Charities on Your Registration

Add or remove a charity linked to your registration and manage the documents uploaded for each charity.

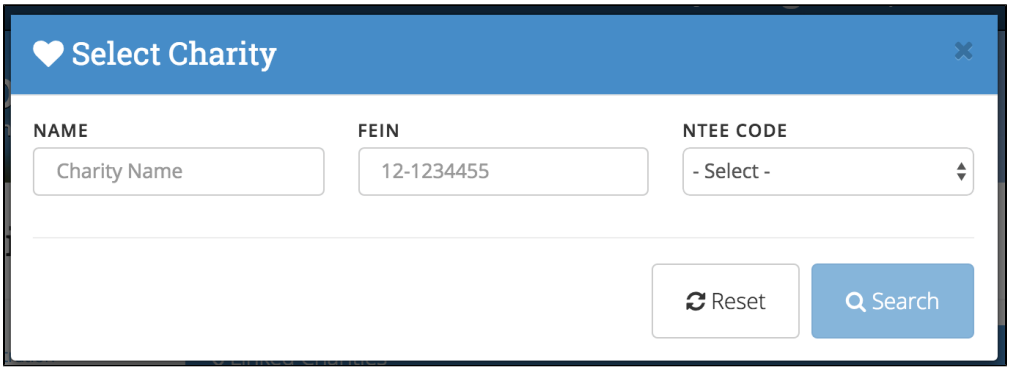
Add a Charity to Your Registration

1. Navigate to the Charities section of the registration and click the Link New Charity button

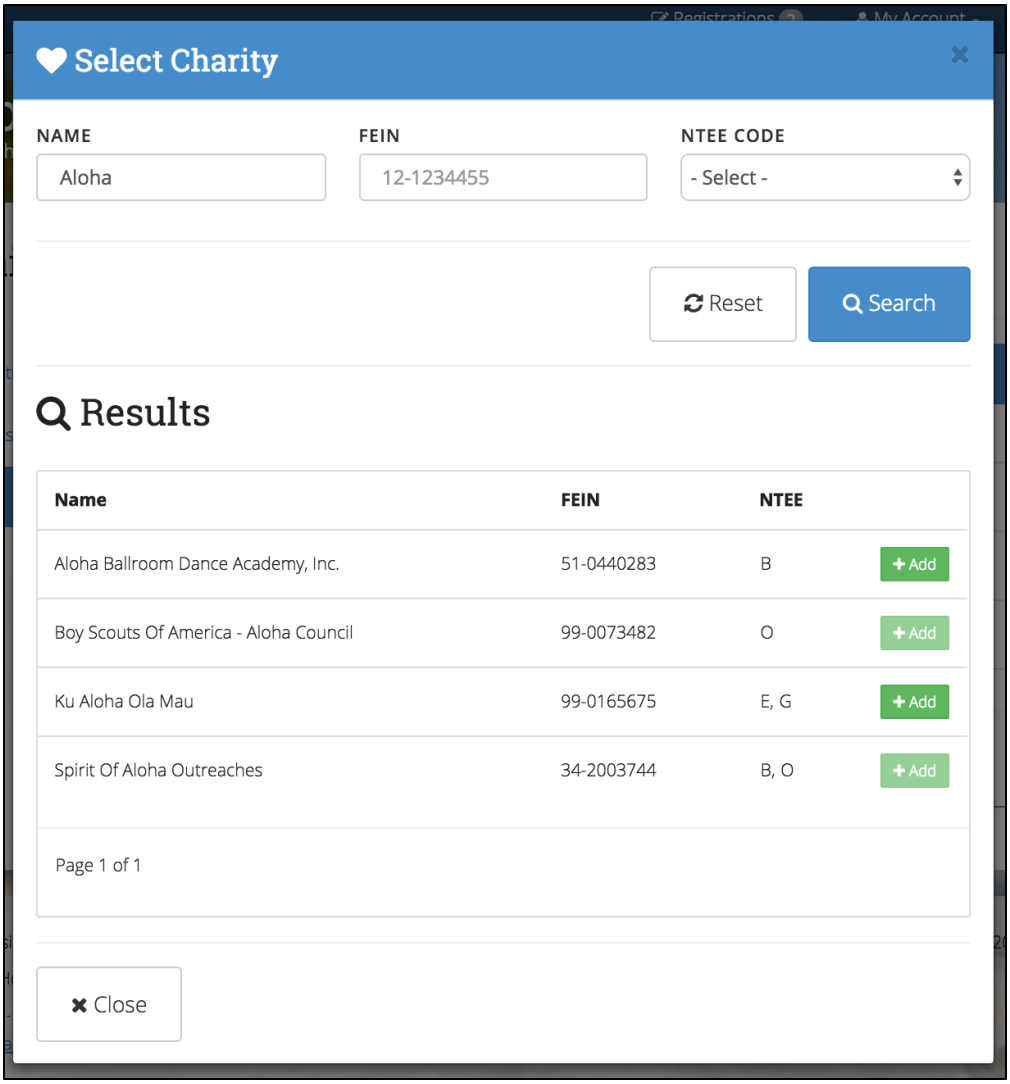


2. Search for the charity

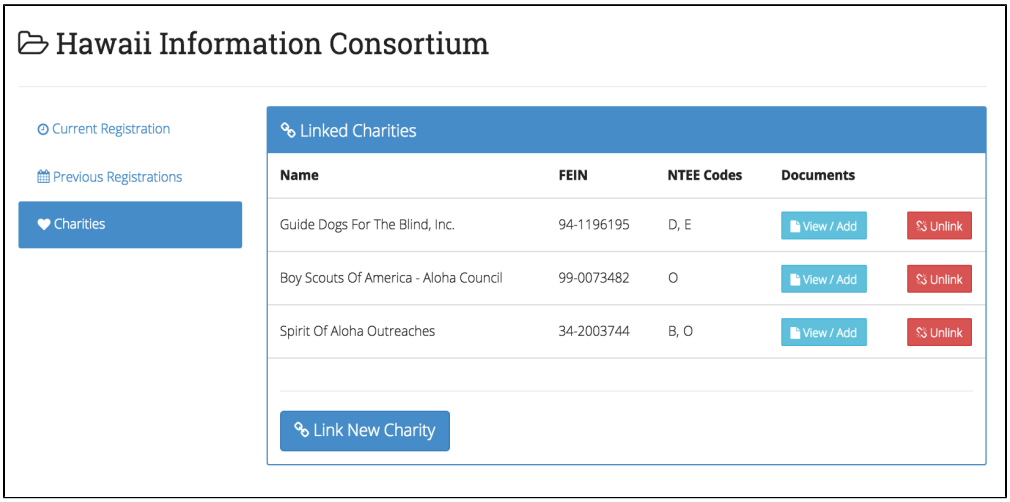
You can search by Name, FEIN, or the NTEE Code.



3. Select the charities you want to add

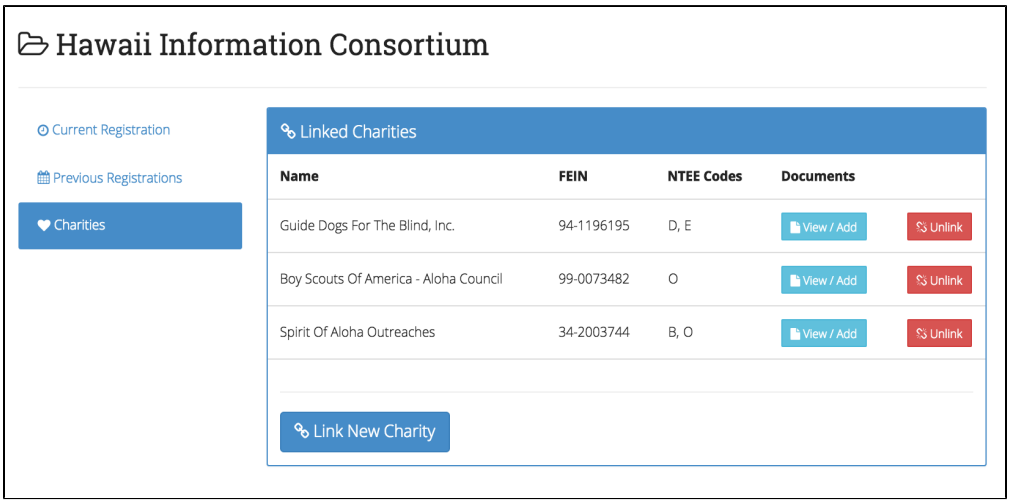


4. Click the close button and you will see the added charities listed

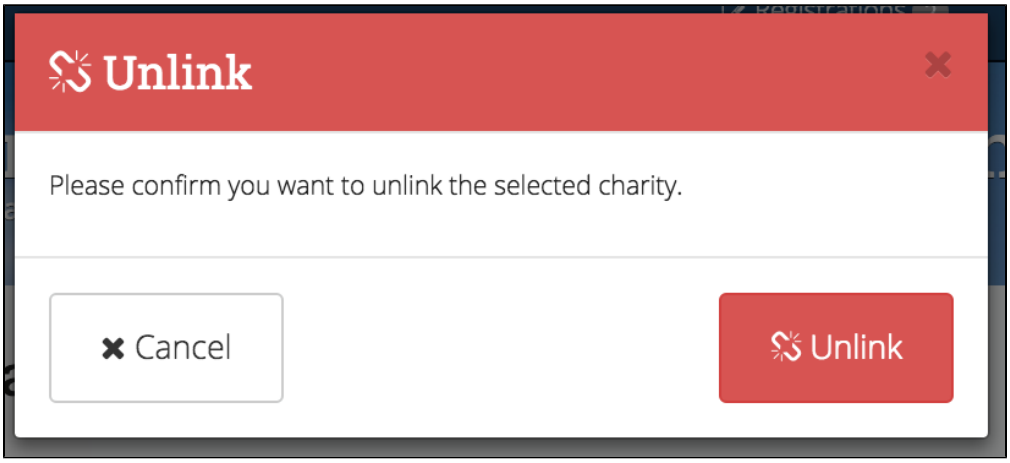


Remove a Charity from Your Registration

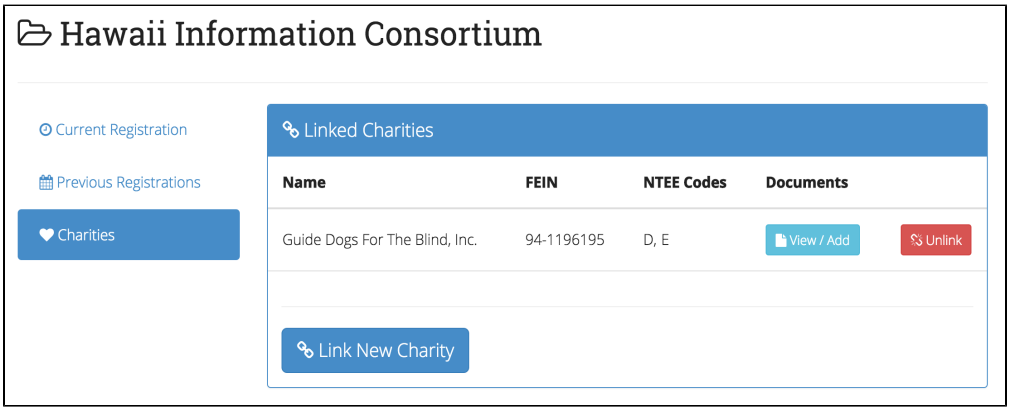
1. Go to the Charities section of your registration and click the Unlink button



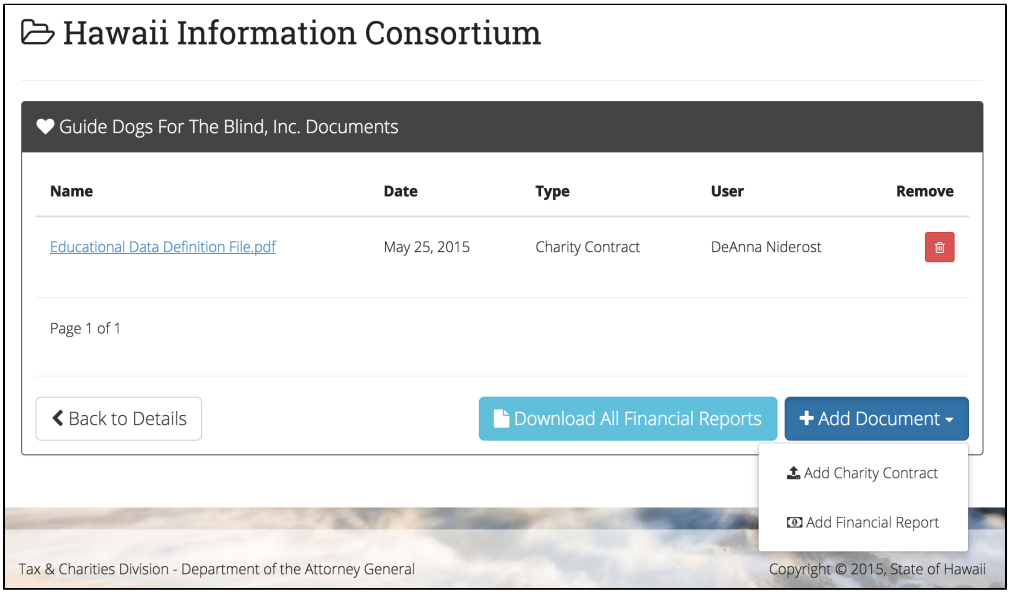
2. Confirm that you want to unlink from this charity by clicking the Unlink button.



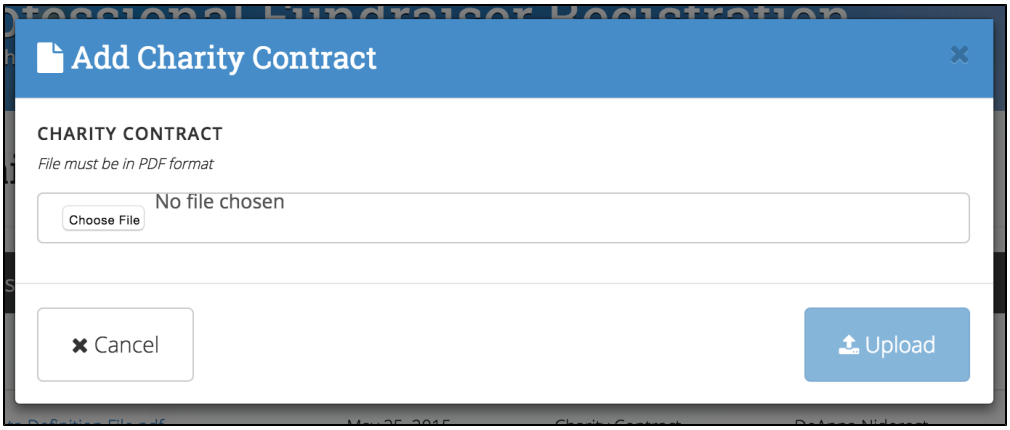
1. Click the View/Add button for the charity



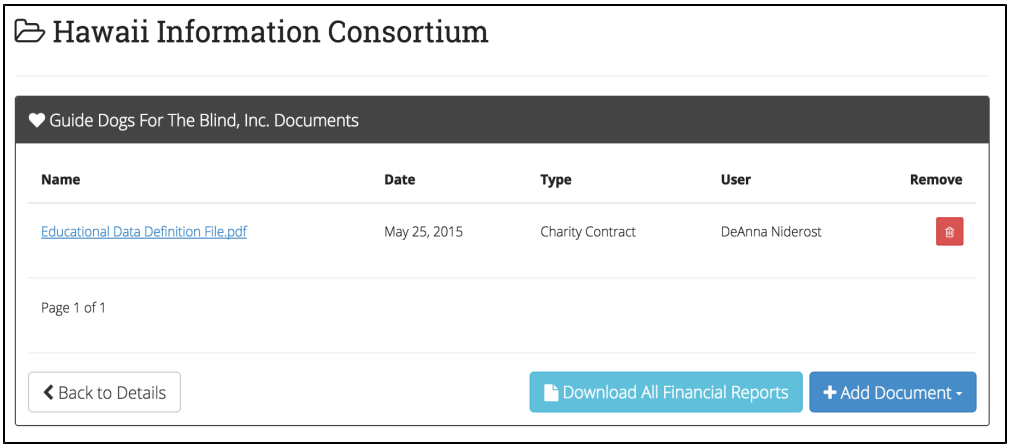
2. Click the Add Document button and select Add Charity Contract



3. Upload the charity contract in the area provided



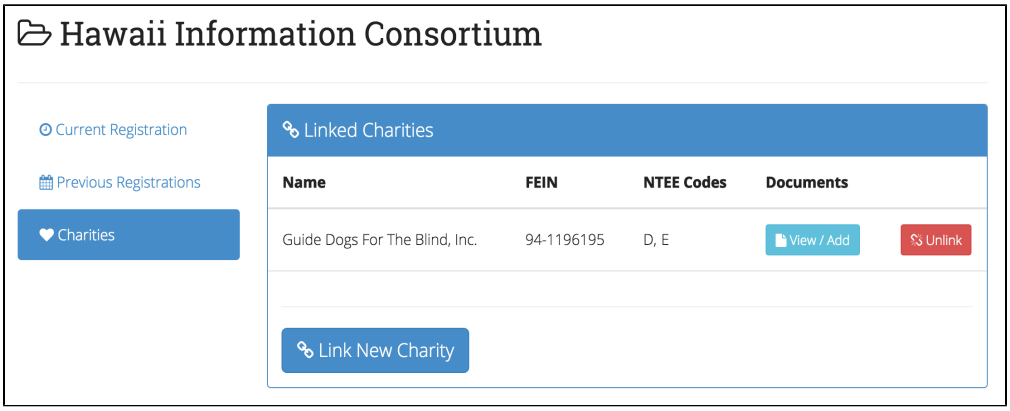
4. Your charity contract will be listed in the charity's section


Hawaii Information Consortium
Guide Dogs For The Blind, Inc. Documents
Name
Date
Type
User
Remove
Educational Data Definition File.pdf
May 25, 2015
Charity Contract
DeAnna Niderost
Page 1 of 1
Back to Details
Download All Financial Reports
Add Document

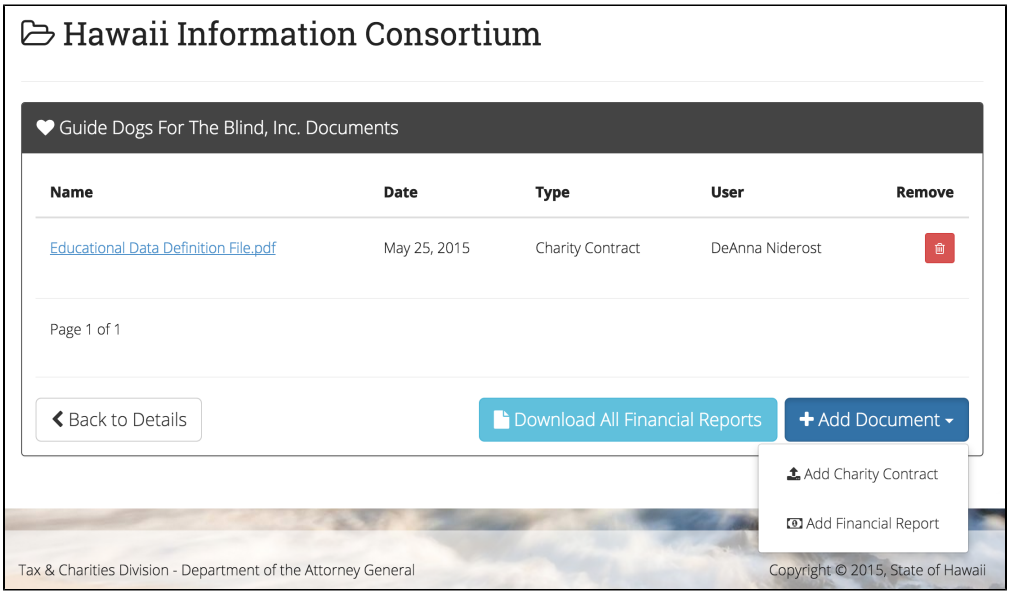
Adding a Financial Report

Add a Financial Report for a charity listed for this registration.

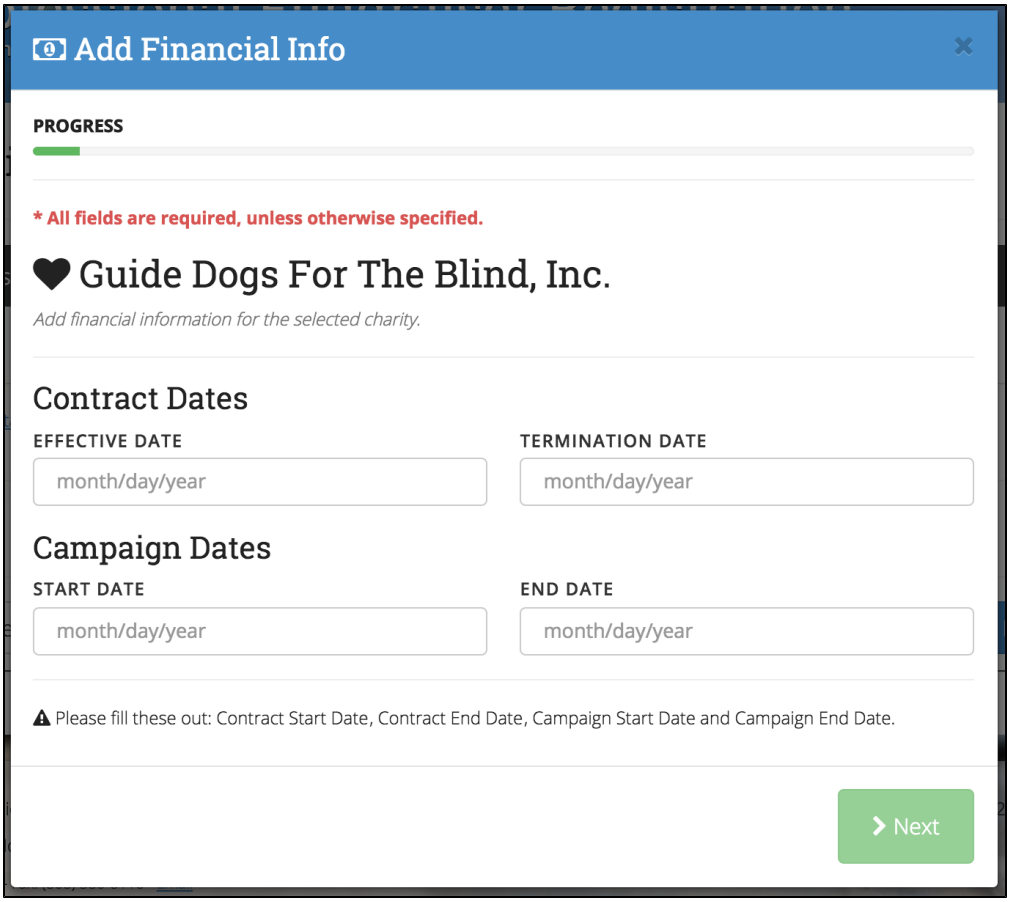
1. Click the View/Add button for the charity



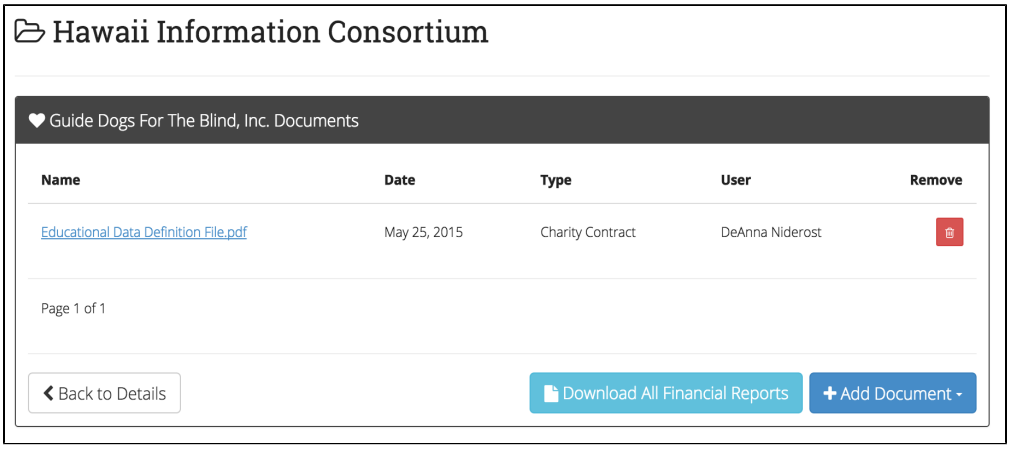
2. Click the Add Document button and select Add Financial Report



3. Enter all required information and documents



4. Your uploaded documents will be listed in the charity's section

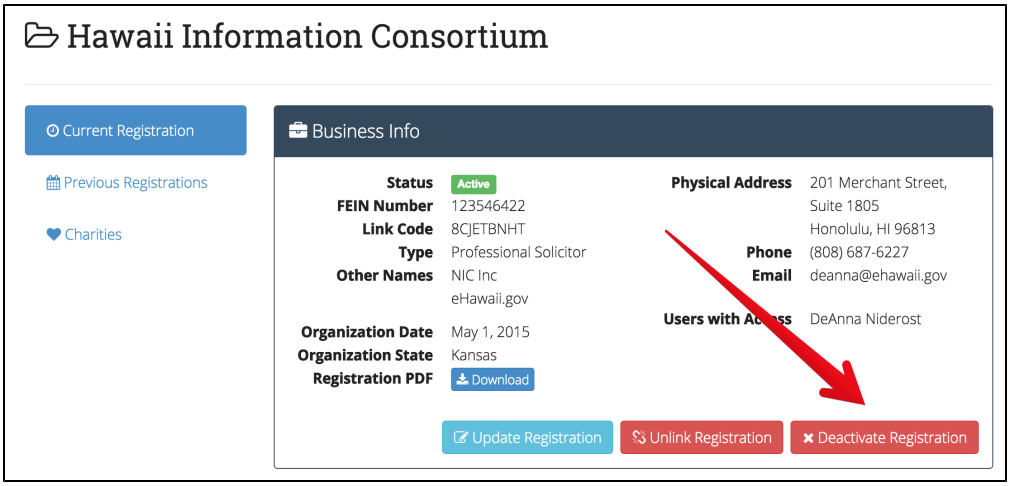


Deactivate Your Registration

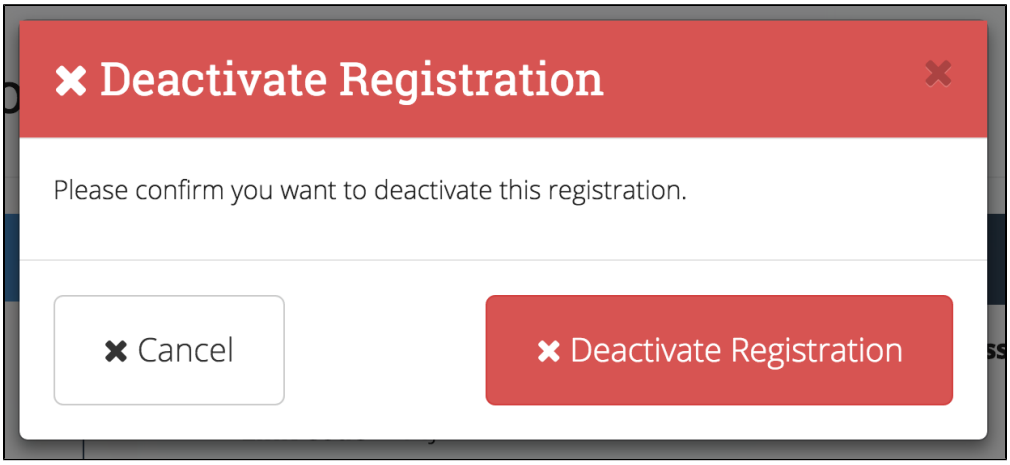
No longer providing services in Hawaii and want to deactivate your registration?

> ⚠ Deactivating your registration will disallow you to provide services in Hawaii.

1. On the Current Registration section of the registration, click the Deactivate Registration button.



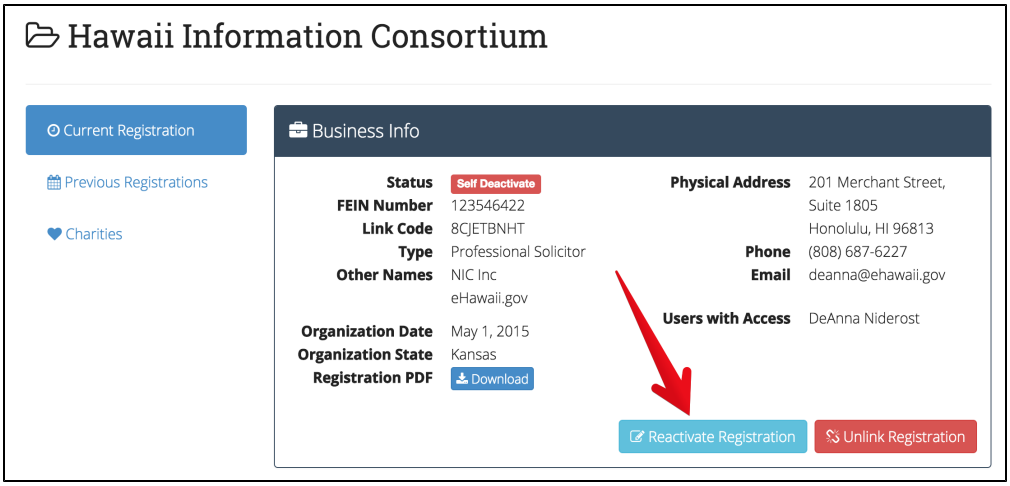
2. Confirm deactivation by clicking Deactivate Registration.



3. Your registration is now deactivated.

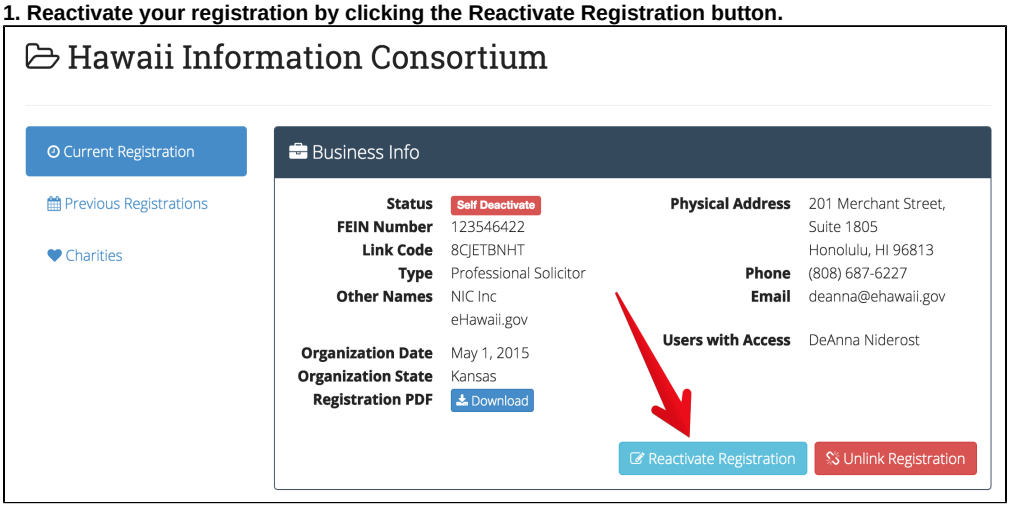
You can reactivate your registration by clicking the Reactivate Registration button.

> ⚠ To reactivate your registration, you will need to review/update all information and resubmit your registration fees.

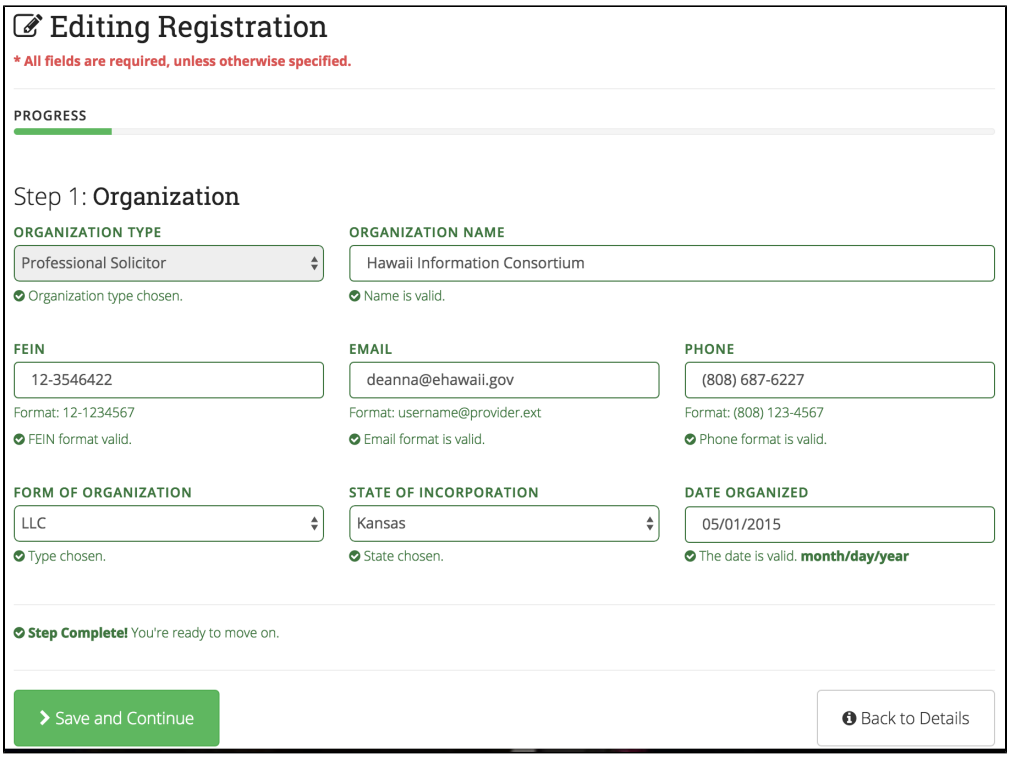

Hawaii Information Consortium
Current Registration
Previous Registrations
Charities
Business Info
Status
Self Deactivate
FEIN Number
123546422
Link Code
8CJETBNHT
Type
Professional Solicitor
Other Names
NIC Inc
eHawaii.gov
Organization Date
May 1, 2015
Organization State
Kansas
Registration PDF
Download
Physical Address
201 Merchant Street,
Suite 1805
Honolulu, HI 96813
Phone
(808) 687-6227
Email
deanna@ehawaii.gov
Users with Access
DeAnna Niderost
Reactivate Registration
Unlink Registration

Reactivate Your Registration

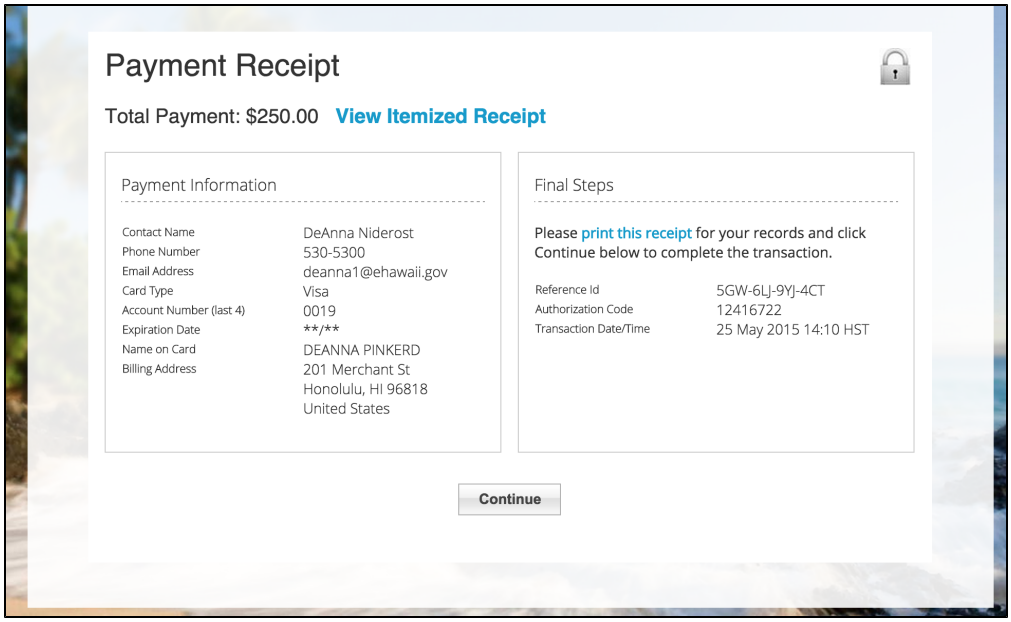
1. Reactivate your registration by clicking the Reactivate Registration button.



2. Review and update all registration information.



3. Resubmit your registration fees.



4. Your registration will be under administrative review and then approved based on the review.

Managing Users Linked to a Registration

Need to add or remove users from a registration?

How do I add a user?

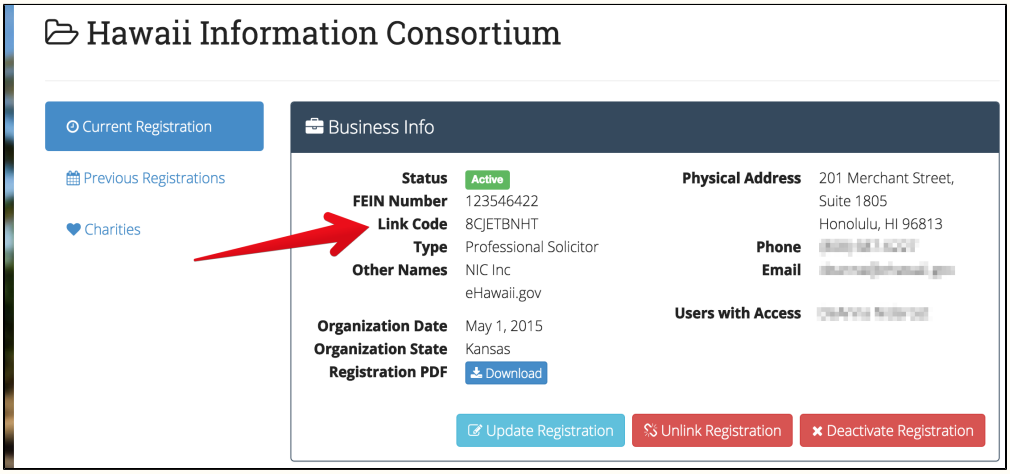
To add a user, they will need to know the registration's:

1. FEIN
2. Type (Is it a Professional Fundraising Counsel or Professional Solicitor registration?)
3. Link Code

The person who needs access should:

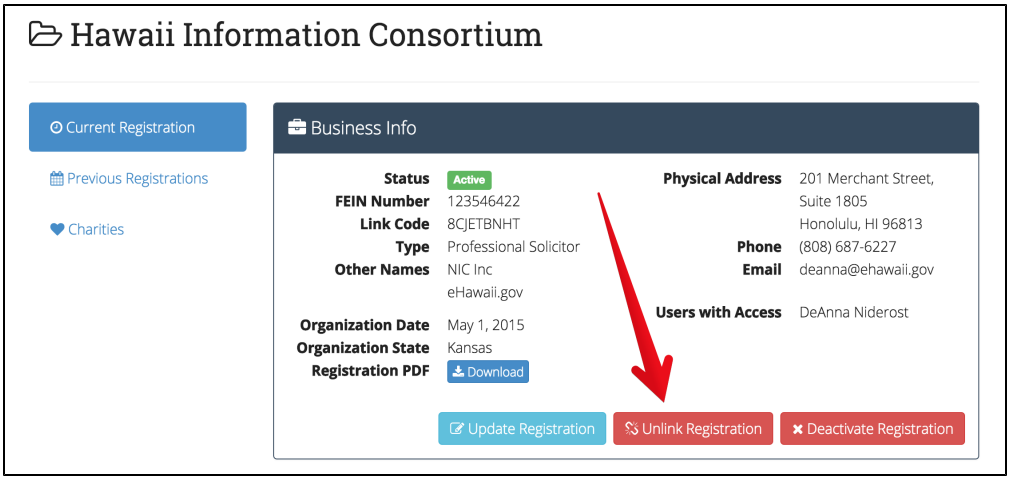
1. Log In
2. Link the registration using the information above - see Link a Registration

You (as someone who already has access to this registration) will need to provide this user with the Link Code. The Link Code can be found on the Current Registration screen for the registration.

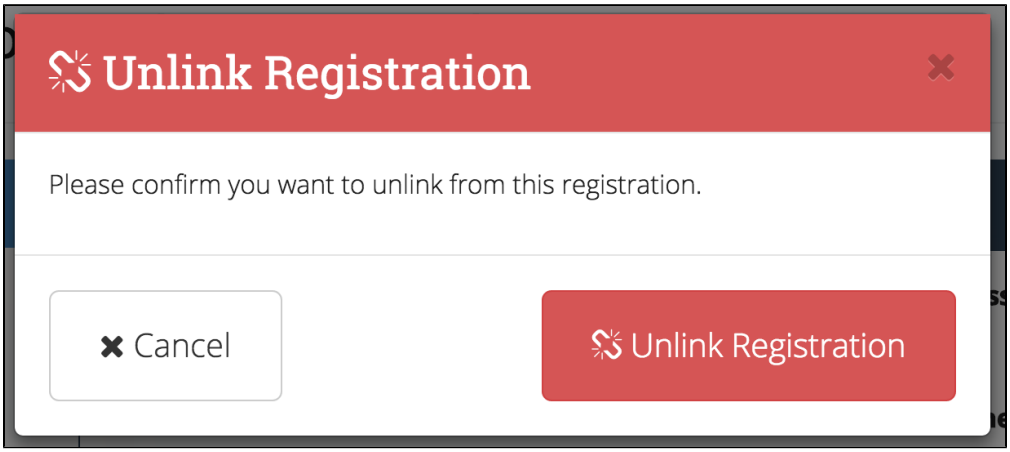


How do I remove myself from a registration?

1. In the Current Registration section of a registration, click the Unlink Registration button.



2. Confirm by clicking the Unlink Registration button again.



How do I remove a user from a registration?

You may contact the Hawaii Attorney General Tax & Charities Division to remove them. Be prepared with that person's email address and name.

> Under extreme cases you may block a user from a registration. You will also need to contact the Hawaii Attorney General Tax & Charities Division to block a user.