

CHARITY  NEXUS



Charity Nexus 2016 Help Guide Independent

CHARITY  NEXUS

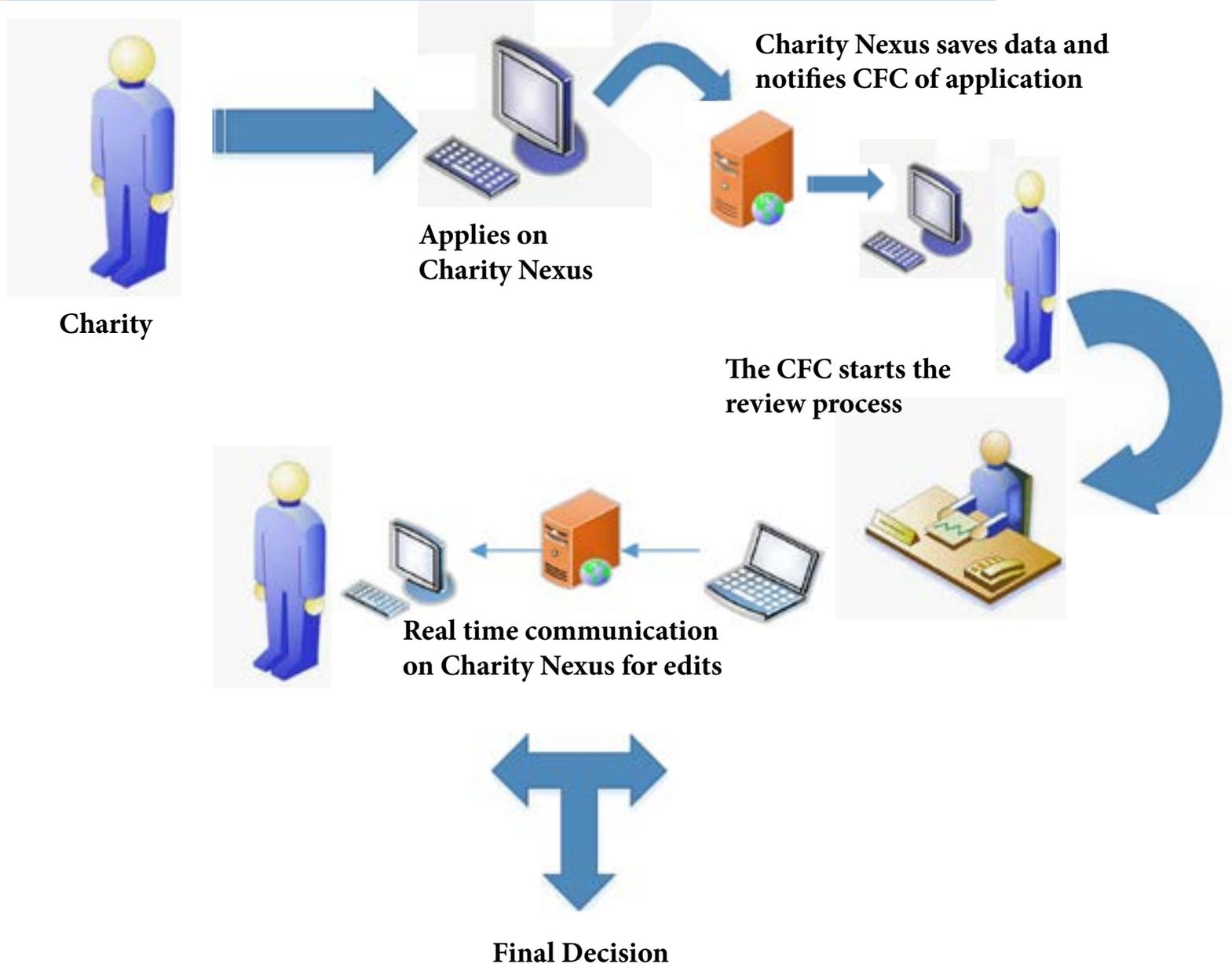
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Getting Started: Why Use Charity Nexus?

Charity Nexus takes the paper application process to a whole new level. Charities can apply to a CFC region and get real time feedback about the status of their application. Charity Nexus saves applications and communication from previous years, allowing for charities to archive their applications and supported attachments.



Getting Started

The website to go to for charity applications is www.charitynexus.org/_apply. If you search for and end up on www.charitynexus.org you will see the button to click for charities or federations.

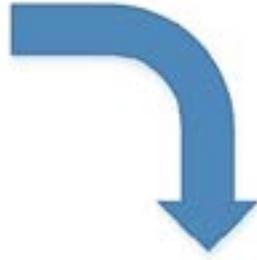


You will see two options on the website. If you are new to Charity Nexus, you will have to register. If you are an existing user, you can click I HAVE REGISTERED LOG IN NOW.



Registration

**I AM NEW
REGISTER ME**
CLICK HERE



Click the button called I AM NEW REGISTER ME.

Enter in the Following:

- Name
- Email
- Username
- Charity EIN
- Password

Passwords must be six or more characters and are case sensitive.

REGISTER

FIRST NAME: first name	LAST NAME: last name
EMAIL: email address	CONFIRM EMAIL: confirm email
USERNAME/LOGIN: username/login <small>(Usernames/Logins ARE case sensitive)</small>	CHARITY EIN (must be 9 digits): 00 - 0000000 <small>(This is 9 digit federal tax ID of the charity you represent)</small>
PASSWORD: password <small>(Passwords must be 6 characters or more, Passwords ARE case sensitive.)</small>	CONFIRM PASSWORD: confirm password

ALL FIELDS REQUIRED

[I forgot my login or password](#) [I have a login & password](#)

XCLOSE

Helpful Hint: Duplicate EIN. If your organization's EIN is in the system, you can request to be added to that account. You can also indicate that you are from a new chapter if your charity has multiple chapters. Check the box and click Register Me.



This EIN has already been registered. If you are part of one of these organization, choose that one and hit submit. You will need to be approved a member of that organization.

SELECT	ORGANIZATION	EXISTING ADMINISTRATOR	EMAIL ADDRESS
<input checked="" type="radio"/>	My Demo's Charity	Levi McCy	levi@charitynexus.org
<input type="radio"/>	My Demo's Charity	Demo Charity	info@charitynexus.org

I am a new chapter sharing that EIN. Please create a new account for me.

Login

**I HAVE REGISTERED
LOG IN NOW**

CLICK HERE

Enter in your username and password. Then click GO. If you need to reset your password, click *I forgot my login or password*.



LOGIN

WELCOME username: *

password: * **GO**

Please enter your username and password above. If you have not yet registered, click on **I AM A FIRST TIME APPLICANT** below. If you have logged in but forgot your password, click on **I FORGOT MY LOGIN OR PASSWORD** below.

[I am a first time applicant](#) [I forgot my login or password](#)

XCLOSE

Helpful Hint: Password Recovery. Enter the email associated with your account. The system will send an email with instructions on how to reset the password. You may need to look in your junk/SPAM folder for the email from Charity Nexus.



My Profile

My Profile is your personal profile and not the charity profile. This is for your access into your Charity Nexus account.

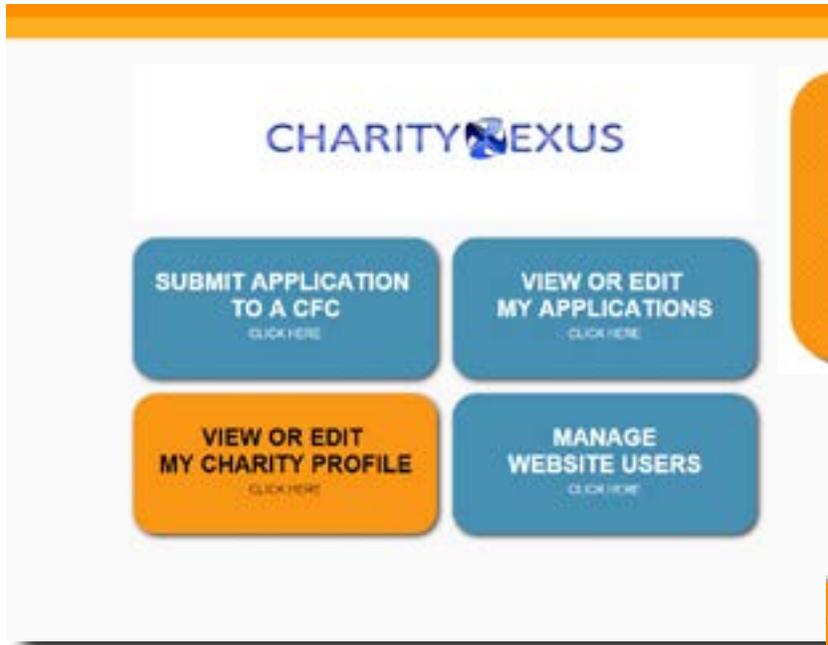
The screenshot shows a web interface for updating a user's profile. At the top, there is a navigation bar with 'MAIN MENU' and 'MY PROFILE' (with a dropdown arrow). Below this, a breadcrumb trail shows 'my profile'. The main heading is 'MY PROFILE'. A large box contains the instruction 'CHANGE YOUR PROFILE INFORMATION BELOW'. The form consists of several input fields: 'FIRST NAME', 'LAST NAME', 'EMAIL ADDRESS', and 'CONFIRM EMAIL ADDRESS'. Below these is a 'YOUR LOGIN/USERNAME' field. To the right of the 'YOUR LOGIN/USERNAME' field is a 'CHANGE CURRENT PASSWORD' section with two radio button options: 'No, keep my current password' (selected) and 'Yes, I want to change my password'. An orange 'UPDATE MY PROFILE' button is located at the bottom right of the form area.

Helpful Hint: My Profile.

If you need assistance with resetting your password, you can contact the CFC office and request a temporary password. Once logged in, you can go to MY PROFILE and update your password. The name and email address can also be edited.

Your Homepage Defined

VIEW OR EDIT MY CHARITY PROFILE



VIEW OR EDIT MY CHARITY PROFILE
CLICK HERE

Please verify your profile data, including contact information, 25 word statement, and optional bank account data. Then click UPDATE PROFILE.

A screenshot of the "CHARITY PROFILE" form. At the top is a blue header with the text "CHARITY PROFILE". Below the header is a blue box with an information icon and the text "Charity Profile Tip: These fields are used to automatically fill in the fields on applications, greatly reducing your time to completion. All fields are required unless marked as optional. A complete profile is required to continue. Estimated time to complete: 15 minutes." Below this is the "ORGANIZATION INFORMATION" section, which includes fields for "ORGANIZATION NAME", "EIN", "5 DIGIT CFC NUMBER", "TELEPHONE NUMBER", "STREET ADDRESS", "CITY", "STATE", and "ZIP". There is also a checkbox for "Check this box if the above address is different than the address submitted with the 2015 CFC application." Below this is the "25 WORD STATEMENT" section with a text area for "25 WORD STATEMENT".

UPDATE PROFILE

Helpful Hint: My Profile.

The data from the profile will be used to auto-populate some sections of the application. This will help save time while filling out the application. Filling out the application **MUST** be completed in one sitting.

The Bank account information is optional. There are two payment methods for processing your application: e-Check or Credit Card.

Manage Website Users

CHARITY NEXUS

SUBMIT APPLICATION
TO A CFC
CLICK HERE

VIEW OR EDIT
MY APPLICATIONS
CLICK HERE

VIEW OR EDIT
MY CHARITY PROFILE
CLICK HERE

MANAGE
WEBSITE USERS
CLICK HERE

MANAGE CHARITY USERS

Manage Users Tips

These are all the users associated with your organization. As a security measure, new users need to be enabled by existing users.

USER MANAGEMENT TOOL

Name	Email Address	Enabled	Action
Joel Weisel			
Levi Ziefow	levi@joel.com		Click to Disable
sfvs afbva		YES	Click to Enable

As the main account holder, you have the ability to manage any other users from your organization that would also like to participate in the application process.

You can click to enable their request to access the charity profile and application. This is helpful when a change happens in the middle of the process and someone else needs to manage the account.

MANAGE CHARITY USERS

Manage Users Tips

These are all the users associated with your organization. As a security measure, new users need to be enabled by existing users.

USER MANAGEMENT TOOL

Name	Email Address	Disabled	Action
Joel Weisel			
Levi Ziefow	levi@joel.com		Click to Disable
sfvs afbva		YES	Click to Enable

View or Edit My Applications



Click **VIEW OR EDIT MY APPLICATION** to see the status of your application(s) and make any necessary edits.



You can view previous year's applications, and see the current status of your application here. Click the green circle to expand the data.

MY APPLICATIONS

DISPLAYED REPORT YEAR: 2016

My Applications Tips

Below are all the applications from your organization, sorted by current status. Applications that are Incomplete or Completed are not visible to the CFC. Applications must be Submitted for the CFC to view them. Once an application has been Submitted, it can not be modified until it is Returned.

MORE STATUS



Submit Application to a CFC

When you are ready to start your application, click **SUBMIT APPLICATION TO A CFC**

CHARITY NEXUS

SUBMIT APPLICATION TO A CFC

CLICK HERE

VIEW OR EDIT MY APPLICATION

CLICK HERE

VIEW OR EDIT MY CHARITY PROFILE

CLICK HERE

MANAGE WEBSITE URL

CLICK HERE

SUBMIT APPLICATION TO A CFC

CLICK HERE

Select **APPLY AS AN INDEPENDENT CHARITY** to start the application process. Please note you must complete the application in one sitting.

APPLY TO A CFC

PLEASE SELECT ONE OF THE APPLICATION OPTIONS BELOW

APPLY AS AN INDEPENDENT CHARITY

(a single charity)

CLICK HERE

APPLY AS A FEDERATION

(for multiple charities)

CLICK HERE

Before Starting The Application

How many parts are there?

The application has two parts: the form and the attachments page.

How do I save my application?

At the end of the form you will click the orange **SUBMIT APPLICATION & PROCEED TO FILE UPLOAD**. This will save the form data.



SUBMIT APPLICATION & CONTINUE TO FILE UPLOAD

What attachments will I need?

The top of the application form lists the attachments you may need. Charity Nexus will accept most types of file formats (ex: Word, PDF, JPEG and TIF).

Where and how do I pay the fee?

The payment page is the last step in the process. You can pay by credit card or e-Check.

The Application

CFC APPLICATION FOR LOCAL INDEPENDENT ORGANIZATIONS

1 Independent Application Type

Independent Applications have two parts. The first part is the form below. It must be completed in one sitting. Once you complete the form below, you will be taken to the second part in separate browser documentation. Applications that are edited must be resigned by a Certifying Official.

Estimated time to complete: 30 minutes

ELECTRONIC DOCUMENTS YOU WILL NEED FOR STEP 1
(PDF, DOC, DOCX, TIF, JPG, etc.)

ATTACHMENT A
Supporting statements and documentation of activities that is the program of area covered by the local chapter and a description of the programs, services, benefits, etc. provided by the organization in calendar year and how those programs, services, benefits, etc. affect the members and welfare of the local chapter.

ATTACHMENT B
A copy of the most recent IRS determination letter certifying that the organization is a 501(c)(3) organization (or a copy of the U.S.C. 501(c)(3) U.S.G.C. and 501(c)(3) Regulations are not required pursuant to 26 U.S.C. 170(e)(2)(D)).

ATTACHMENT C
A copy of the audited report and the complete audited financial statements for a fiscal period ending not more than 18 months prior to January 31, 2016 (i.e. ending on or after June 30, 2016).

ATTACHMENT D
A copy of the complete IRS Form 990 for a period ending not more than 18 months prior to January 31, 2016 (i.e. ending on or after June 30, 2016). Revised regulations to the tax exempt organization (EO) or an individual (EO) are not required. The processor's signature above is not sufficient. IRS Form 990-E, 990-B, and comparable forms are not acceptable alternatives.

Application tips and details on the attachments will be at the top.



SELECT A DOMESTIC FEDERAL CHAPTER

CFC Name	CFC Number	Zip Code	Phone Number	Website	Status
Commodore CFC for TAMU	992	77460		www.commodore.org	Active
Greater North CFC - Rio Ave	993	2752	275-217-3332	www.vfjagradems.org	Active
Midwest CFC	994	60610	773-462-8888	www.midwestcfc.org	Active
Northern New England CFC	997	05071	438-8884	www.northernnewenglandcfc.org	Active
FL Chapter CFC	998	40001	275-485-6322	www.flchaptercfc.org	Active
INTERNATIONAL CFC	999	94402	917-333-3333	www.internationalcfc.org	Active
Greater Midwest CFC	1001	40202	402-342-4774	www.gmidwestcfc.org	Active
Ohio West Valley CFC	981	45222	513-266-2010	www.ohiowestvalleycfc.org	Active
Northern VA/DC/MD CFC	982	22108	703-761-9600	www.northernva-dc-md-cfc.org	Active
Central Virginia Area CFC	983	22033	540-421-9911	www.centralvirginiacfc.org	Active
CFC for the Midwest	984	60606	773-462-8888	www.cfcforthemidwest.org	Active
National Capital Area CFC	985	21202	301-551-5400	www.nationalcapitalareacfc.org	Active
NACM CFC	986	32109	386-836-4134	www.nacmcfc.org	Active
UP 10 CFC	987	75111	972-521-2783	www.up10cfc.org	Active
Heart of America CFC	988	65108	202-264-2275	www.heartofamericacfc.org	Active
Gateway CFC	989	63103	636-492-9150	www.gatewaycfc.org	Active

Select the CFC you wish to apply to from the list by checking the circle next to the name.



ORGANIZATION INFORMATION

ORGANIZATION NAME
[Text Field]

USA NAME
[Text Field]

ZIP
[Text Field]

5-DIGIT CFC NUMBER
[Text Field]

TELEPHONE NUMBER
[Text Field]

STREET ADDRESS
[Text Field]

STREET ADDRESS 2
[Text Field]

CITY
[Text Field]

STATE
[Dropdown]

ZIP
[Text Field]

Check this box if the above address is different from the address submitted with the 2014 CFC application.

WEBSITE
[Text Field]

IS YOUR SIGNATURE
[Text Field]

Refer back across columns of Richards East End through the Youth After School (evening Program and Senior Social), Senior Activities, Service Organizations and Food Program.

The last section of the application requires a signature and typed name of the applicant. Clicking submit application saves all the data entered.



10 - PROHIBIT SALE OR LEASE

PROHIBIT SALE OR LEASE OF CFC CONTRIBUTOR LISTS

I certify that the organization named in this application prohibits the sale or lease of CFC contributor lists.

11 - TRUTHFUL PROMOTIONAL ACTIVITIES

MULTIPLE AND NON-DECEPTIVE PROMOTIONAL ACTIVITIES

I certify that the organization named in this application conducts publicity and promotional activities based upon its actual program and operations, and that these activities are truthful and non-deceptive, include all material facts, and make no exaggerated or misleading claims.

12 - PURPOSE OF FUNDS

PURPOSE OF FUNDS

I certify that the organization named in this application effectively uses the funds contributed for its announced purposes.

13 - STATUTES COMPLIANCE

STATUTES COMPLIANCE

I certify that the organization named in this application is in compliance with all statutes, Executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of specially designated nationals and blocked persons subject to such sanctions, and a list of entities and guidelines for such such sanctions programs can be found at www.treas.gov/ofac. Should any change in circumstances pertaining to this certification occur at any time, the organization will notify CFC's CFC Operations immediately.

CERTIFYING OFFICIAL

I, am the duly appointed representative of authorized to verify and affirm all statements included in this application. I verify that I have read all the certifications set forth in this document and affirm their accuracy. In addition, by checking the box next to this certification, the organization named in this application acknowledges and agrees to comply with that certification.

APPLICATION FORM ELECTRONIC SIGNATURE

Please use your mouse to sign this shield. Click and hold the mouse down to draw. (Please try to sign within the gray box)

NAME
[Text Field]

FILE
[Text Field]

DATE
[Text Field]

ADDITIONAL NOTES OR COMMENTS

These notes are not part of the application form, but are communications to the CFC for clarification. They will be able to see and respond to these.

Notes, Comments, or Clarifying Information

PUBLIC BURDEN STATEMENT

We think this form takes an average of 1.5 hours to complete, including the time for getting the needed data and reviewing both the instructions and completing the form. Send comments regarding our website or any other aspects of this form, including suggestions for reducing completion time to Office of Personnel Management (OPM), CFC Operations (338-0131), Washington, DC 20415-7830. The OPM number 338-0131 is currently used. OPM may not collect this information, and you are not required to respond, unless this number is changed.

14 - TIME APPLICATION

Helpful Hints: Application
Application data will only be saved after clicking the SUBMIT APPLICATION button. If any errors are found, the section will have a red line in the header. You must make a new application for the 2016 campaign year.

The File Upload Page

Upload each attachment by clicking *Choose File*, then *Upload*. After you load the last file you can click **SHOW/CHANGE ATTACHMENTS** to see if there were any errors.

SHOW/CHANGE ATTACHMENTS

The screenshot shows a web interface for uploading attachments. It features several sections, each with a title, a description, and two buttons: 'Choose File' and 'Upload'. The sections are:

- A - GEOGRAPHIC REGION**: Includes as ATTACHMENT A supporting statements and/or documentation of substantial local presence in the geographical area covered by the local campaign and a description of the programs, services, benefits, etc. provided by the organization in calendar year 2015 and how those programs, services, benefits, etc. affect human health and welfare of the target population.
- B - MD TAX EXEMPT STATUS**: Includes as ATTACHMENT B a copy of the most recent RC determination letter with 23 C 101(a)(2) and to which contributions are an deductible pursuant to 23 C 101 C.
- C - ACCOUNTING**: Includes as ATTACHMENT C a copy of the auditor's report and the complete audit for January 2016.
- D - ACCOUNTING**: Includes as ATTACHMENT D a copy of the complete RC Form 502 for a period ending not more than 12 months prior to January 2016, including signatures in the designated signature position of all RC Forms 502(a)-(d) or 502(b)-(d). The president's signature zone is not sufficient. RC Forms 502(a), 502(b), and comparable forms are not acceptable substitutes.

A - GEOGRAPHIC REGION

ATTACHMENT A

Include as ATTACHMENT A supporting statements and/or documentation of substantial local presence in the geographical area covered by the local campaign and a description of the programs, services, benefits, etc. provided by the organization in calendar year 2015 and how those programs, services, benefits, etc. affect human health and welfare of the target population.

Choose File No file chosen

Upload

CLICK HERE TO COMPLETE YOUR APPLICATION

**SUBMIT APPLICATION
TO
DEMONSTRATION CFC FOR TESTING**

After clicking Submit, you will be taken to the payment page. You can pay by e-Check or credit card.

The Payment Page

PAYMENT FOR APPLICATION #9287
APPLYING TO DEMONSTRATION CFC FOR TESTING
TOTAL COST IS \$ 10

PAY BY ACH

ACCOUNT TYPE <input type="radio"/> Check <input type="radio"/> Savings	ROUTING NUMBER 000000000	ACCOUNT NUMBER 523624563457	BANK NAME Bank Name
ACCOUNT HOLDER FIRST NAME John		ACCOUNT HOLDER LAST NAME Doe	

PAY BY CREDIT CARD

SUBMIT PAYMENT

The e-Check option opens first. To pay by credit card, click the PAY BY CREDIT CARD button. The data field will expand to display the form. Then click SUBMIT PAYMENT.

PAY BY ACH

PAY BY CREDIT CARD

CREDIT CARD TYPE <input type="radio"/> American Express <input type="radio"/> Discover Card <input checked="" type="radio"/> Mastercard <input type="radio"/> VISA Visa	FIRST NAME AS APPEARS ON CARD Test First Name	LAST NAME AS APPEARS ON CARD Test Last Name		
	CREDIT CARD NUMBER 1234567890123456 <small>16 digits</small>	EXPIRATION DATE 01 / 2016	SECURITY CODE 123 <small>3 digits on back of card</small>	

CARDHOLDER ADDRESS & PHONE NUMBER

BILLING ADDRESS 123 Fake Street	CITY Fake City	STATE HI	ZIP 55555	CARDHOLDER PHONE 123-456-7890
---	--------------------------	--------------------	---------------------	---

SUBMIT PAYMENT

Once you submit the payment, your application is submitted to the CFC. You can see the status of it in View or Edit My Applications.

APPLICATION SUBMISSION COMPLETE

APPLICATION #9287 SUCCESSFULLY SUBMITTED

The application must now be reviewed by DEMONSTRATION CFC FOR TESTING.

To check the status of Application #9287 visit MY APPLICATIONS.

The Review Process

MY APPLICATIONS

DISPLAYED REPORT YEAR: 2016

My Applications Tips

Below are all the applications from your organization, sorted by current status. Applications that are Incomplete or Completed are not visible to the CFC. Applications must be Submitted for the CFC to view them. Once an application has been Submitted, it can not be modified until it is Returned.

MORE STATUS



COMPLETED (1) - Applications that are filled out and have attachments, but have not been submitted for CFC review. These applications need to go through the payment and submission process.



SUBMITTED (2) - Applications that have been submitted to the CFC. The application has not yet been accepted by the CFC. Please wait for the next status change.



RETURNED INCOMPLETE (1) - Applications that have been returned to the charity for corrections. This application needs to be corrected/edited for problems prior to resubmitting.

What does each status mean?

Completed: Application has been filled out and the attachments have been uploaded. The application needs to go through the payment process and final submission to the CFC

Submitted: Applications have been paid for and sent to the CFC. No edits can be made to the application at this level.

Returned

Incomplete: Application has been returned by the CFC for corrections. You can see the requested edits in the Application Notes. Make any necessary changes and click Resubmit. Please see next section for the editing process.

Withdrawn: After submitting an application, the charity can withdraw the application, which removes it from the queue on the CFC side.

Awaiting

Reviewer

Assignment: The application has been accepted and is waiting to be reviewed.

Pending

Approval: The application is in the review process.

Approved: The application has been approved

Denied: The application has been denied

Important Note: Approved/Denied

The CFC will send out letters for applications that have been approved and for applications that have been denied.

Editing The Application and Attachments

You may receive an email noticed that your application has been returned incomplete. Login to your account and go to **VIEW OR EDIT MY APPLICATIONS**

**VIEW OR EDIT
MY APPLICATIONS**

CLICK HERE

Expand the Returned Incomplete by clicking the green circle. Then click the second green circle to open your application.

DISPLAYED REPORT YEAR: 2016 ▾

Search for an Application

MORE	STATUS					
	RETURNED INCOMPLETE (2) - Applications that have been returned to the charity for corrections. This application needs to be corrected/edited for problems prior to resubmitting.					
Expand	APP ID	VOTES (A/D/O)	EIN	APPLICANT	CHARITY/FEDERATION	LAST UPDATED
	9220	--	011234567	GivetoJoel	Independent Charity	2015-12-01 22:24

Under Application Notes, you will see the issue. You can respond with a comment and click Submit to save that comment. If you need to edit the application section, click the blue Edit button.

Edit

Back to list

Resubmit

Withdraw

Edit

Print

Email

9220 | GIVETOJOEL

INDEPENDENT CHARITY

APPLICATION NOTES

The 990 is missing the auditor's signature. Please upload a new 990 with the required signature.

Joel Weixel - 12/01/15

Your 990 is missing the auditor's signature

Joel Weixel - 12/01/15

Application specific notes.

Refresh

Submit

ORGANIZATION INFORMATION

NAME

DBA NAME

Editing the Application Continued

10 - TRUTHFUL PROMOTIONAL ACTIVITIES

TRUTHFUL AND NON-DECEPTIVE PROMOTIONAL ACTIVITIES

I certify that the organization named in this application conducts publicity and promotional activities based upon its actual program and operations, and that these activities are truthful and non-deceptive. Include all material facts, and make no exaggerated or misleading claims.

11 - PURPOSE OF FUNDS

PURPOSE OF FUNDS

I certify that the organization named in this application effectively uses the funds contributed for its announced purposes.

12 - STATUTES COMPLIANCE

STATUTES COMPLIANCE

I certify that the organization named in this application is in compliance with all statutes, executive orders, and regulations pertaining to prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specialty Designated Nationals and Blocked Persons subject to such sanctions, and conditions and guidelines for each such sanctions program can be found at [www.treasury.gov/ofac](#). Should any change in circumstances pertaining to this certification occur at any time, the organization will notify OPW's CFC Operations immediately.

CERTIFYING OFFICIAL

I, , am the duly appointed representative of , authorized to certify and affirm all statements enclosed in this application. I certify that I have read all the certifications set forth in this document and affirm their accuracy. In addition, by checking the box next to the certification, the organization named in this application acknowledges and agrees to comply with that certification.

APPLICATION FORM ELECTRONIC SIGNAL LINE

Please use your mouse to sign this pledge. Click and hold the mouse down to trace. (Please try to sign within the gray box)

NAME	TITLE	DATE
<input type="text" value="Your Name"/>	<input type="text" value="President/Chairman etc."/>	<input type="text" value="12/20/2016"/>

ADDITIONAL NOTES OR COMMENTS

These notes are not part of the application form, but are supplementary to the CFC for clarification. They will be able to see and respond to them. (Name, Company, or Certifying Information)

PUBLIC BURDEN STATEMENT

We think this form takes an average of 3 hours to complete, including the time for getting the needed data and reviewing both the instructions and completing the form. Send messages regarding our estimate or any other aspects of this form, including suggestions for reducing completion time to Office of Personnel Management (OPM), CFC Operations (2206-0231), Washington, DC 20415-0861. Use OMB number 5010-0121 as summary text. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Submit Application

You will see the application and can make any edits needed. You will be required to type your name, role and sign the application in order to verify that you made the edits to the application. Click the **Submit Application & Continue to File Upload** button.



SUBMIT APPLICATION & CONTINUE TO FILE UPLOAD

The system checks your attachments and then asks you to click the orange button to finalize the changes made.



ATTACHMENT UPLOAD FOR APPLICATION # 9220 - GivetoJoel

All Attachments for application #9220 have been uploaded.

CLICK HERE TO COMPLETE YOUR APPLICATION

[SHOW/CHANGE ATTACHMENTS](#)

Finally, click the **Submit Application** to send the application back to the CFC.



CHECKING APPLICATION #9220

All attachments have been uploaded.

All checks have passed. Continue to submit.

SUBMIT APPLICATION TO DEMONSTRATION CFC FOR TESTING

Editing Your Attachments

When you only need to edit your attachments, you can take a different path versus editing the application.

Begin by logging in and going to **VIEW OR EDIT MY APPLICATIONS...**



VIEW OR EDIT MY APPLICATIONS
CLICK HERE

[Search for an Application](#)

MORE	STATUS					
	RETURNED INCOMPLETE (2) - Applications that have been returned to the charity for corrections. This application needs to be corrected/edited for problems prior to resubmitting.					
Expand	APP ID	VOTES (A/D/Q)	EIN	APPLICANT	CHARITY/FEDERATION	LAST UPDATED
	9220	--	011234567	GivetoJoel	Independent Charity	2015-12-01 22:24

[Click here to modify attachments](#)

ATTACHMENTS

Click here to modify attachments.

ATTACHMENT A
CLICK HERE TO VIEW/DOWNLOAD

ATTACHMENT C
Not required

Expand Returned Incomplete, then expand your application. Scroll down to the bottom to the Attachments section of the application and click on the link called *Click here to modify Attachments*.



ATTACHMENTS

Click here to modify attachments.

ATTACHMENT A

CLICK HERE TO VIEW/DOWNLOAD

ATTACHMENT C

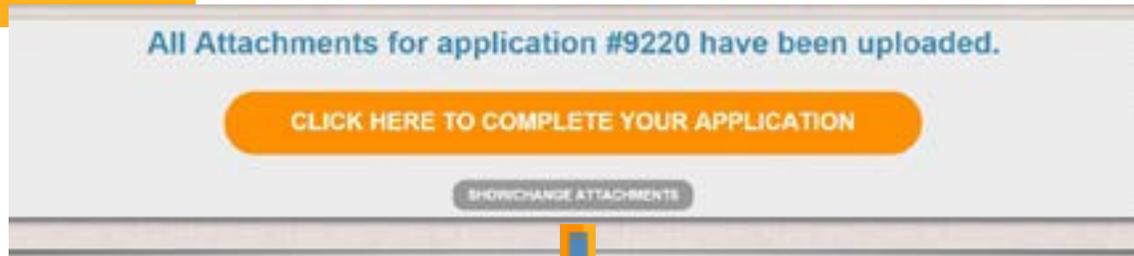
Not required

Attachment editing continued on next page...



Editing Attachments Continued

To edit the attachments, click on the grey **SHOW/CHANGE ATTACHMENTS** button to expand the upload tool.



SHOW/CHANGE ATTACHMENTS

Click on **RE-UPLOAD THIS FILE** to select the updated file from your computer.

RE-UPLOAD THIS FILE

ATTACHMENT A
Include as ATTACHMENT A supporting statements and/or documentation of substantial local presence in the geographical area covered by the local campaign and a description of the programs, services, benefits, etc. provided by the organization in calendar year 2015 and how those programs, services, benefits, etc. affect human health and welfare of the target population.

VIEW ATTACHMENT A RE-UPLOAD THIS FILE

B - IRS TAX EXEMPT STATUS

ATTACHMENT B
Include as ATTACHMENT B a copy of the most recent IRS determination letter confirming that the organization named in this application is tax-exempt under 26 U.S.C. 501(c)(3) and to which contributions are tax deductible pursuant to 26 U.S.C. 170(c)(2).

VIEW ATTACHMENT B RE-UPLOAD THIS FILE

D - ACCOUNTING

ATTACHMENT D
Include as ATTACHMENT D a copy of the complete IRS Form 990 for a period ending not more than 18 months prior to January 2016, including signatures in the box marked Signature of Officer or in IRS Forms 8879-EO or 8453-EO. the preparer's signature alone is not sufficient. IRS Forms 990EZ, 990PF, and comparable forms are not acceptable substitutes.

VIEW ATTACHMENT D RE-UPLOAD THIS FILE

This screenshot shows the application interface with three attachment sections. Each section has a title, a description, and two buttons: 'VIEW ATTACHMENT X' and 'RE-UPLOAD THIS FILE'. The sections are labeled 'ATTACHMENT A', 'B - IRS TAX EXEMPT STATUS', 'ATTACHMENT B', and 'D - ACCOUNTING'.

After you have re-uploaded your edited attachments, scroll up and click the **CLICK HERE TO COMPLETE YOUR APPLICATION** button.

CLICK HERE TO COMPLETE YOUR APPLICATION

The final Steps

After you have edited and re-submitted, you will have to wait during the review process. Please look out for email notifications regarding updates to your application. If you need a receipt for your records, you can go to MAIN MENU, *my receipts*

Click the green circle to expand the receipt data. Then you can click the **PRINT** button to make a copy.

MY RECEIPTS

Here you can print a receipt for the application fee. Expand the application you need and click PRINT.



9280 Demonstration CFC for Testing
2015-12-01 07:07



Date: 2015-12-01 07:07

Your payment for Demonstration CFC for Testing, application #9280 has been processed.

PRINT

A charge of **\$10** has been made to your credit card. The payment will appear from CharityNexus.org.

Your application has been submitted. It will be processed by Demonstration CFC for Testing accordingly. Please contact them regarding application status.

Thank you for using Charity Nexus.



CHARITY  NEXUS