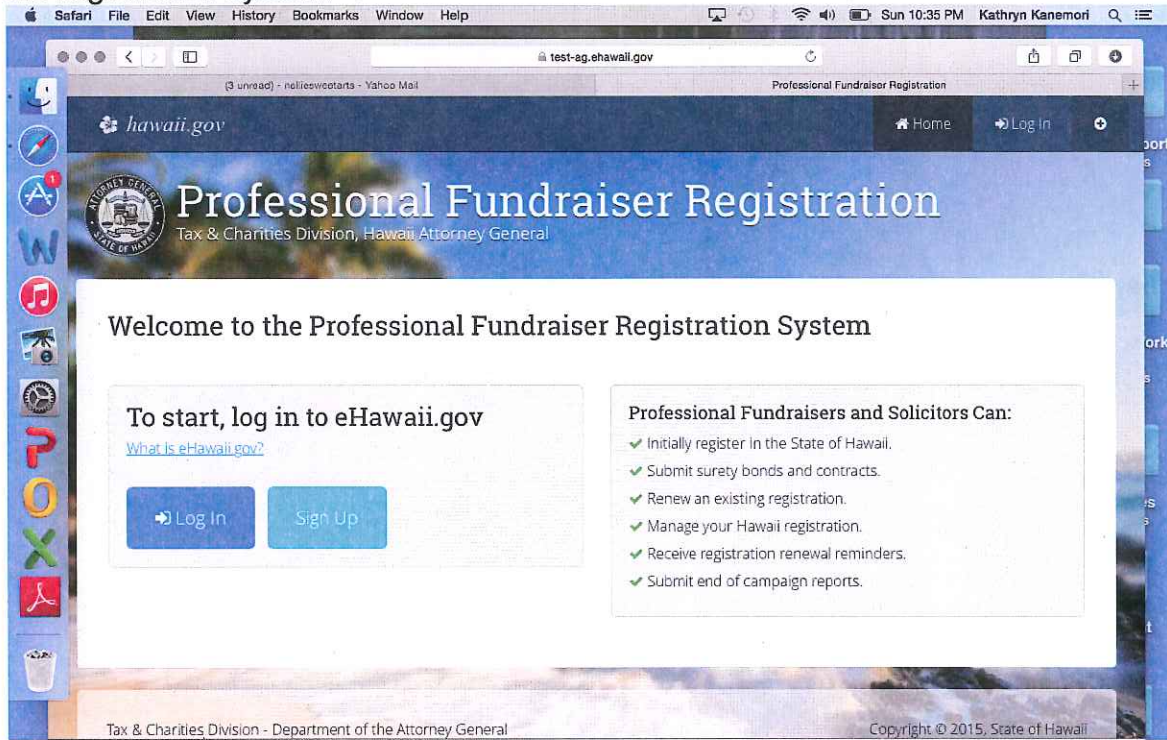


OBTAINING A LOGIN

The system will allow only one account per email address. Every person that uses the system will need to obtain a login by clicking the "Sign Up button."

The login that you obtain in the first step is the login just for the person to enter the registration system.

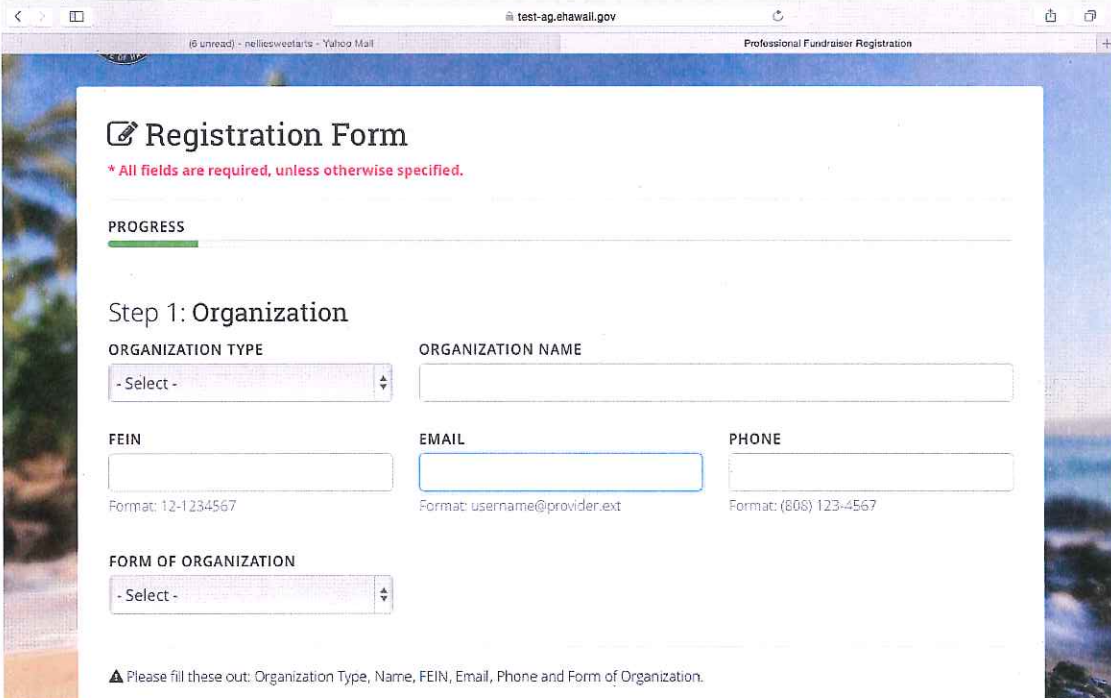


The screenshot shows a Safari browser window displaying the Professional Fundraiser Registration website. The browser's address bar shows the URL "test-ag.hawaii.gov". The website header includes the "hawaii.gov" logo and navigation links for "Home" and "Log In". The main heading is "Professional Fundraiser Registration" with the subtitle "Tax & Charities Division, Hawaii Attorney General". Below the heading, a welcome message reads "Welcome to the Professional Fundraiser Registration System". A central box titled "To start, log in to eHawaii.gov" contains a link "What Is eHawaii.gov?" and two buttons: "Log In" and "Sign Up". To the right, a section titled "Professional Fundraisers and Solicitors Can:" lists five capabilities with green checkmarks: "Initially register in the State of Hawaii.", "Submit surety bonds and contracts.", "Renew an existing registration.", "Manage your Hawaii registration.", "Receive registration renewal reminders.", and "Submit end of campaign reports." The footer of the page includes "Tax & Charities Division - Department of the Attorney General" and "Copyright © 2015, State of Hawaii".

COMPLETING AN INITIAL REGISTRATION

1. When completing the completing the initial registration, in Step 1 of the registration for the solicitor or fundraising counsel organization, we ask that you enter the email address of the solicitor or fundraising counsel and not use your or your firm's email address.

2. The system is programmed to accept a maximum of 2 registrations per FIEN therefore, an organization that has both solicitor and fundraising counsel contracts, separate registrations for a solicitor and fundraising counsel must be completed.



The screenshot shows a web browser window with the URL `test-ag.hawaii.gov`. The page title is "Professional Fundraiser Registration". The main content area is titled "Registration Form" and includes a note: "* All fields are required, unless otherwise specified." Below this is a "PROGRESS" indicator. The current step is "Step 1: Organization". The form contains the following fields:

- ORGANIZATION TYPE**: A dropdown menu with the text "- Select -".
- ORGANIZATION NAME**: A text input field.
- FEIN**: A text input field with the format "Format: 12-1234567".
- EMAIL**: A text input field with the format "Format: username@provider.ext".
- PHONE**: A text input field with the format "Format: (808) 123-4567".
- FORM OF ORGANIZATION**: A dropdown menu with the text "- Select -".

At the bottom of the form, there is a warning icon and the text: "▲ Please fill these out: Organization Type, Name, FEIN, Email, Phone and Form of Organization."

ADDING A CHARITY

This system is linked to the Hawaii Charity Registry database and the list of organizations that have been granted exemptions from registration. Therefore when adding the charities that the solicitor or fundraising counsel has contracts with, in Step 5 you would insert the date that services started for the charity and click "Add Charity." A second screen will appear and you may search for the charity by word search or FEIN.

Safari File Edit View History Bookmarks Window Help Mon 11:14 AM Kathryn Kanemori

test-ag.ehawaii.gov

Step 5: Information Continued

SERVICES START
Date that you first began or will begin providing fundraising counsel services with respect to a charitable organization's solicitation of contributions from Hawaii residents.

month/day/year

The date is valid. month/day/year

Counsel Service Names
Are any persons at your organization in charge of any counsel services?

No

Associated Charities
Charitable organizations you are currently or will be providing services to in Hawaii.

+ Add Charity

ASSOCIATED CHARITIES

CONTRACT WITH CHARITY

UPLOADED CHARITY CONTRACTS

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test-ag.ehawaii.gov

Step 5: Information Continued

Select Charity

NAME	FEIN	NTEE CODE
Charity Name	12-1234455	- Select -

Reset Search

SERVICES START
Date that you first began or will begin providing fundraising counsel services with respect to a charitable organization's solicitation of contributions from Hawaii residents.

month/day/year

The date is valid. month/day/year

Counsel Service Names
Are any persons at your organization in charge of any counsel services?

No

Associated Charities
Charitable organizations you are currently or will be providing services to in Hawaii.

+ Add Charity

ASSOCIATED CHARITIES

CONTRACT WITH CHARITY

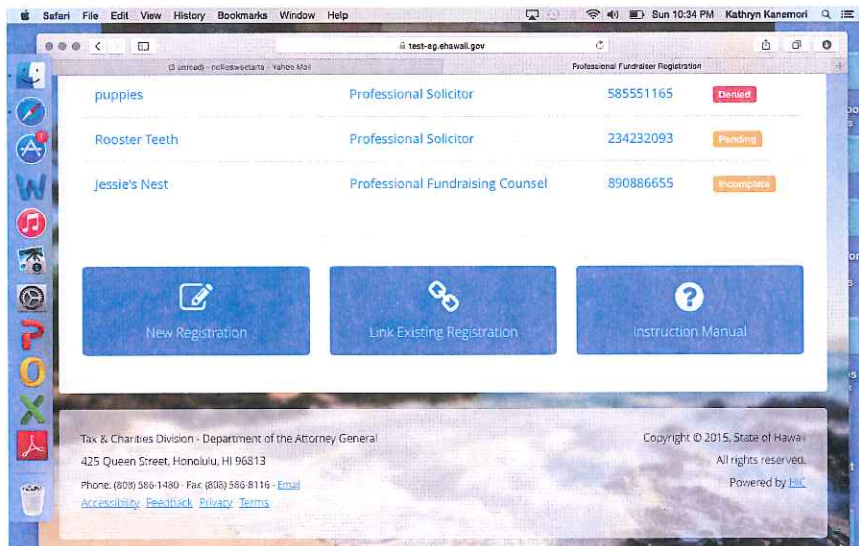
UPLOADED CHARITY CONTRACTS

ag013.pdf Download Remove

MANAGING / LINKING TO EXISTING REGISTRATIONS

Once the initial registration for a solicitor or fundraising counsel has been created, the registration, adding of contracts, bonds, submission of renewals, and financial reports may be done by anyone that has a login and who has “linked” to that solicitor or fundraising counsel’s registration.

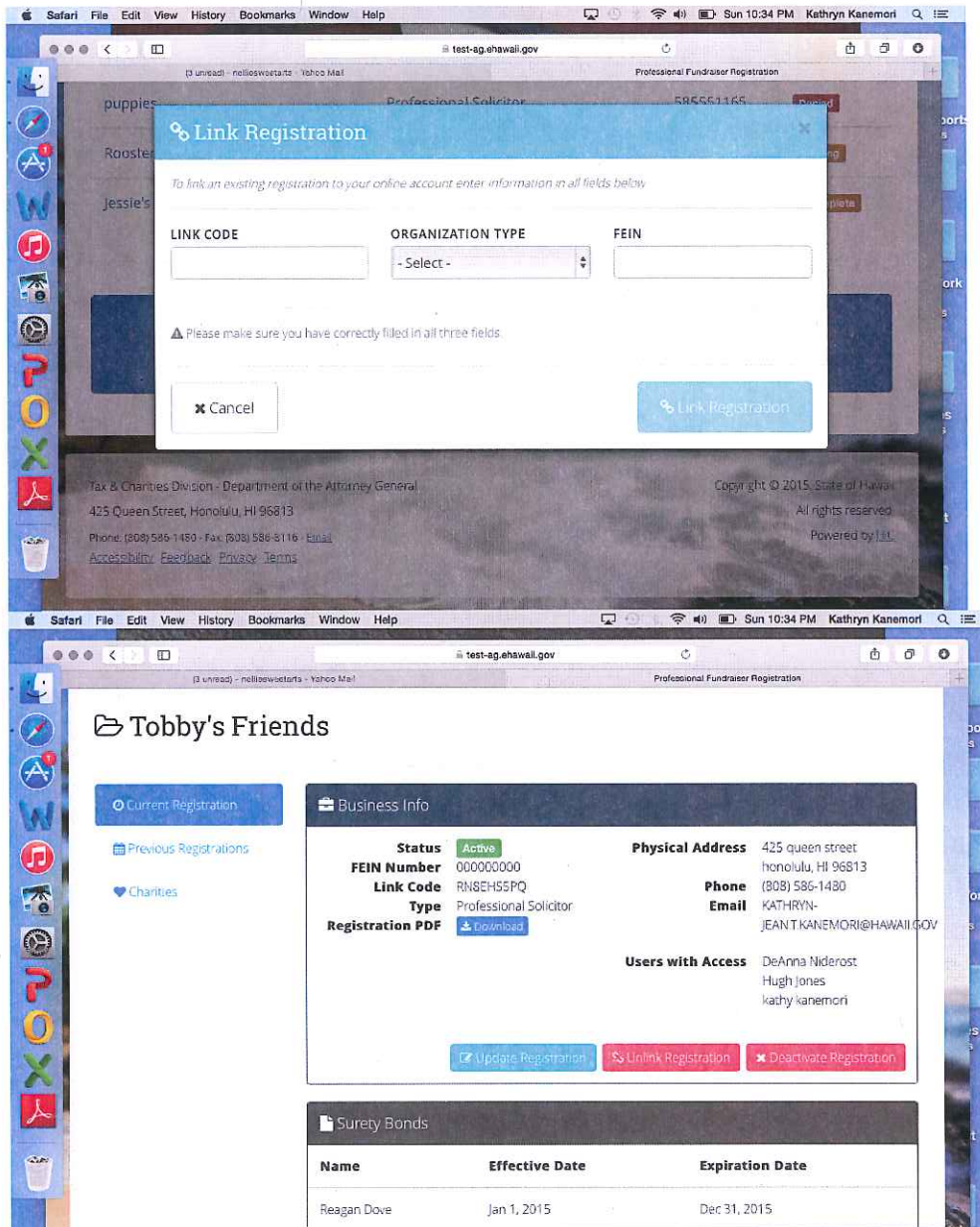
EXAMPLE: Both Hugh and Kathy have logins to the Hawaii Professional Fundraiser Registration System. Toby’s Friends is a professional solicitor account that is first assigned to Hugh and Hugh completes the initial registration for Toby’s Friends. The account is then assigned to Kathy to manage. Kathy may gain access to Toby’s Friends’ registration to upload contracts, submit financial reports and renewals by “linking” to Toby’s Friends’ registration.



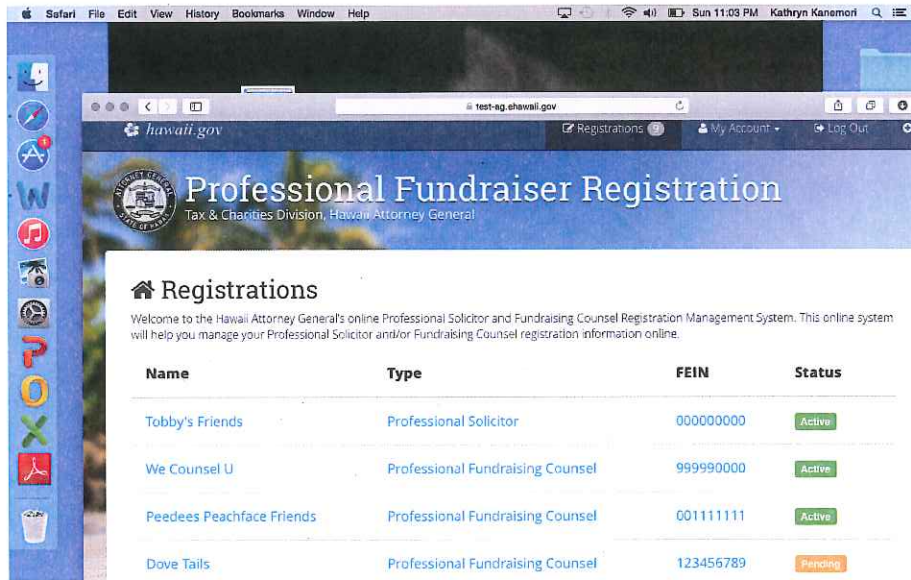
In order for a person with a login to “link” to an existing registration, they will need :

1. The link code from the registration.
2. The type of registration (professional solicitor or fundraising counsel)
3. The FEIN for the solicitor or fundraising counsel.

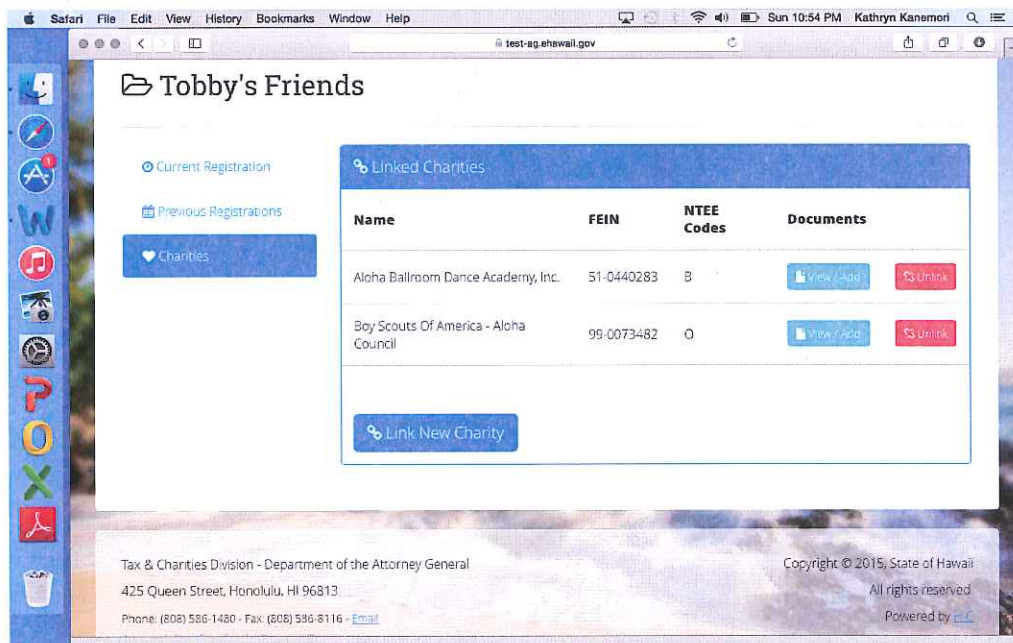
These 3 pieces of information are stated on the registration for the organization. A PDF copy of the registration may be printed out.



Each person with a login will be able to see all of the organization's whose accounts/registrations they have either created or linked to and the status.



To add documents to an existing registration click the Charity button on the left and charities that the solicitor or fundraising counsel have on file will come up. Under "documents" click "view/add."



You may upload additional contracts or a financial report. You may enter as many contracts as you wish for each charity. **If the solicitor or fundraising counsel has a current contract that extends past June 30, 2015, you will need to upload a copy of the contract even if you have provided a paper copy to our office.** After a registration is completed and when new contracts are signed, anyone that has a login and is linked to that organization's registration would login and "update" the registration and add a new contract to that associated charity.

All documents (i.e. contracts, bonds, end of campaign reports) that are uploaded to the system remain in the system and will be made available for the public to access. You need not upload a multi year contract more than once however, if there are addendums or supplements executed for a contract you would need to upload the addendums or supplements as they become available.

The screenshot shows a web browser window with the URL `test-ag.hawaii.gov`. The page title is "Tobby's Friends". Below the title, there is a section for "Boy Scouts Of America - Aloha Council Documents". A table lists the following document:

Name	Date	Type	User	Remove
IRS-Publication-4991-Rev-2-2014.pdf	Apr 7, 2015	Charity Contract	kathy.kanemori	

Below the table, it says "Page 1 of 1". At the bottom of the document list, there are buttons: "Back to Details", "Download All Financial Reports", and "Add Document". A dropdown menu is open under "Add Document", showing options: "Add Charity Contract" and "Add Financial Report".

At the bottom of the page, there is contact information for the Tax & Charities Division - Department of the Attorney General, located at 425 Queen Street, Honolulu, HI 96813. The phone number is (808) 586-1480 and the fax number is (808) 586-8116. The page is copyrighted © 2015 by the State of Hawaii and is powered by HIL.

END OF CAMPAIGN FINANCIAL REPORTS

When completing the end of campaign financial reports for professional solicitors, you will be prompted to enter the name, title, email address of an authorized agent for the professional solicitor and the names of 2 officials of the charity and the date that each signed off on the financial report. For each of these persons please enter an email address that is personal to that person and not your email address or the email address for your firm or another person.

Add Financial Info

PROGRESS

* All fields are required, unless otherwise specified.

Authorized Contracting Agent

NAME Tobby Mypal ✔ You have entered an agent name.	EMAIL Atg.charities@hawaii.gov Format: username@provider.ext ✔ Email format is valid.
TITLE President ✔ You have entered an agent title.	DATE SIGNED 05/25/2015 ✔ The date is valid. month/day/year

✔ **Yay!** You're ready to move on to the next step!

◀ Prev ▶ Next

Organization Official

NAME Carter Lovebird ✔ You have entered a charity name.	EMAIL Hillbillybird@yahoo.com Format: username@provider.ext ✔ Email format is valid.
TITLE President ✔ You have entered a charity title.	DATE SIGNED 05/25/2015 ✔ The date is valid. month/day/year

Organization Official 2

NAME Murphy Lovebird ✔ You have entered a charity name.	EMAIL Howdiedoodie@yahoo.com Format: username@provider.ext ✔ Email format is valid.
TITLE Vice President ✔ You have entered a charity title.	DATE SIGNED 05/25/2015 ✔ The date is valid. month/day/year

SYSTEM GENERATED EMAILS

When you complete a registration 2 emails go out and this is who they go to:

1. confirmation that the registration has been submitted: goes to anyone that has a login and is linked to that registration and the solicitor or fundraising counsel at email address listed for the solicitor or fundraising counsel.
2. confirmation that the registration has been accepted : goes to the same people

There are certain questions in the registration just as it was on the paper form such as whether there have been legal actions against the solicitor or if they employ persons convicted of a felony having to do with misrepresentation - if those are answered "yes" those registrations are flagged for us to look at so the system does not automatically approve them. Our office will receive a notification that there is a pending application and will review it and may ask for additional information, accept the registration, or deny it through the system.

When an end of campaign report is submitted for a solicitor the system will send out an email that the report has been received to everyone that has a login that is linked to that solicitor's registration, the authorized agent for the solicitor and the 2 officers for the charity.

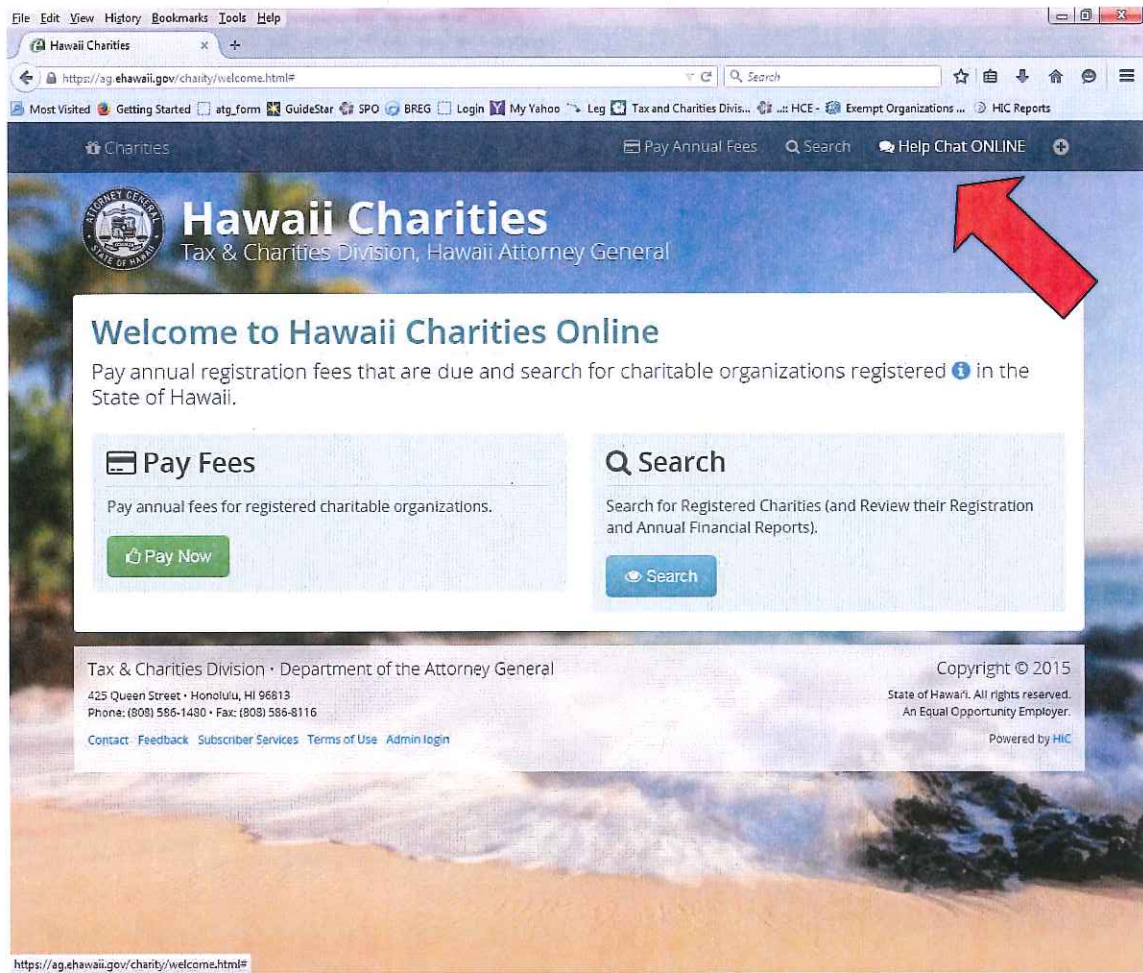
The system has a 30 minute inactivity period until the user is automatically signed out. This means that if the user does not interact with the system (click buttons, upload a file, navigate through pages, etc), it will automatically sign the user out. The user will need to then log back in to the system to access information again.

QUESTIONS ABOUT HOW TO USE THE SYSTEM

Live chat is available Monday–Friday, 7:30 AM to 4:30 PM Hawaiian Standard Time.

Email: info@ehawaii.gov

Phone: (808) 695-4620 | Toll-free: 1 (866) 448-0725



The screenshot shows a web browser window displaying the Hawaii Charities website. The browser's address bar shows the URL <https://ag.ehawaii.gov/charity/welcome.html#>. The website header includes the Hawaii Charities logo, the text "Hawaii Charities Tax & Charities Division, Hawaii Attorney General", and navigation links for "Charities", "Pay Annual Fees", "Search", and "Help Chat ONLINE". A red arrow points to the "Help Chat ONLINE" button. The main content area features a "Welcome to Hawaii Charities Online" message and two primary actions: "Pay Fees" (with a "Pay Now" button) and "Search" (with a "Search" button). The footer contains contact information for the Tax & Charities Division, copyright information for 2015, and a note that the site is powered by HIC.