

Department of the Attorney General  
**Tax & Charities Division**

---

**Professional Fundraiser Registration  
System**

**User Manual**

# Professional Fundraiser Registration System User Manual

---

## Table of Contents

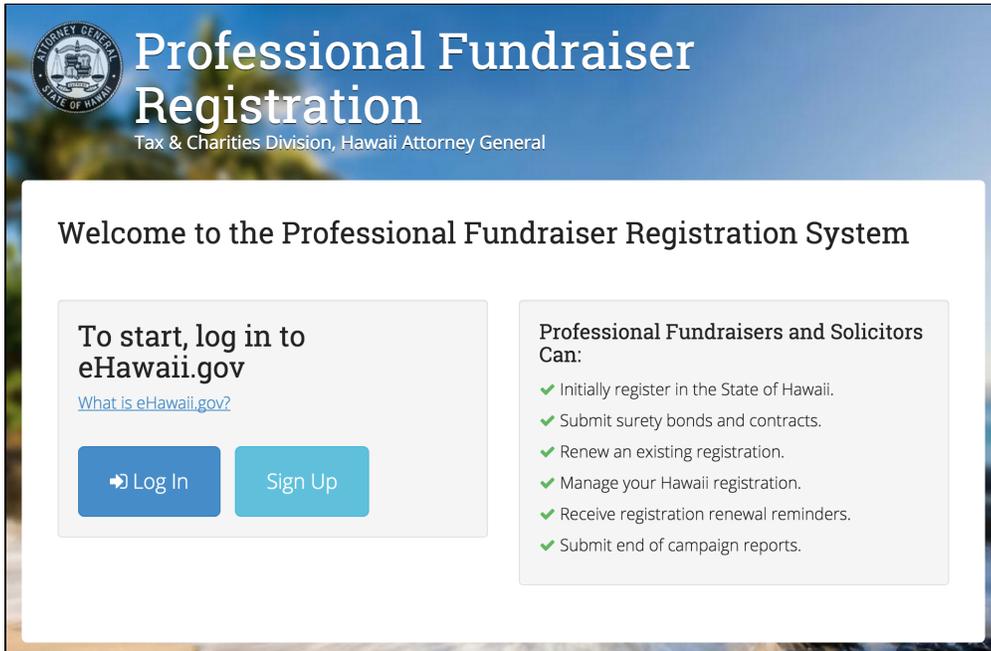
- Getting Started
  - Sign Up for an Account
  - Log In
- Adding a User to a Registration
- The Registration Form
  - Saving My Registration for Later
  - Step 9: Final Registration Review
  - Payment
  - Registration Submission Confirmation
- Managing Your Registration
  - Registration Statuses
  - Update the Information on Your Registration
  - Professional Solicitor Only - Add a Surety Bond
  - Opt In/Out of Receiving Registration Notifications
  - Managing the Charities on Your Registration
    - Add a Charity to Your Registration
    - Remove a Charity from Your Registration
    - Adding a Financial Report
  - Deactivate Your Registration
  - Reactivate Your Registration
- Managing Users Linked to a Registration
  - How do I add a user?
  - How do I remove myself from a registration?
  - How do I remove a user from a registration?

# 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.



The screenshot shows the homepage of the Professional Fundraiser Registration System. At the top left is the seal of the Attorney General of the State of Hawaii. The main heading is "Professional Fundraiser Registration" in large white text, with "Tax & Charities Division, Hawaii Attorney General" in smaller white text below it. The background is a blue sky with green foliage. Below the heading is a white box with the text "Welcome to the Professional Fundraiser Registration System". To the left of this box is a grey box with the text "To start, log in to eHawaii.gov" and a link "What is eHawaii.gov?". Below this are two buttons: "Log In" (blue) and "Sign Up" (light blue). To the right of the white box is another grey box titled "Professional Fundraisers and Solicitors Can:" with a list of five items, each preceded by a green checkmark: "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."

## 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.

- i** 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 Professional Vocational License renewals

**1. Click the Sign Up button.**

# Welcome to the Professional Fundraiser Registration System

To start, log in to eHawaii.gov  
[What is eHawaii.gov?](#)

[Log In](#) [Sign Up](#)

**Professional Fundraisers and Solicitors Can:**

- ✓ Initially register in the State of Hawaii.
- ✓ Submit surety bonds and contracts.
- ✓ Renew an existing registration.
- ✓ Manage your Hawaii registration.
- ✓ Receive registration renewal reminders.
- ✓ Submit end of campaign reports.

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

## eHawaii.gov Account Account Services

**Create an Account**  
Return to [Fundraiser](#) without creating an account.  
Enter your email address and select *Continue*.

Email:

[Continue](#)

**Support**

**Need an account?**  
[Create Free Account](#)  
[Help Video](#) [Transcript](#)

**Forgot your password?**  
[Retrieve Password](#)  
[Help Video](#) [Transcript](#)

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

## Account Exists

An account already exists for .

[Log In](#) [Forgot 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Email & Password** 

**Contact Information** 

**Subscriber Account** 

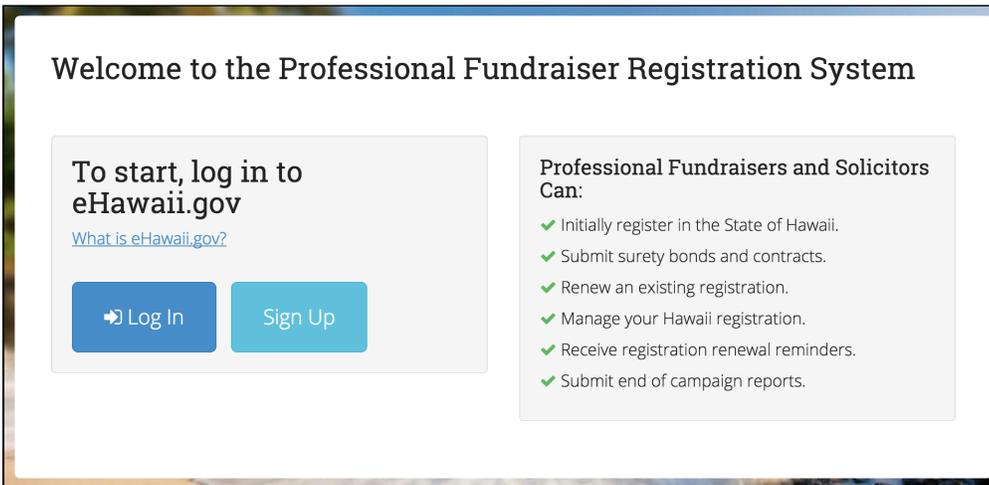
- I agree to the [Terms of Use](#).
- Email me about important dates pertaining to services I use.
- Email me about new eHawaii.gov services as they become available.

# Log In

**i** If you have never used the Professional Fundraiser System before, you may already have an [eHawaii.gov](http://eHawaii.gov) account if you have used any other State of Hawaii online services such as:

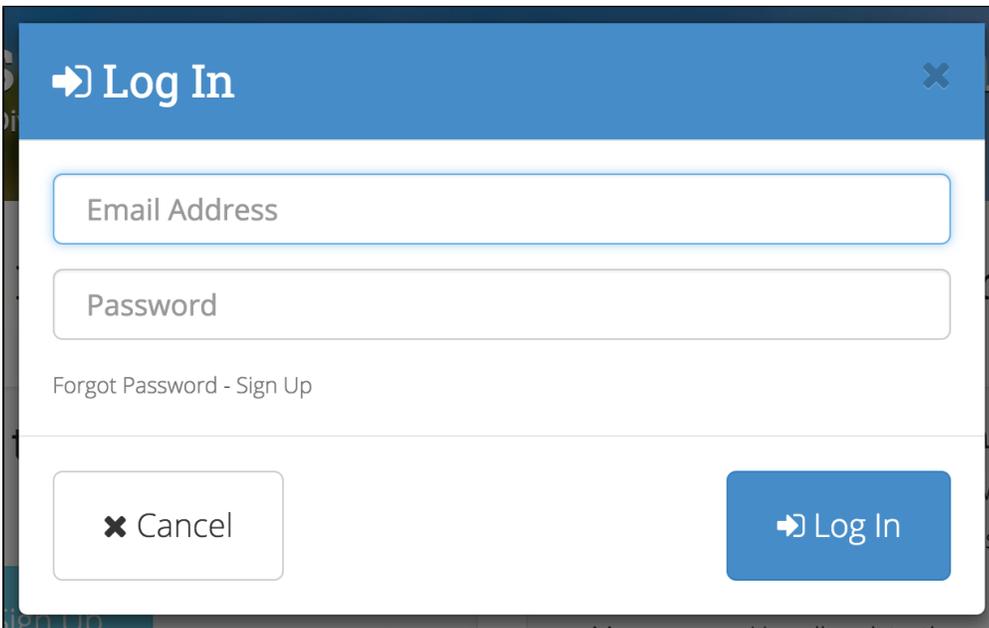
- Bureau of Conveyances - Document Search and Downloads
- Dept. of Health - Marriage License and Birth Certificate online ordering and tracking
- Hawaii Business Express
- Hawaii Compliance Express
- Hawaii's Adult Criminal Information site (eCrim)
- MyPVL - DCCA Professional Vocational License renewals

**1. Click the Log In button.**



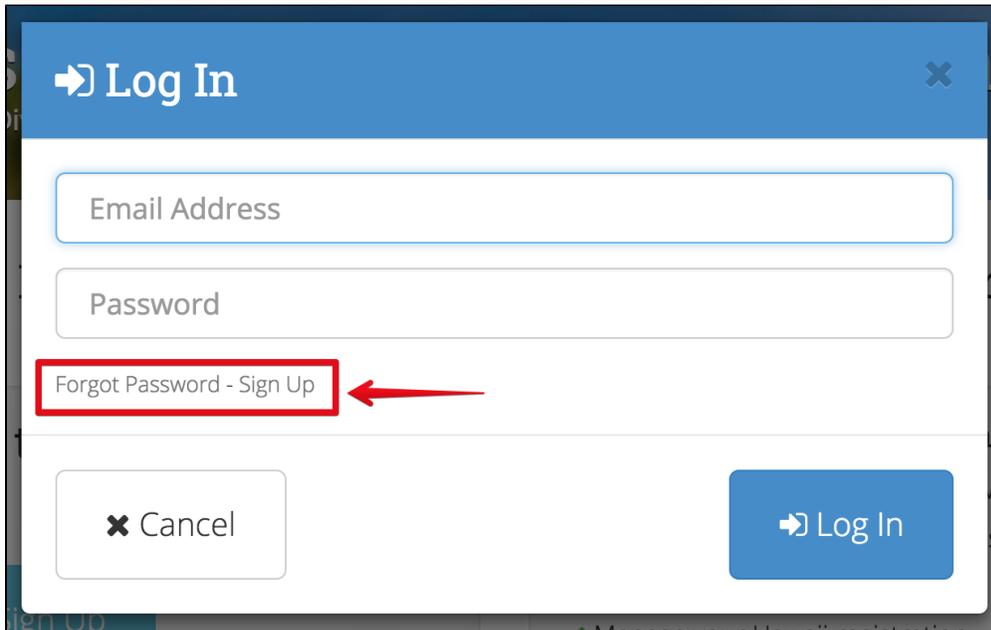
The screenshot shows the 'Welcome to the Professional Fundraiser Registration System' page. On the left, there is a box titled 'To start, log in to eHawaii.gov' with a link 'What is eHawaii.gov?' and two buttons: 'Log In' and 'Sign Up'. On the right, there is a box titled 'Professional Fundraisers and Solicitors Can:' with a list of five tasks, each preceded by a green checkmark: 'Initially register in the State of Hawaii.', 'Submit surety bonds and contracts.', 'Renew an existing registration.', 'Manage your Hawaii registration.', and 'Receive registration renewal reminders.' The fifth item, 'Submit end of campaign reports.', is not preceded by a checkmark.

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



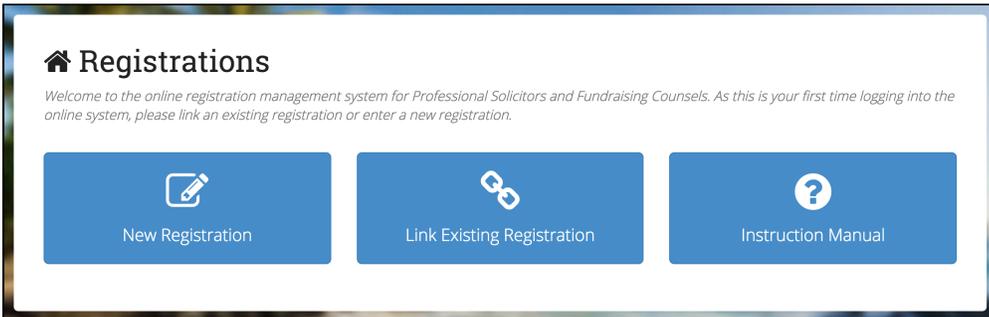
The screenshot shows a 'Log In' modal window. At the top left is a blue header with a white arrow icon and the text 'Log In', and a close button (X) at the top right. Below the header are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a link that says 'Forgot Password - Sign Up'. At the bottom left is a 'Cancel' button with an X icon, and at the bottom right is a blue 'Log In' button with a white arrow icon.

**i** If you do not remember your password or need to sign up for an account, click [Forgot Password](#) or [Sign Up](#).



A screenshot of a 'Log In' dialog box. The dialog has a blue header with a white arrow icon and the text 'Log In' on the left, and a close 'X' icon on the right. Below the header are three input fields: 'Email Address', 'Password', and 'Forgot Password - Sign Up'. The 'Forgot Password - Sign Up' field is highlighted with a red border and a red arrow points to it from the right. At the bottom of the dialog are two buttons: a white 'Cancel' button with a close 'X' icon on the left, and a blue 'Log In' button with a white arrow icon on the right.

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



A screenshot of the 'Registrations' screen. The title 'Registrations' is at the top left with a home icon. Below the title is a welcome message: 'Welcome to the online registration management system for Professional Solicitors and Fundraising Counsels. As this is your first time logging into the online system, please link an existing registration or enter a new registration.' Below the message are three blue buttons: 'New Registration' with a pencil icon, 'Link Existing Registration' with a chain link icon, and 'Instruction Manual' with a question mark icon.

# 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.

**i** 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.

**Hawaii Information Consortium**

Current Registration | Previous Registrations | Charities

**Business Info**

<b>Status</b>	Active	<b>Physical Address</b>	201 Merchant Street, Suite 1805 Honolulu, HI 96813
<b>FEIN Number</b>	123546422	<b>Phone</b>	(808) 521-6007
<b>Link Code</b>	8CJETBNHT	<b>Email</b>	dhanna@hawaii.gov
<b>Type</b>	Professional Solicitor	<b>Users with Access</b>	OSAPPA NIKOLE
<b>Other Names</b>	NIC Inc eHawaii.gov		
<b>Organization Date</b>	May 1, 2015		
<b>Organization State</b>	Kansas		
<b>Registration PDF</b>	<a href="#">Download</a>		

[Update Registration](#) [Unlink Registration](#) [Deactivate Registration](#)

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

**Link Registration**

To link an existing registration to your online account enter information in all fields below.

LINK CODE:

ORGANIZATION TYPE:

FEIN:

**⚠ Please make sure you have correctly filled in all three fields.**

[Cancel](#) [Link Registration](#)

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.

Link Registration
✕

**⚠ Error:** The account specified was not able to be added to your account. Please review the organization information entered and try again. If you believe this is a mistake, contact the State of Hawaii Attorney General, Tax & Charities Division.

*To link an existing registration to your online account enter information in all fields below.*

---

**LINK CODE**

✔ You have entered a link code.

**ORGANIZATION TYPE**

✔ You have entered chosen an organization type.

**FEIN**

✔ You have entered a FEIN.

✕ Cancel

Link Registration

**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).

Link Registration
✕

Your account is successfully linked to the registration you have specified. To manage the registration, click the View Details button below. To add another existing registration, click the Link Another button below.

---

**Organization Name**  
Koa Bear Manor

**Organization Type**  
Professional Fundraising Counsel

**FEIN**  
78-6987666

+ Link Another

View Details

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.

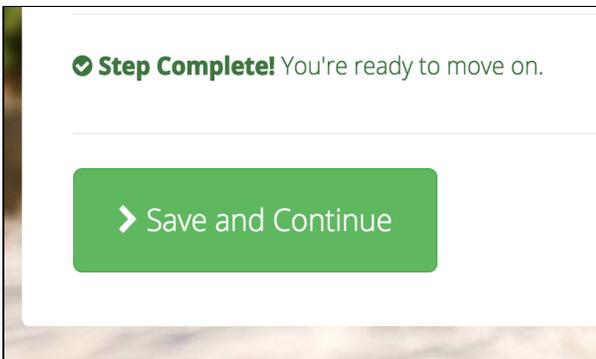


If you have any questions regarding the information collected on this form, please contact the Hawaii Attorney General Tax & Charities Division at [ATG.charities@hawaii.gov](mailto:ATG.charities@hawaii.gov).

## 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.

## Registration Form

PROGRESS

### Step 9: Review

You are encouraged to review your registration form for accuracy. [Review from Step 1](#)

I hereby certify that this Hawaii registration or registration renewal is true and correct and that it is submitted to the State of Hawaii under penalties provided by section 710-1063, Hawaii Revised Statutes, for unsworn falsification.

**The State of Hawaii registration and registration renewal fees are not refundable.**

**Step Complete!** You're ready to move on.

[← Previous](#)

[→ Continue to Payment](#)

[Save for Later](#)

## 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.

### Payment Receipt

Total Payment: \$250.00 [View Itemized Receipt](#)

#### Payment Information

Contact Name	DeAnna Niderost
Phone Number	530-5300
Email Address	deanna1@ehawaii.gov
Card Type	Visa
Account Number (last 4)	0019
Expiration Date	**/**
Name on Card	DEANNA PINKERD
Billing Address	201 Merchant St Honolulu, HI 96818 United States

#### Final Steps

Please [print this receipt](#) for your records and click Continue below to complete the transaction.

Reference Id	5GW-6LJ-9YJ-4CT
Authorization Code	12416722
Transaction Date/Time	25 May 2015 14:10 HST

[Continue](#)

## 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

## Avengers

- Current Registration
- Previous Registrations
- Charities

### Business Info

<b>Status</b>	Active	<b>Physical Address</b>	201 Merchant Street, Suite 1805
<b>FEIN Number</b>	234123121		Honolulu, HI 96813
<b>Link Code</b>	9TUU90HQ	<b>Phone</b>	(808) 687-6227
<b>Type</b>	Professional Solicitor	<b>Email</b>	deanna@ehawaii.gov
<b>Registration PDF</b>	<a href="#">Download</a>	<b>Users with Access</b>	DeAnna Niderost

[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.**

# 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 <a href="mailto:ATG.charities@hawaii.gov">ATG.charities@hawaii.gov</a> .
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 <a href="mailto:ATG.charities@hawaii.gov">ATG.charities@hawaii.gov</a> .
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 <a href="mailto:ATG.charities@hawaii.gov">ATG.charities@hawaii.gov</a> .
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 <a href="mailto:ATG.charities@hawaii.gov">ATG.charities@hawaii.gov</a> 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 <a href="mailto:ATG.charities@hawaii.gov">ATG.charities@hawaii.gov</a> 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

The screenshot shows a user interface for a registration page titled 'Avengers'. On the left, there are navigation options: 'Current Registration' (selected), 'Previous Registrations', and 'Charities'. The main content area is titled 'Business Info' and contains the following details:

<b>Status</b>	Active	<b>Physical Address</b>	206 Madeira St Honolulu, HI 96813
<b>FEIN Number</b>	234123121	<b>Phone</b>	(530) 295-7648
<b>Link Code</b>	9TUU9OHQC	<b>Email</b>	deanna@ehawaii.gov
<b>Type</b>	Professional Solicitor	<b>Users with Access</b>	DeAnna Niderost
<b>Registration PDF</b>	<a href="#">Download</a>		

At the bottom of the 'Business Info' section, there are three buttons: 'Update Registration' (highlighted with a red arrow), 'Unlink Registration', and 'Deactivate 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.

The screenshot shows a form titled 'Step 8: Legal Action'. It contains the following text and input fields:

We will have control and approval over the content and volume of any solicitations that are conducted by a charitable organization.

No

**Legal Action(s)**

Has the applicant entered into or been the subject or party to a legal action such as a Consent Decree, Assurance of Voluntary Discontinuance, Injunctive Relief or Any Kind, Civil Penalties, and/or Suspension of Registration License or Permit with a government agency?

No

**Step Complete!** You're ready to move on.

At the bottom, there are three buttons: 'Previous', 'Save and Continue' (highlighted in green), and 'Back to Details'.

# 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

### Avengers

- Current Registration
- Previous Registrations
- Charities

#### Business Info

<b>Status</b>	Active	<b>Physical Address</b>	201 Merchant Street, Suite 1805 Honolulu, HI 96813
<b>FEIN Number</b>	234123121	<b>Phone</b>	(808) 687-6227
<b>Link Code</b>	9TUU90HQ	<b>Email</b>	deanna@ehawaii.gov
<b>Type</b>	Professional Solicitor	<b>Users with Access</b>	DeAnna Niderost
<b>Registration PDF</b>	<a href="#">Download</a>		

[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.**

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

**Add Surety Bond**
✕

\* All fields are required.

**SURETY COMPANY NAME**

**SURETY COMPANY STREET ADDRESS**

**CITY**

**STATE**

- Select -
▾

**ZIPCODE**

Format: 96813

**EFFECTIVE DATE**

**EXPIRATION DATE**

---

*No Surety Bonds uploaded.*

*No Power of Attorneys uploaded.*

**SURETY BOND**

File must be in PDF format. The Power of Attorney may be included in the same PDF file as the Surety Bond.

Choose File
No file chosen

**POWER OF ATTORNEY**

File must be in PDF format. The Power of Attorney may be included in the same PDF file as the Surety Bond.

Choose File
No file chosen

---

**OFFICER NAME**

**ATTORNEY IN FACT NAME**

---

⚠ Please fill these out: Company Name, Street, City, State, Zipcode, Effective Date, Expiration Date, Surety Bond Upload, Officer Name, Attorney Name and Expiration Date after Current Date.

✕ Cancel

+ Add

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

Current Registration

Previous Registrations

Charities

Business Info

**Status** Active  
**FEIN Number** 234123121  
**Link Code** 9TUU90HQ  
**Type** Professional Solicitor  
**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

[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.

## Avengers

- Current Registration
- Previous Registrations
- Charities

### Business Info

<b>Status</b>	Active	<b>Physical Address</b>	201 Merchant Street, Suite 1805 Honolulu, HI 96813
<b>FEIN Number</b>	234123121	<b>Phone</b>	(808) 687-6227
<b>Link Code</b>	9TUU90HQ	<b>Email</b>	deanna@ehawaii.gov
<b>Type</b>	Professional Solicitor	<b>Users with Access</b>	DeAnna Niderost
<b>Registration PDF</b>	<a href="#">Download</a>		

[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.**

# 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



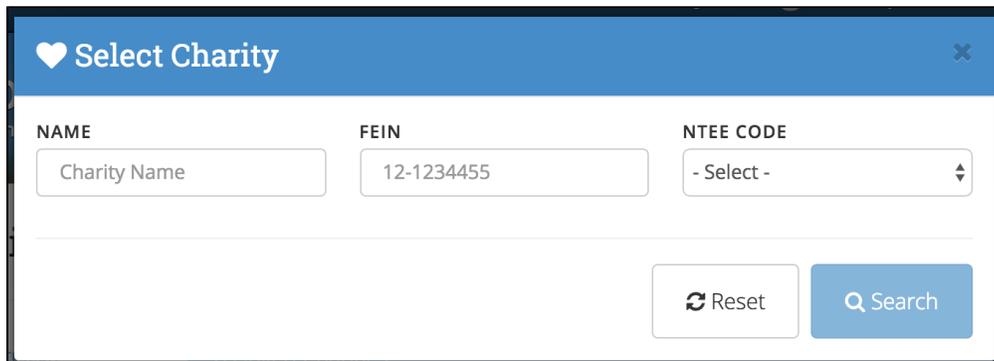
The screenshot shows the 'Hawaii Information Consortium' Charities page. On the left, there are navigation options: 'Current Registration', 'Previous Registrations', and 'Charities' (highlighted with a heart icon). The main content area is titled 'Linked Charities' and contains a table with the following data:

Name	FEIN	NTEE Codes	Documents
Guide Dogs For The Blind, Inc.	94-1196195	D, E	<a href="#">View / Add</a> <a href="#">Unlink</a>

Below the table is a 'Link New Charity' button.

2. Search for the charity

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



The screenshot shows the 'Select Charity' search form. It has three input fields: 'NAME' (with placeholder 'Charity Name'), 'FEIN' (with value '12-1234455'), and 'NTEE CODE' (with a dropdown menu showing '- Select -'). Below the fields are 'Reset' and 'Search' buttons.

3. Select the charities you want to add

✕
Select Charity

<b>NAME</b> <input style="width: 90%;" type="text" value="Aloha"/>	<b>FEIN</b> <input style="width: 90%;" type="text" value="12-1234455"/>	<b>NTEE CODE</b> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>- Select -</span> <span>▾</span> </div>
---	--	--

↻ Reset
🔍 Search

## 🔍 Results

Name	FEIN	NTEE	
Aloha Ballroom Dance Academy, Inc.	51-0440283	B	<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</span>
Boy Scouts Of America - Aloha Council	99-0073482	O	<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</span>
Ku Aloha Ola Mau	99-0165675	E, G	<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</span>
Spirit Of Aloha Outreaches	34-2003744	B, O	<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</span>

Page 1 of 1

✕ Close

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

📁 Hawaii Information Consortium

- 🔗 Current Registration
- 📅 Previous Registrations
- ❤️ Charities

🔗 Linked Charities

Name	FEIN	NTEE Codes	Documents
Guide Dogs For The Blind, Inc.	94-1196195	D, E	<span style="background-color: #0080C0; color: white; padding: 2px 5px; border-radius: 3px;">📄 View / Add</span> <span style="background-color: #C00000; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">🔗 Unlink</span>
Boy Scouts Of America - Aloha Council	99-0073482	O	<span style="background-color: #0080C0; color: white; padding: 2px 5px; border-radius: 3px;">📄 View / Add</span> <span style="background-color: #C00000; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">🔗 Unlink</span>
Spirit Of Aloha Outreaches	34-2003744	B, O	<span style="background-color: #0080C0; color: white; padding: 2px 5px; border-radius: 3px;">📄 View / Add</span> <span style="background-color: #C00000; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">🔗 Unlink</span>

🔗 Link New Charity

Page 22

# Remove a Charity from Your Registration

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

Hawaii Information Consortium

Current Registration  
Previous Registrations  
Charities

Linked Charities

Name	FEIN	NTEE Codes	Documents
Guide Dogs For The Blind, Inc.	94-1196195	D, E	<a href="#">View / Add</a> <a href="#">Unlink</a>
Boy Scouts Of America - Aloha Council	99-0073482	O	<a href="#">View / Add</a> <a href="#">Unlink</a>
Spirit Of Aloha Outreaches	34-2003744	B, O	<a href="#">View / Add</a> <a href="#">Unlink</a>

[Link New Charity](#)

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

**Unlink**

Please confirm you want to unlink the selected charity.

[Cancel](#) [Unlink](#)

1. Click the View/Add button for the charity

Hawaii Information Consortium

Current Registration

Previous Registrations

Charities

Linked Charities

Name	FEIN	NTEE Codes	Documents
Guide Dogs For The Blind, Inc.	94-1196195	D, E	<a href="#">View / Add</a> <a href="#">Unlink</a>

[Link New Charity](#)

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

Hawaii Information Consortium

Guide Dogs For The Blind, Inc. Documents

Name	Date	Type	User	Remove
<a href="#">Educational Data Definition File.pdf</a>	May 25, 2015	Charity Contract	DeAnna Niderost	<a href="#">Remove</a>

Page 1 of 1

[Back to Details](#) [Download All Financial Reports](#) [Add Document](#)

- Add Charity Contract
- Add Financial Report

Tax & Charities Division - Department of the Attorney General Copyright © 2015, State of Hawaii

3. Upload the charity contract in the area provided

Add Charity Contract

CHARITY CONTRACT

File must be in PDF format

Choose File No file chosen

Cancel Upload

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
<a href="#">Educational Data Definition File.pdf</a>	May 25, 2015	Charity Contract	DeAnna Niderost	

Page 1 of 1

[← Back to Details](#)

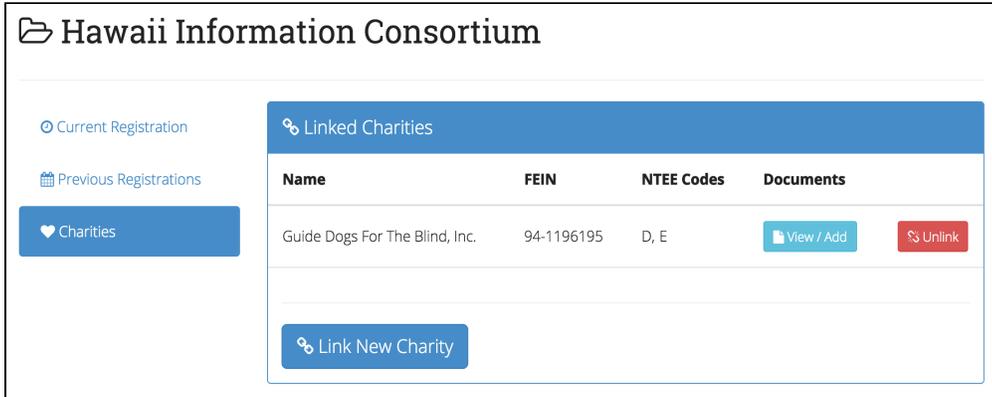
 [Download All Financial Reports](#)

[+ 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



Hawaii Information Consortium

Current Registration

Previous Registrations

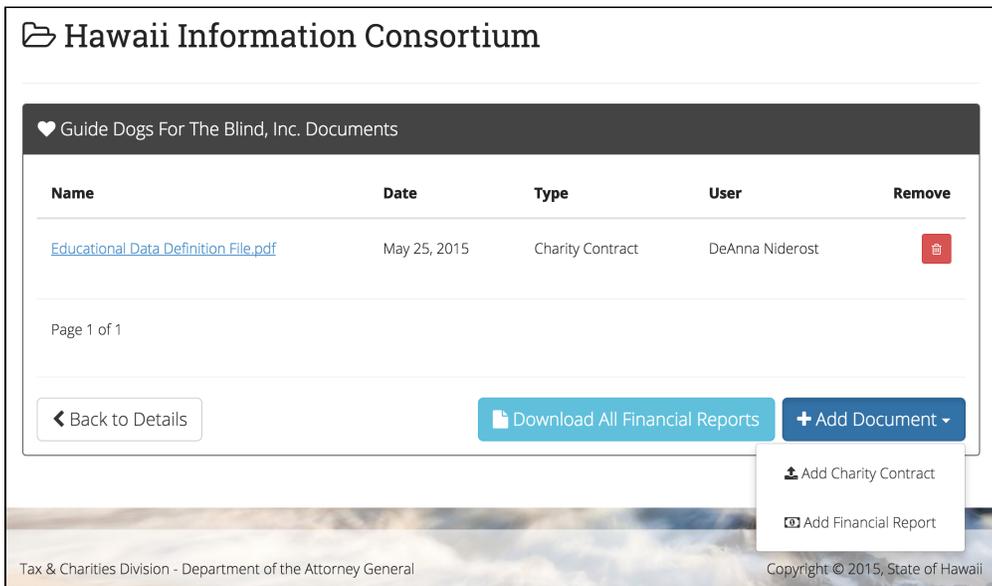
Charities

Linked Charities

Name	FEIN	NTEE Codes	Documents
Guide Dogs For The Blind, Inc.	94-1196195	D, E	<a href="#">View / Add</a> <a href="#">Unlink</a>

[Link New Charity](#)

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



Hawaii Information Consortium

Guide Dogs For The Blind, Inc. Documents

Name	Date	Type	User	Remove
<a href="#">Educational Data Definition File.pdf</a>	May 25, 2015	Charity Contract	DeAnna Niderost	<a href="#">Remove</a>

Page 1 of 1

[Back to Details](#) [Download All Financial Reports](#) [+ Add Document](#)

- [Add Charity Contract](#)
- [Add Financial Report](#)

Tax & Charities Division - Department of the Attorney General Copyright © 2015, State of Hawaii

## 3. Enter all required information and documents

Add Financial Info
✕

---

**PROGRESS**

**\* All fields are required, unless otherwise specified.**

## ♥ Guide Dogs For The Blind, Inc.

Add financial information for the selected charity.

---

### Contract Dates

**EFFECTIVE DATE**

**TERMINATION DATE**

---

### Campaign Dates

**START DATE**

**END DATE**

---

**⚠ Please fill these out: Contract Start Date, Contract End Date, Campaign Start Date and Campaign End Date.**

➤ Next

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

📁 **Hawaii Information Consortium**

---

♥ Guide Dogs For The Blind, Inc. Documents

Name	Date	Type	User	Remove
<a href="#">Educational Data Definition File.pdf</a>	May 25, 2015	Charity Contract	DeAnna Niderost	<span style="color: red; font-size: 18px;">✕</span>

Page 1 of 1

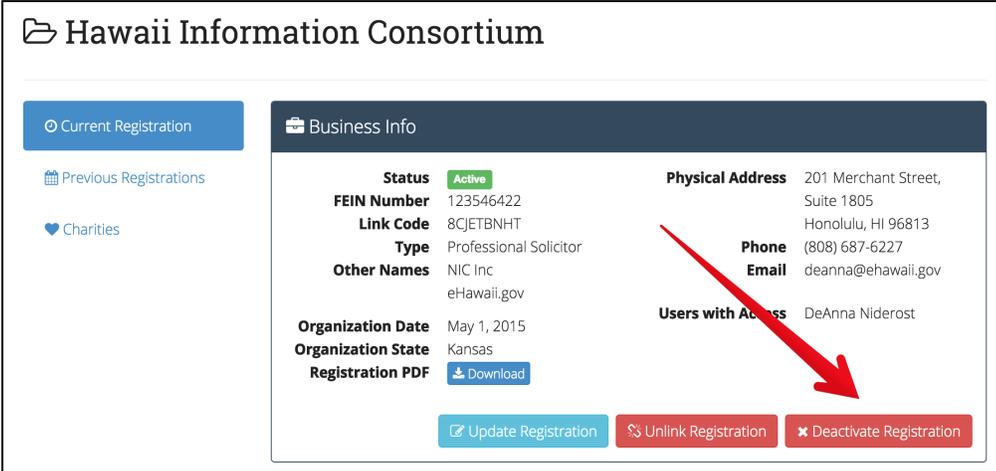
⏪ Back to Details
📄 Download All Financial Reports
+ Add Document ▾

# 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.



**Hawaii Information Consortium**

Current Registration

Previous Registrations

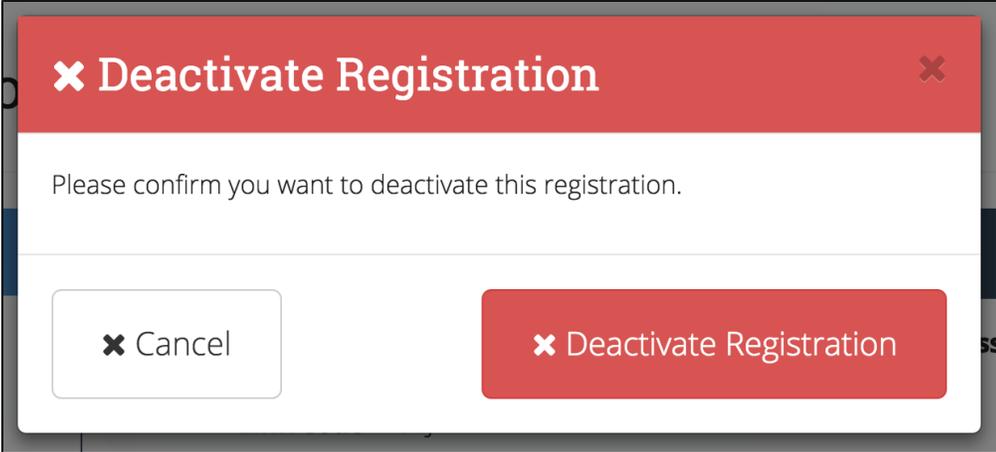
Charities

**Business Info**

<b>Status</b>	Active	<b>Physical Address</b>	201 Merchant Street, Suite 1805 Honolulu, HI 96813
<b>FEIN Number</b>	123546422	<b>Phone</b>	(808) 687-6227
<b>Link Code</b>	8CJETBNHT	<b>Email</b>	deanna@ehawaii.gov
<b>Type</b>	Professional Solicitor	<b>Users with Access</b>	DeAnna Niderost
<b>Other Names</b>	NIC Inc eHawaii.gov		
<b>Organization Date</b>	May 1, 2015		
<b>Organization State</b>	Kansas		
<b>Registration PDF</b>	<a href="#">Download</a>		

[Update Registration](#) [Unlink Registration](#) [Deactivate Registration](#)

2. Confirm deactivation by clicking Deactivate Registration.



**Deactivate Registration**

Please confirm you want to deactivate this registration.

[Cancel](#) [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

<b>Status</b>	Self Deactivate	<b>Physical Address</b>	201 Merchant Street, Suite 1805 Honolulu, HI 96813
<b>FEIN Number</b>	123546422	<b>Phone</b>	(808) 687-6227
<b>Link Code</b>	8CJETBNHT	<b>Email</b>	deanna@ehawaii.gov
<b>Type</b>	Professional Solicitor	<b>Users with Access</b>	DeAnna Niderost
<b>Other Names</b>	NIC Inc eHawaii.gov		
<b>Organization Date</b>	May 1, 2015		
<b>Organization State</b>	Kansas		
<b>Registration PDF</b>	<a href="#">Download</a>		

[Reactivate Registration](#)

[Unlink Registration](#)

# Reactivate Your Registration

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

Hawaii Information Consortium

[Current Registration](#)

[Previous Registrations](#)

[Charities](#)

**Business Info**

<b>Status</b>	<span>Self Deactivate</span>	<b>Physical Address</b>	201 Merchant Street, Suite 1805 Honolulu, HI 96813
<b>FEIN Number</b>	123546422	<b>Phone</b>	(808) 687-6227
<b>Link Code</b>	8CJETBNHT	<b>Email</b>	deanna@ehawaii.gov
<b>Type</b>	Professional Solicitor	<b>Users with Access</b>	DeAnna Niderost
<b>Other Names</b>	NIC Inc eHawaii.gov		
<b>Organization Date</b>	May 1, 2015		
<b>Organization State</b>	Kansas		
<b>Registration PDF</b>	<a href="#">Download</a>		

[Reactivate Registration](#) [Unlink Registration](#)

## 2. Review and update all registration information.

Editing Registration

\* All fields are required, unless otherwise specified.

PROGRESS

Step 1: Organization

**ORGANIZATION TYPE**  
Professional Solicitor  
✔ Organization type chosen.

**ORGANIZATION NAME**  
Hawaii Information Consortium  
✔ Name is valid.

**FEIN**  
12-3546422  
Format: 12-1234567  
✔ FEIN format valid.

**EMAIL**  
deanna@ehawaii.gov  
Format: username@provider.ext  
✔ Email format is valid.

**PHONE**  
(808) 687-6227  
Format: (808) 123-4567  
✔ Phone format is valid.

**FORM OF ORGANIZATION**  
LLC  
✔ Type chosen.

**STATE OF INCORPORATION**  
Kansas  
✔ State chosen.

**DATE ORGANIZED**  
05/01/2015  
✔ The date is valid. **month/day/year**

✔ **Step Complete!** You're ready to move on.

[Save and Continue](#) [Back to Details](#)

## 3. Resubmit your registration fees.

# Payment Receipt



Total Payment: \$250.00 [View Itemized Receipt](#)

## Payment Information

Contact Name DeAnna Niderost  
Phone Number 530-5300  
Email Address deanna1@ehawaii.gov  
Card Type Visa  
Account Number (last 4) 0019  
Expiration Date \*\*/\*\*  
Name on Card DEANNA PINKERD  
Billing Address 201 Merchant St  
Honolulu, HI 96818  
United States

## Final Steps

Please [print this receipt](#) for your records and click [Continue below](#) to complete the transaction.

Reference Id 5GW-6LJ-9YJ-4CT  
Authorization Code 12416722  
Transaction Date/Time 25 May 2015 14:10 HST

[Continue](#)

**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.

**Hawaii Information Consortium**

Current Registration | Previous Registrations | Charities

**Business Info**

<b>Status</b>	Active	<b>Physical Address</b>	201 Merchant Street, Suite 1805 Honolulu, HI 96813
<b>FEIN Number</b>	123546422	<b>Phone</b>	(808) 547-8007
<b>Link Code</b>	8CJETBNHT	<b>Email</b>	nic@nic-hawaii.gov
<b>Type</b>	Professional Solicitor	<b>Users with Access</b>	10/1/2015 10:00:00 AM
<b>Other Names</b>	NIC Inc eHawaii.gov		
<b>Organization Date</b>	May 1, 2015		
<b>Organization State</b>	Kansas		
<b>Registration PDF</b>	<a href="#">Download</a>		

[Update Registration](#) [Unlink Registration](#) [Deactivate Registration](#)

## How do I remove myself from a registration?

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

 Hawaii Information Consortium

○ Current Registration

📅 Previous Registrations

♥ Charities

**Business Info**

<b>Status</b>	Active	<b>Physical Address</b>	201 Merchant Street, Suite 1805 Honolulu, HI 96813
<b>FEIN Number</b>	123546422	<b>Phone</b>	(808) 687-6227
<b>Link Code</b>	8CJETBNHT	<b>Email</b>	deanna@ehawaii.gov
<b>Type</b>	Professional Solicitor	<b>Users with Access</b>	DeAnna Niderost
<b>Other Names</b>	NIC Inc eHawaii.gov		
<b>Organization Date</b>	May 1, 2015		
<b>Organization State</b>	Kansas		
<b>Registration PDF</b>	<a href="#">Download</a>		

[Update Registration](#) [Unlink Registration](#) [Deactivate Registration](#)



2. Confirm by clicking the Unlink Registration button again.

 Unlink Registration ✕

Please confirm you want to unlink from this registration.

✕ Cancel  Unlink Registration

## 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.