Hawaii Charity Registration Guide
The Registration Process

- Organizations complete a Registration only once.

- There is no fee to submit a Registration.

- Obtain a login for the organization and add users to the account.

- Complete the on-line Registration form.

- 1 officer or authorized agent of the organization must authenticate (electronically sign) the Registration to complete and submit it to the Hawaii Attorney General’s office.
To get started and obtain a login, go to:
http://Efile.form990.org
and click the “Register” button.
Please read the “Nonprofit and Paid Preparer Login ID explanation” on the Tech Support page of the efile site to determine which type of login you need to create, then click “Next.”
Employees of the Charity:
- Must have a Nonprofit login ID. Do NOT create a paid preparer Login ID.
- If a Primary Contact account already exists, contact that person to create a new Login ID. If they are no longer with the organization contact Tech Support.

Third Party Fliers:
- Must have a Paid Preparer Login ID.
- May have a Nonprofit Login ID if the Charity approves, but only as the Primary Contact to add new Login IDs. They must NOT have the ability to sign.
The email address must be personal to the user and one only they can access. **DO NOT** use a generic email address or the email address of another person, including a third party paid preparer’s.

Each officer or employee of the organization must have their own Login ID to complete and authenticate the Registration and Annual Reports.
Nonprofit Login IDs:
The first account created will be the Primary Contact. Only the Primary Contact and Tech Support can create new Login IDs. If the Primary Contact account cannot be accessed, contact Tech Support to transfer the status.

To create a new Login ID go to the “Manage User Accounts” link. When creating the account, **DO NOT** use a generic email address or another person’s email address, including a third party paid preparer’s.

The new user must activate their account before they can complete and sign filings.
When a new Nonprofit Login ID is created, this activation email will be sent to the email address listed in their new Login ID account. The new user must follow this link to activate their account.

If the user cannot find the email, they should check their Junk/Spam folder. If it is not there, contact Tech Support.
Once your Login ID has been activated, log on to the site and begin the Registration.

Do NOT share your Password or allow another person to login using your Login ID. Each person must log in with their personal Login ID.
Click here to start the registration process.

Hawaii Tax & Charities
Create a New Filing

Filing List
Click on the Action Icon to the right of the filing you want to access. See the legend (below) for a description of the actions.

*** No Returns for this Organization ***
Use the organization’s most recently completed fiscal year to complete the Registration.

Once the start date is entered, the end date will automatically populate, but it can be manually changed.
For the Registration, select that the organization is “Not filing an IRS form.” Select “Yes” to create and file a state form (Hawaii Initial Registration). You can file a Form 990/Form 990EZ/Form 8868 through the efile site, but you cannot file it at the same time as the Hawaii Initial Registration.
Create Filing Process (Return Info)

User: 11900210501 - Deputy Attorney General (NonProfit)

This page allows you to specify the form you wish to create and file with the IRS. It also allows you to specify whether you wish to create any state forms to file with participating states.

Note: If you have already filed your Form 990/990-EZ with the IRS and you want to attach a PDF copy of it to a State Form for a participating state, please select the “Not filing a form with the IRS” option below and select “Yes” on the question asking if you will be filing any forms with participating states.

Please select the type of form to create and file with the IRS (if any)
Are you going to create and file state forms with participating states?

Select “Yes”
Check the Hawaii Initial Registration (New) box.

Nonprofit users: If you are unable to check the Hawaii Initial Registration box, select “Cancel,” locate the existing filing in the Control Panel and edit or delete it.

Paid Preparers: If you are unable check the box, check your Control Panel for the Transmittal. If it’s not there, contact Tech Support to move the Registration to your paid preparer account.
Check to verify that you are only filing a Hawaii Initial Registration (New). If the information is correct, select “Finish.”

If you need to change anything, select “Previous” and make the corrections.
Select “Edit Hawaii Initial Registration Statement” to enter data into the Registration.
Mandatory question:
If the organization’s legal name changed prior to completing the Registration, select “Yes” and enter the name. If the name has not changed, select “No.”

If the organization solicits funds using names that differ from its legal name, enter those names here. When finished, select “Next.”
Follow the prompts to enter only permissible characters. Impermissible characters or extra spaces before or after text or numbers will result in error messages.

Note: If you skip entering information into a mandatory field and select “Save” or “Next,” an error message will appear. You may check the “Skip Current Page Validation” box to move on; however, you will need to go back and fill in the information to be able to complete the Registration.
If the organization has branches, chapters, affiliates or offices, select “Yes,” and either manually enter the information by selecting the link, or upload a PDF list. Once finished or if “No,” select “Next” to move to the next screen.
Select the business form of the charitable organization.
If the entity is NOT organized as a Corporation, Partnership or LLC, select “Other” and describe the form on the line below.
If the organization answers “Yes” to Questions 6A-6D, it must select the appropriate link and select “Add a New Record.”

Once complete or if the organization answers “No” to all, select “Next.”

For Questions 6A-6D, enter a detailed explanation and upload any documents. Select “Save & Return.”
Enter whether the organization has been granted or applied for tax exempt status by the IRS.

If the organization’s tax exempt status has ever been DENIED or REVOKED or MODIFIED, select “Yes” and select “Enter explanation” to provide a detailed response. Once complete, or if “No,” Select “Next” to continue.
Enter the purpose and the programs of the organization.
Enter all of the current Officers, Directors, Trustees, and Key Employees for the organization. Select “Save” to add more fields. When complete, select “Next” to continue.
If the organization answers “Yes” to any of the questions, it must select the “Enter relationship detail” link to enter additional information.

The organization can upload a PDF or manually enter the information.
If the organization has an agent for service of process of actions and proceedings brought under Chapter 467B, Hawaii Revised Statutes, enter the information here. Response is not required. Select “Next.”
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If the organization contracts with a Professional Solicitor, Professional Fundraising Counsel or Commercial Co-venturer, it must upload or manually enter the information here.

For help with answering Questions 14-15(D), click the help prompt buttons next to each field.
The authorized signer must be either an OFFICER or an appointed AGENT of the charitable organization.

If the authorized signer is NOT an OFFICER of the charitable organization, the signer must submit written delegation signed by an OFFICER to the Hawaii Dept. of the Attorney General.

The pull down menu will list the following:

- Individuals who have active Nonprofit Accounts with the authority to sign on behalf of the organization;
- Paid Preparer account used to complete the Registration. (Paid Preparers, if your name is listed twice, sign in to your Nonprofit account and change the signature setting to “No.” Sign back in to your Paid Preparer account to authenticate.)
Use the Quick Jump menu to:

- “Verify Current Form” to display any errors or missing information in your annual report.
- “Generate and View PDFs” to get a PDF copy of the unsigned report.
- “Verify Filing” to ensure there are no incomplete fields or errors before signing the report.
<table>
<thead>
<tr>
<th>State Form Web Page</th>
<th>Error Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI URS</td>
<td></td>
</tr>
<tr>
<td>IRS denied, revoked, etc. explanations and attachments</td>
<td>At least one IRS denied, revoked, or modified explanation must be specified.</td>
</tr>
<tr>
<td>NTEE Codes</td>
<td>At least one NTEE code must be specified.</td>
</tr>
<tr>
<td>Purpose and Programs (12)</td>
<td>PurposeAndPrograms is required.</td>
</tr>
<tr>
<td>Officers and Relationships (13-14)</td>
<td>Relationships is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Type is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Type is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Name is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Name is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Title is required.</td>
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<tr>
<td>Officer, Director, Etc.</td>
<td>Title is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Business name is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Business name is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Street address is required.</td>
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<td>Officer, Director, Etc.</td>
<td>Street address is required.</td>
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<tr>
<td>Officer, Director, Etc.</td>
<td>Street address is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Telephone is required.</td>
</tr>
<tr>
<td>Officer, Director, Etc.</td>
<td>Telephone is required.</td>
</tr>
<tr>
<td>Individuals responsible for custody of funds</td>
<td>At least one individual responsible for custody of funds must be specified.</td>
</tr>
<tr>
<td>Individuals responsible for fundraising</td>
<td>At least one individual responsible for fundraising must be specified.</td>
</tr>
<tr>
<td>Individuals authorized to sign checks</td>
<td>At least one individual responsible for signing checks must be specified.</td>
</tr>
<tr>
<td>Individuals responsible for distribution of funds</td>
<td>At least one Individual responsible for distribution of funds must be specified.</td>
</tr>
<tr>
<td>Individuals responsible for custody of financial records</td>
<td>At least one individual responsible for custody of financial records must be specified.</td>
</tr>
<tr>
<td>Banks in which registrant’s funds are deposited</td>
<td>At least one bank must be specified.</td>
</tr>
<tr>
<td>Accountant/Auditor - Name and Address (16)</td>
<td>Accountant/Auditor is required.</td>
</tr>
<tr>
<td>Accountant/Auditor - Name and Address (16)</td>
<td>Accountant/Auditor is required.</td>
</tr>
<tr>
<td>Accountant/Auditor - Name and Address (16)</td>
<td>Method Of accounting is required.</td>
</tr>
<tr>
<td>Financial Support and Fundraising (18-20)</td>
<td>Uses volunteers is required.</td>
</tr>
<tr>
<td>Financial Support and Fundraising (18-20)</td>
<td>Uses professionals is required.</td>
</tr>
<tr>
<td>Financial (21-22)</td>
<td>Amount paid to PFR/PS/FRC during previous year is required.</td>
</tr>
</tbody>
</table>

The orange links on the left side of the page will take you directly to the page that requires additional information.
This is what the PDF will look like. You can download a copy to review before authenticating the filing.

Select the orange "here" to generate the PDF. Hit "refresh" to see the status of the PDF generation.

Select the orange "here" to generate (or regenerate) the PDF files for this filing. If you have made changes since then, please regenerate the PDF files by clicking the link below.

Click here to generate (or regenerate) the PDF files for this filing.
Select “Verify Filing” from the Quick Jump menu, and select the orange “here” to mark the Registration as complete.

Providing a registered agent is not mandatory to complete the Registration.

Once the Registration is marked as complete, the efile system will automatically email the filer and the Officer or Agent selected to electronically sign (authenticate) the Registration. The emails will be sent to the email addresses listed in their user accounts.
After marking the filing as complete, this email will go to the email address associated with user account selected to authenticate the Registration.

The selected Authenticator should follow this link to sign into the efile.form990.org site to review the Registration.

Thank you for using the 990 Online System for creating this filing. The following steps need to be performed before we can transmit this filing:

VERIFY FINAL COPY OF YOUR RETURN(S):

After you marked your return as complete (and paid the 990 Online Usage Fee - if applicable), our system generated the FINAL PDFs of your filing. Please review the final copy of your filing. Click the link at the top of this email to go to the Filing Status Page.

AUTHENTICATION (Electronically Sign this Filing)

Authentication requires that the authorized officers of [and/or Paid Tax Preparer for] the organization electronically sign this filing. The people listed below must complete this process. To begin click the link to the Filing Status Page above and then click on the "Click Here to Authenticate" link on the Filing Status Page. The system will ask you to attest to several things and then send you an email with a link. You must click the link in the email, log back into the system and then certify that you are authorized to sign the filing. This step is REQUIRED for all signers in order to electronically file this return. The following people must perform this step:

--- Deputy Attorney General (Login ID: 11900201501)

Please feel free to contact us if you have any questions.

Thank You

efile.form990.org technical support team
The Authenticator should review the Registration PDF for errors.

To approve the Registration, the Authenticator should select ‘Click Here to Authenticate this Filing’ to start the authentication process.

If the Registration needs to be amended, the organization will need to contact Tech Support to put the Registration in ‘edit mode.’

NOTE: Contact Tech Support if you want to edit a completed step above.
**IMPORTANT** If you are not authorized to sign this filing, or if you are not the person listed below, please click the Cancel button below.

Name: **Deputy Attorney General**
Title: **Office**
Email: **ATG.Charities@Hawaii.gov**

(If your email address is not correct, please correct it before proceeding)

Please click the Next button to continue.

**ONLY** the individual named here should sign the Registration.

If you are not that individual, do not continue with the authentication process.

This email address must belong to the individual who is authenticating/signing the Registration.

The email address must be personally identifiable and not generic.
Please note, by electronically signing (authenticating) this filing the person is certifying under penalties of unsworn falsification that the statements contained in the filing are true and correct to the best of their knowledge and that they are the person identified in the authentication screen. Under Hawaii’s laws, committing an unsworn falsification is a misdemeanor.
After completing Step 2 of the Authentication process, the Authenticator must close their browser. The system will automatically email the Authenticator a link to complete the authentication process.
Deputy,

The filing for the following organization is ready for authentication:

Organization Name: Hawaii Tax & Charities Organization EIN: 11-9002015 Filing Description: HI State form

Please follow the link below to complete the process:

https://efile.form990.org/ConfGrp.asp?119002015Zw888236rC

NOTE: you will be required to log in again when you click this link.

Once you certify that you Authenticated (signed) the filing, it will be marked as submitted.

Thank You

efile.form990.org Technical Support

After signing the Registration, the Authenticator will receive this email.

The Authenticator must follow this link to log back into the efile site to complete the final step in the authentication process.
This is the final step in the authentication process.
The Authenticator can return to the Control Panel to view the status of the Registration.
If authentication was completed properly, the status of the Registration should change to "Pending."

The status will change to "Transmitted" when it is sent to the AG’s Office for review.