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Online Charities Registration User Guide

CHARITIES BUREAU



Online Charities Registration

User Guide

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Introduction

The Charities Bureau's online registration process will create a more user friendly and intuitive version of registration, and provide more support to applicants in completing the form.

The online charitable registration system is designed to simplify the process, minimize the response time, and take the guesswork out of the submission requirements by eliminating confusion over which forms to use and which statutory provisions apply. Based on responses provided, the system will automatically make determinations about what information or fees might be needed. Because users must provide an email address when registering with the system, registration confirmation and filing reminders are sent automatically to them.

Here are some advantages of the online registration process:

1. Save your registration and come back later - At any point in the registration process, you can save the information, and submit at a later time (within 30 days of starting the application).
2. Transparent - You can monitor the status of the registration by logging into the application.
3. Conveniences - You can e-sign the completed document right from your phone or tablet or PC.
4. Better communication – You will see email notifications to the email address used for account creation i.e. remainder for payment, remainder for signature, remainder to fill out the form, approval notice letter, incomplete notice letter etc.
5. Associate a charity – You can register, amend or re-register a charity with a single login.



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Chapter 1 - Online Charitable Registration

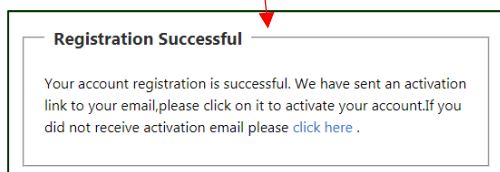
If you have never used the Charities Bureau's online registration process, you will need to create an account to start new registration, amendment or registration process

Step 1.1: Creating an account with Office of the Attorney General

(First time users will need to create an account. Do not try to sign in without creating an account.)

Click on the Register a Charity Online Now button to start account creation process.

- a. Click on "Create account" link.
- b. Enter first name in "First name" field.
- c. Enter last name in "Last name" field.
- d. Enter phone number in "Telephone number" field.
- e. Enter valid e-mail address (this will be your username) in "Email Address" field.
- f. Click on "I'm not a robot check box" and follow the instructions on the screen.
- g. Click the Create button to begin the account creation process.
- h. Confirmation page displays a message to verify your email account.



Login

User name *

Password *

Sign in

[Create account](#) or [Forgot password?](#)

WARNING! This system is the property of the New York State Attorney General and contains U.S. Government information. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of the system is prohibited, and unauthorized use of, or access to, this computer system may subject you to state and federal criminal prosecution and penalties as well as civil penalties.

Create Account

First Name *

Last Name *

Telephone Number *

Email Address *

I'm not a robot

reCAPTCHA

Create Account



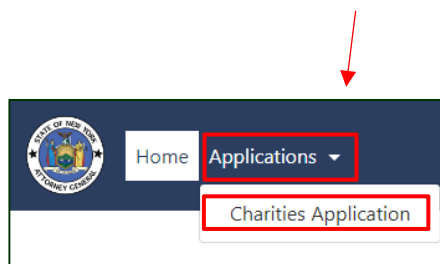
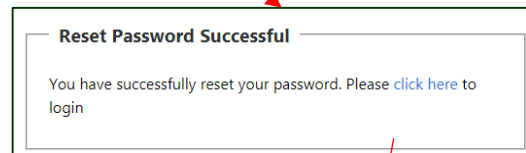
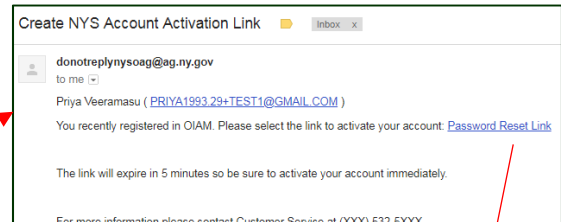
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Step 1.2: Confirm E-mail Address and Login

(Confirmation email sent to the inbox will expire if not activated within 5 minutes.)

- Navigate to the inbox of the email address provided during account creation process.
- Open email from donotreplynsoag@ag.ny.gov with the subject line "Create NYS Account Activation Link"
 - If you can't find the email in your inbox, check your spam/junk/trash folders.
- Click [Password reset link](#) in the email to finish creating your account.
- You are re-directed to the password page
 - Enter password – Password must contain at least 1 special character and a number.
 - Re-enter password in the "confirm Password" field.
- Password reset confirmation message appears. Click [Click here](#) to sign-in to the account.
- Enter username (email account used for account creation), password and click Sign in button.
 - Welcome message is displayed
- Click on Applications dropdown in the top left corner of the page to find Charities Application and click on it.





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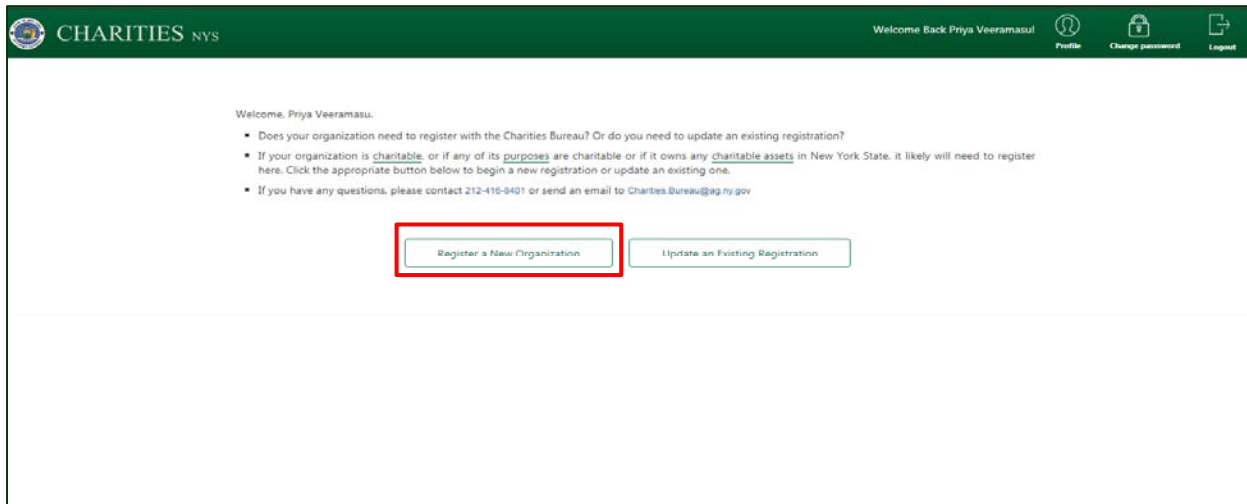
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Chapter 2: Register a new organization

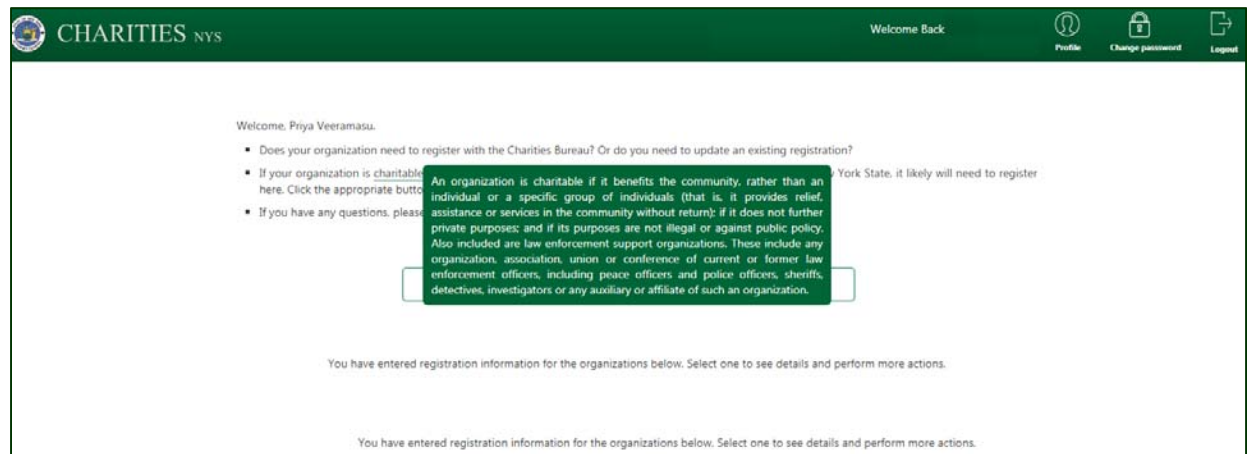
Step 2.1: Organization's landing page:

After successful login to the portal, your name is displayed next to a logout link at the top right side of the page (for your protection, you'll be logged out after 30 minutes of inactivity).

You have the ability to create a new organization, or update (amendment/re-registration) an existing organization. To start the new registration process, click on "Register a New Organization" button.



Note: Hover the mouse over underlined words to see definitions about them. You can also reference the [Appendix](#) page in this document to see more definitions.





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Step 2.2: Enter Employer Identification Number

Enter your EIN number. Also known as a Federal Employer Identification Number, an EIN is a nine-digit number assigned by the Internal Revenue Service and is used to identify tax accounts.

Case -1: If you mistype the EIN, then the system will display an error message. You may have to re-type the EIN and try again.

Case-2: If your organization is recently registered with the IRS, it may take up to 30 days for the IRS to update your EIN in their database. In this case, you will need to come back later and register.

Click on Logout button on top right corner of the page to logout from this process.

Case-3: If the entered EIN number matches any information in IRS records, the results will be displayed on the screen as will an option to continue the registration process.

- Click on “Yes, Continue with Registration” button to continue the registration process.

Name	EIN
TEST ORGANIZATION	112233445

Things to consider:

1. All fields with a red asterisk (*) indicate a required field that must be filled in (if not system will display an error message).
2. At any point in the registration process click on “Save & Exit” button to save the registration and go back to the home page.
3. You can check where you are in the registration process using the train stops at the top of the page. The train stop will have a dark green background if you are working on that section.



4. You can go back to any filled-in section by clicking on the train stop or by clicking “Back” button.



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Step 2.3: Enter Organization Information

Enter information about your organization.

a. Contact Information section:

- i. Enter the organization name exactly as it appears in the certificate of incorporation or other official organizing document in the “Name of Charity” field.
- ii. Enter the organization’s care of name in “c/o name field” if there is any. If you don’t have any c/o names, then leave this field blank and move to the next field.
- iii. Enter organization’s website in to the “Website” field (if there is any).
- iv. Enter Organization email in Organization Email and Re-enter Organization Email fields.

* Name of Charity	c/o Name (if applicable)	* EIN				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Website	* Organization Email	* Re-enter Organization Email				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

b. Mailing Address section:

- I. Enter the organization’s street address into the “Street Address” field.
- II. Enter Room/suite into the “Room/Suite” field if applicable.
- III. Enter the city into “City” field.
- IV. Select the state from state dropdown list (if your mailing address is other than United States then Click/select “other”).
- V. Enter the Zip code or postal code into “Zip/Postal Code.”
- VI. Select the country from Country dropdown list.

Mailing Address		
* Street Address	Room/Suite	* City
<input type="text"/>	<input type="text"/>	<input type="text"/>
* State/Province	* Zip/Postal Code	* Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

c. Principal Address section:

Fill in this section if it is different from the mailing address.

d. Primary Contact Information section:



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- I. Enter in the primary contact person's (for example, officer, director, trustee or other individual) first name in "First Name" field.
- II. Enter the primary contact person's middle name in "Middle Name" field (if there is any).
- III. Enter the primary contact person's last name in "Last Name" field.
- IV. Enter the primary contact person email in "Email" and "Re-enter Email" fields.
- V. Enter the primary contact person phone number in "Phone" field.

Primary Contact Information		
* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Title	* Email	* Re-enter Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Phone		
<input type="text"/>		

e. Click the "Save and continue" button to save the information and navigate to next page. (If you don't hit this button, information filled in this page will not be saved)

Note: At any point in the registration process, click on "Save & Exit" button, to save the information and go to home page.



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Step 2.4: Enter 3rd party preparer information

If the registration form is being filled by a 3rd party preparer (this is a person who is not a member or employee of the registering organization, and who is compensated for their work in registering the organization, such as an accountant, a lawyer or a consultant), then answer YES to the question. If not then enter NO to the question.

The screenshot shows a navigation bar with three tabs: '3rd Party' (highlighted with a red box and an arrow), 'Statute', and 'Exemptions'. Below the tabs, the question '*Are you a third-party preparer?' is displayed with radio buttons for 'Yes' and 'No'.

If the NO option is selected:

Click on “Save & Continue” button to save the entered information and navigate to next page.

The screenshot shows a rectangular button labeled 'Save & Continue' with a red arrow pointing to it from the left.

If the Yes option is selected:

- a. Enter 3rd party preparer’s information:
 - i. Enter 3rd party preparer’s first name in “First Name” field.
 - ii. Enter 3rd party preparer’s middle name in “Middle Name” field (if there is any).
 - iii. Enter 3rd party preparer’s last name in “Last Name” field.
 - iv. Enter the firm where 3rd party preparer works in “Name of Firm” field.
 - v. Enter 3rd party preparer’s email in “Email” and “Re-enter email” fields.
 - vi. Enter the title of 3rd party preparer in “Title” field (if there is any).
 - vii. Enter 3rd party preparer’s phone number in “Phone” field.
 - viii. Enter 3rd party preparer’s email different from the email entered in above steps in “Alternate Email” field (if there is any).

The screenshot shows the 'Third Party Preparer Info' section of the form. At the top, the question '*Are you a third-party preparer?' is displayed with radio buttons for 'Yes' (selected) and 'No'. Below this, the form is organized into three columns of input fields:

Field Label	Field Label	Field Label
* First Name	Middle Name	* Last Name
* Name of Firm	* Email	* Re-enter Email
Title	* Phone	Alternate Email



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- b. Enter 3rd party preparer's mailing address:
- ix. Enter 3rd party preparer's street address in "Street Address" field.
 - x. Enter room/suite number in "Room/Suite" field.
 - xi. Enter the city in "City" field.
 - xii. Select the state from State/Province dropdown list (if your mailing address is not United States then select "Other" option).
 - xiii. Enter the Zip code or postal code in "Zip/Postal Code" field.
 - xiv. Select the country from Country dropdown list.

Mailing Address

* Street Address	Room/Suite	* City
<input type="text"/>	<input type="text"/>	<input type="text"/>
* State/Province	* Zip/Postal Code	* Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

- c. Click on "Save & Continue" button to save the entered information and navigate to next page





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Step: 2.5 Answer Statutory questions

a. Select Yes or No to indicate:

If the organization conducts activity (an organization conducts activities if it maintains an office and/or has employees in New York State) other than soliciting in New York State?

- If selected Yes, then fill out the date on which the organization began or will begin conducting activity

Statute section

b. Select Yes or No to indicate:

If the organization maintains assets in New York State.

c. Select Yes or No to indicate:

If the organization solicits or plans to solicit or receive more than \$25,000 annually in total contributions from New York State residents, foundations, corporations or government agencies.

d. If answered Yes, then fill out the date on which this activity started (if it has already started).

e. If answered No, then answer Yes or No to indicate if the organization contracts with or plans to contract with professional fundraisers or fundraising counsel?

d. Click on Save & Continue button.



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Step: 2.6 Check statute result

Depending on the answers provided to the statute questions, an organization can either be exempt or required to register under one or more of the following statutes:

1. Executive Law 7-A
2. The Estates, Powers & Trusts Law 8-1.4
3. Executive Law 7-A and The Estates, Powers & Trusts Law 8-1.4

2.6.1 Exempt organizations

If the organization is exempt:

- A. You can register as an exempt organization and continue the registration process.

To Register as Exempt organization:

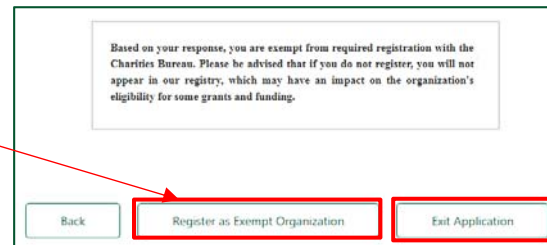
- Click on “Register as Exempt Organization” button and follow steps from [2.8](#).

OR

- B. Exit the application without registering.

To Exit the application:

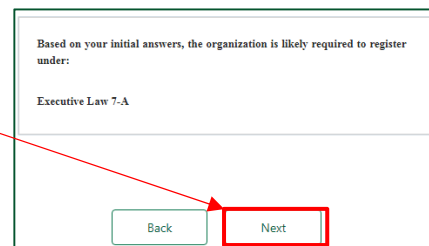
- Click on Exit Application button and/or click Logout button on the top right corner of the page.



Note: If you choose not to register with Charities Bureau, you will not appear in our registry, which may have an impact on the organization's eligibility for some grants and funding.

2.6.2 Non- exempt organizations

If the statute result is not exempt, then click on **Next** button to continue to next page.





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Step: 2.7 Answer Exemption questions

All non-exempt organizations are given another chance to see if they may qualify for an exemption. This section is **optional**.

This exemption section is similar to the current Schedule E paper form. Based on the answers provided to these questions, the organization can either be exempt (and has the option to register as an exempt organization) or may have to register under one or more statutes.

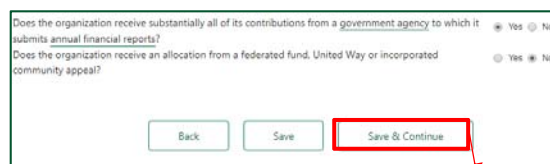
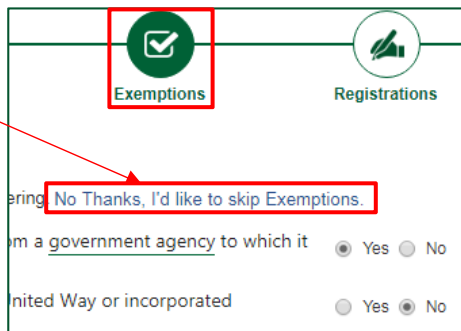
A. Skip exemption questions

If you choose to skip exemptions, click on “No Thanks, I’d like to skip Exemptions” link on the top of the page (you will navigate directly to the registration section).

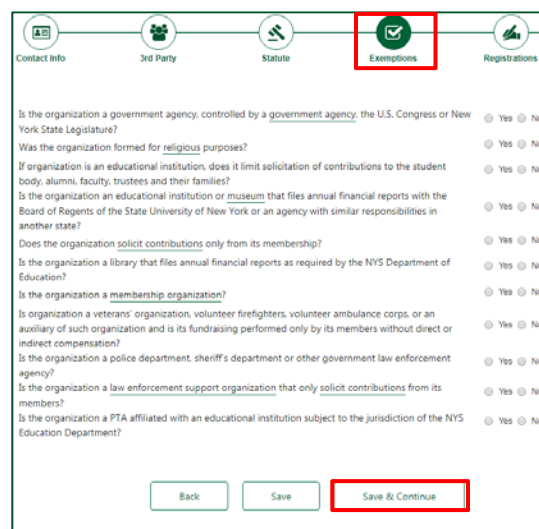
OR

B. Answer exemption questions

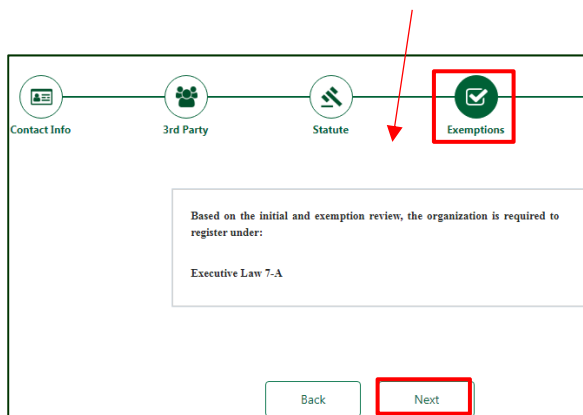
- i. Answer Yes or No to the questions that appeared on the page.
- ii. Click Save & Continue button
 - If you become exempt, follow step 2.6.1.
 - If you remain non-exempt, a second set of exemption questions appears. You must answer Yes or No to all the questions
- iii. Click on Save & Continue button
- iv. Exemption section result appears.



Exemption page -1



Exemption Page-2



Exemption result



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Step: 2.8 Registration section – Part 1


There are several pages within this section. Answer all the questions. If Yes is selected to certain questions, follow-up questions will appear

a. Answer Yes or No to indicate:

If the organization has more than one name

- If answered Yes to this, fill in the other names


Note: You can add more rows using  Add button and Delete them using  Delete button

* Does the organization use another name/names?	
* Names/DBA/Assumed Names	
* Other Organization Names	Delete
<input type="text"/>	 Delete

b. Answer Yes or No to indicate:

If the organization had any previous names

- If answered Yes to this, fill in the previous names

* Has the organization had a previous name/names?	
* Previous organization names	
* Previous Organization Names	Delete
<input type="text"/>	 Delete

c. Answer Yes or No to indicate:

If the organization has any prior New York State registration number

- If answered Yes to this, fill in the registration number

* Does the organization have a prior New York State registration number?	
* Registration number:	
<input type="text"/>	
* Does the organization have Federal tax exemption status?	
* Which Status?	
* Describe the organization's <u>charitable purposes</u>	

d. Answer Yes or No to indicate:

If the organization has federal tax exemption status

- If answered Yes to this, select the status from the dropdown list.
- If answered No to this question, select Yes or No to indicate if the organization applied for tax exemption status.
 - o If answered Yes to this question, fill in the date in which organization applied for tax exemption status.

* Has the organization applied for tax exempt status?	
* When did it apply?	
<input type="text"/>	

e. Enter the Organization's charitable purposes.

f. Click "Save & Continue" button.



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Step: 2.9 Registration section – Part 2

a. Answer Yes or No to indicate:

If the organization ever was denied tax exemption status? (This question appears only when answered No to [question d in step 2.8.](#))

b. Answer Yes or No to indicate:

If the organization ever had its tax exemption status revoked

- If answered Yes to this, fill in the date on which the tax exemption status got revoked.

c. Select the type of organization from the dropdown list

d. Fill in the date on which the organization was incorporated or formed.

e. Select the State in which the organization was incorporated or formed.

f. Click on Save & Continue button.

The screenshot shows a progress bar at the top with five steps: Contact Info, 3rd Party, Statute, Registrations (highlighted with a red box), and Signatures. Below the progress bar, the 'Registrations' section contains the following questions and options:

- * Was the organization ever denied tax exemption status? Yes No
- * Has the organization ever had its tax exempt status revoked? Yes No
- * When was it revoked?
- * What type of organization is it? Corporation (dropdown menu)
- * When was the organization incorporated or formed?
- * In which state was the organization incorporated or formed? Iowa (dropdown menu)

At the bottom of the form, there are three buttons: Back, Save, and Save & Continue (highlighted with a red box).

Registration section – page 2

Note: Click on “Back” button to go back to registration section page -1 and click on Save & Exit button to save the registration and go back to home page.



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Step: 2.10 Registration section – Part 3

a. Answer Yes or No to indicate:

If the organization has any chapters, branches or affiliates.

- If answered Yes to this, fill in all the questions that appear.

* Does the organization have chapters, branches or affiliates?
 * Please list:

* Organization Name	* Relationship	* Street Address	* Roc
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

b. Fill in the officers, directors, trustees, key persons/key employees information:

Note: Not For Profit organizations incorporated in New York State must provide at least 3 officers, directors, trustees, key persons/key employees information. All others must provide at least one.

- Fill in the officers' first name in First Name field.
- Fill in the officers' last name in Last Name field.
- Fill in the title of each officer in Title field.
- Fill in the email address of each officer in Email field.
- Fill in the officers' addresses in Street address, City, State/Province, Country, and Zip/Postal Code fields.

* List all officers, directors, trustees, key persons/key employees + Add

* First Name	* Last Name	* Title	* Email	* Street Address	* City	* State/Province	* Country	* Zip/Postal Code	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

c. Enter the date of organization's fiscal year end.

d. Click on "Save & Continue" button.



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Step: 2.11 Registration section – Part 4

- a. Answer Yes or No to indicate if the organization or its officers, directors, trustees, key persons/key employees have been prohibited by a government agency or court from soliciting.
 - If answered Yes, then describe the reason in “Please describe” text box.

Contact Info
 3rd Party
 Statute
 Exemptions
 Registrations

* Has the organization been prohibited by a government agency or court from soliciting contributions? Yes No

* Please describe:

* Have any of the organization's officers, directors, trustees, key persons/key employees been prohibited by a government agency or court from soliciting contributions? Yes No

* Has the organization or its officers, directors, trustees, key persons/key employees been found in violation of any law in soliciting for a charity? Yes No

* Has the organization or its officers, directors, trustees, key persons/key employees ever entered into any agreement with any regulatory body regarding its conduct in connection with any fundraising activity or misappropriation or misuse of the organization's money or property? Yes No

- b. After all the questions are answered with either Yes or No, click on Save & Continue button.
- c. Answer Yes or No to indicate if the organization’s registration or license has been suspended.
- d. Answer Yes or No to indicate if the organization solicits or plan to solicit contributions in New York State.
- e. Answer Yes or No to indicate if the organization engaged any professional fundraisers for fundraising in New York State.
 - If answered Yes, then fill in the fundraisers’ information i.e. First Name, Last Name, Type, Address, and Contract start, End dates.

Contact Info
 3rd Party
 Statute
 Exemptions
 Registrations
 Signatures
 Payment

* Has the organization's registration or license been suspended by a government agency? Yes No

* Does the organization solicit or plan to solicit contributions in New York State? Yes No

* Has the organization engaged fundraising professionals for fundraising in New York State? Yes No

* Please list all fund raising professionals that the organization has engaged for fundraising in New York State.

* First Name	* Last Name	* Fundraising Type	* Street Address	* City	* State/Province	* Country	* Zip/Postal Code	* Start Date	* End Date	Delete
<input type="text"/>	<input type="text"/>	<input type="radio"/> PFR <input type="radio"/> FRC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="button" value="Delete"/>

- f. After all the questions are answered, click on Save & Continue button.



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Step 2.12 Registration section – Document upload

- a. Answer Yes or No to indicate if the organization has a conflict of interest policy.
- b. Answer Yes or No to indicate if the organization has a whistle blower policy.

* Does the organization have a conflict of interest policy?

* Does the organization have a whistleblower policy?

- c. Click on Choose files button next to “Upload Certificate of Incorporation field” to upload the Certificate of Incorporation.
 - This will open up your document library. Select Certificate of Incorporation document and double click on it to upload.
 - To attach any amendments to the certificate of incorporation, click on Choose File button again and upload it.

Upload Certificate of Incorporation, including amendments, or other organizing documents

Choose Files

 No file chosen

Note: Only PDF files are allowed. If you have the file in another format, convert it to PDF before uploading. To delete any uploaded file, click on Delete button.

- d. Click on Choose file button next to Upload Bylaws field to upload Bylaws.
 - This will open up your document library. Select Bylaws document and double click on it to upload.

Upload Bylaws or other organizing document

Choose Files

 No file chosen

- e. To upload any other supporting documents, click on Choose file button, next to Upload other documents field and click Save & Continue button.

Upload other documents(if needed)

Choose Files

 No file chosen

Back

Save

Save & Continue



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Step 2.13 Signatures

Certification requires two different signatures, **(if your organization is a Trust, then only one signature is required)** one from the organization's president or authorized officer/trustee and the other from the chief financial officer or treasurer. They must certify under penalties for perjury that they reviewed this Registration Statement, and that to the best of their knowledge and belief that the information contained in this Registration is true, correct and complete in accordance with the laws of the State of New York which are applicable.

- Fill in the personal information about the President or Authorized Officer/Trustee in First Name, Middle Name, Last Name, Title, Email, and Re-enter email fields.
 - Filled in document to be signed; it will be sent to this email address.
- Similarly, Fill in the personal information about the Chief Financial Officer or Treasurer in First Name, Middle Name, Last Name, Title, Email, and Re-enter email fields.
- Click on Send out for Signatures button to send the filled in form to signatories.

Certification requires two signatures from the organization's president or authorized officer/trustee and from the chief financial officer or treasurer. They must certify under penalties for perjury that they reviewed this Registration Statement, and that to the best of their knowledge and belief that the information contained in this Registration is true, correct and complete in accordance with the laws of the State of New York which are applicable.

Enter signatory information below

Role	* First Name	Middle Name	* Last Name	* Title	* Email
President or Authorized Officer/Trustee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chief Financial Officer or Treasurer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Back, Save & Exit, Send out for Signatures

Note: To save the information and send them to signatories at a later time click on “Save & Exit” button. To go back to previous screen click on “Back” button.

- Signatures confirmation page appears, and click on “Close” button to go to charity detail page.

df gd

Federal ID No. (EIN) df gd Website
 NY Registration ID 43-17-29 Address as and, Alabama, Alabama 12180
 Registration Type Limited Liability Company (LLC) Primary Contact df gd
 Registration Category TA
 Mo. No. Fiscal Year Ends 4

Buttons: View Registration, Return to My CharitiesNYS

FormType	DateFormed	FilingStatus
Char 410	4/17/2018	Pending Signatures



Online Charities Registration

User Guide

Note: Filing status indicates the status of the application. When the registration is pending signatures, you cannot change any filled information. Click on “View Registration” button to see the filled registration in read-only mode.

If based on the statute question, no payment is required (you will receive an email to the email id used for account creation, with the subject line “No Payment Required”), registration will be auto-submitted to charities bureau for review after both the signatures are done.

Here is the list of all filing statuses and their significance

Filing Status	Significance
Saved but not submitted	Registration process has been started but has not been sent out for signatures.
Pending signatures	Registration is sent to both signatories (but both signatories haven't signed the document).
Signatures Declined	One or both the signatories declined to sign the document.
Pending payment	Registration is signed by the signatories and payment is required.
Pending Charities Bureau Review	Registration is signed by the signatories and no payment is required. (Registration is under the Charities Bureau's review. You don't have to take any action on this until you receive an email from the Charities Bureau).
Pending Charities Bureau Review	Required payment is done and approved (Registration is under the Charities Bureau's review. You don't have to take any action on this until you receive an email letter from the Charities Bureau.)
Waiting for Applicant Review	Charities Bureau requested more information from the preparer.
Approved	Registration has been approved by the Charities Bureau.
Withdrawn	Registration has been withdrawn by the preparer.
Expired	Registration has expired if no action is taken (signatures are not completed/payment is not done) within 30 days from the start of registration process.
Expired	Preparer didn't respond to Charities Bureau request to update the information within 20 days.



Online Charities Registration

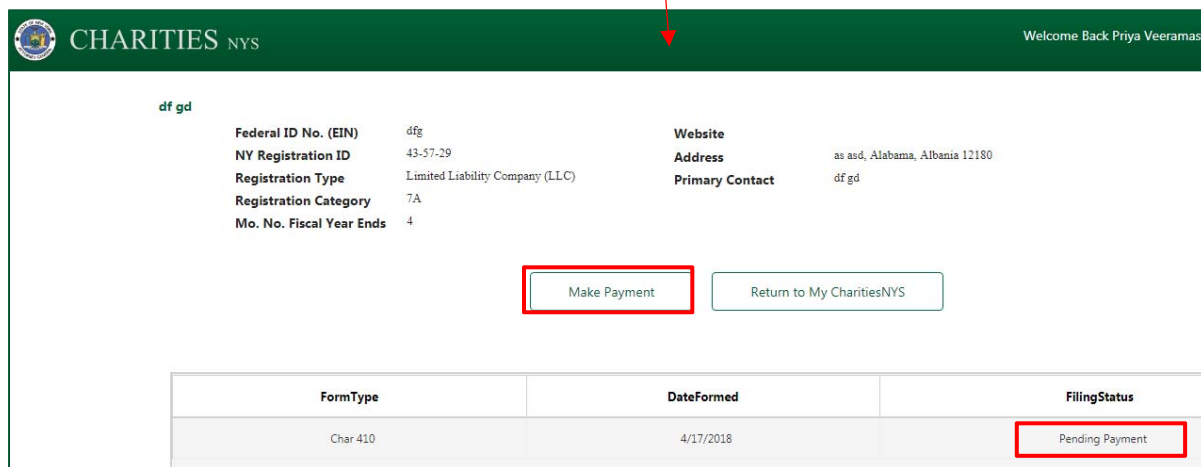
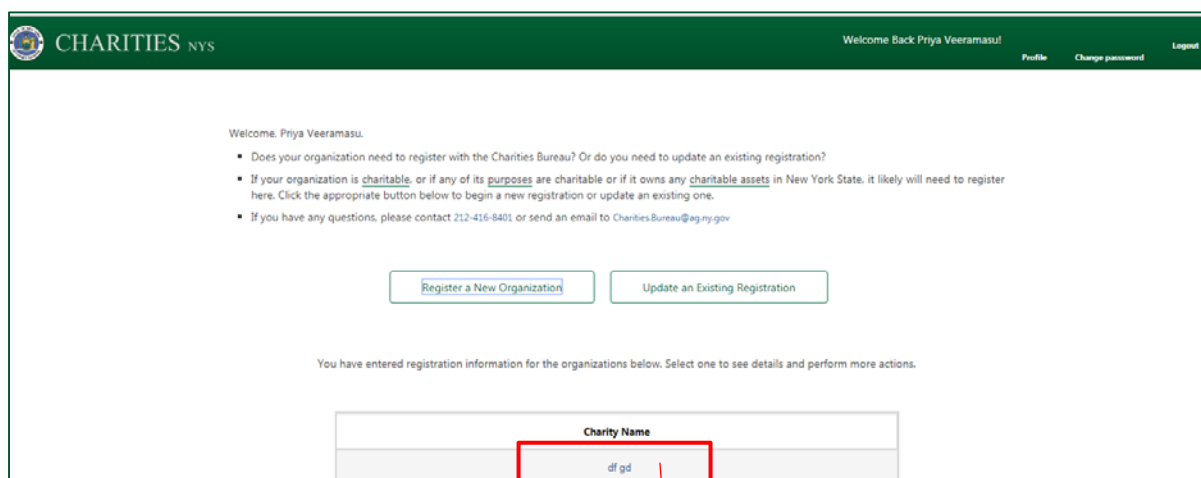
User Guide

Step 2.14 Make payment

2.14.1 Signatures completed

Note: some registrations may not require the payment depending on the statute/exemption result. An email notification will be sent with the payment information (required or not) after the signatures have been completed by the signatories.

- To make the payment, login to your account and see that the charity name is displayed in the home page.
- Click on Charity Name to see more information about it.
- Click on Make Payment button (If you don't see this button, you don't owe any payment).

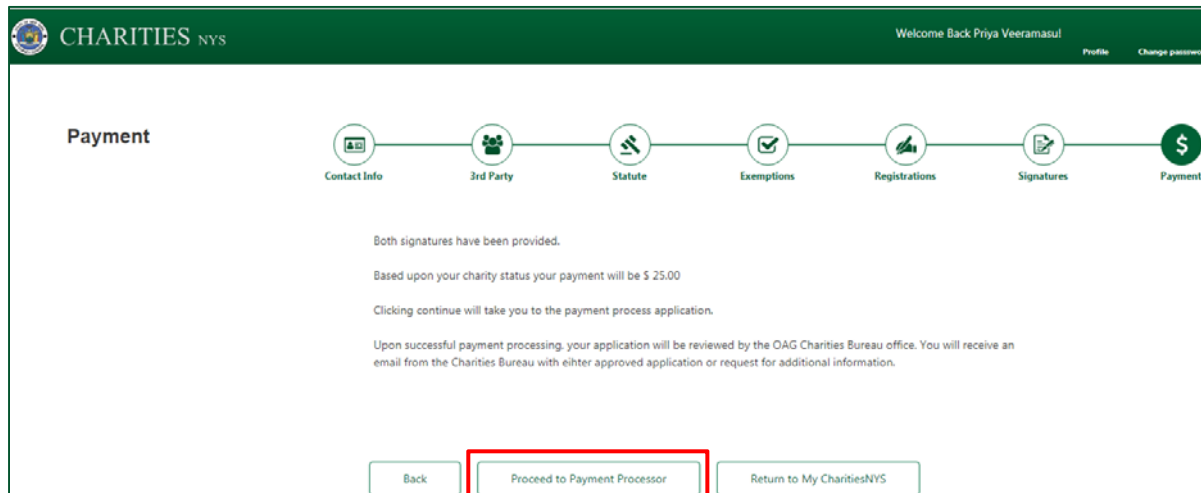


- All the filled in information will be in read-only mode (since the information cannot be changed after the signatories have signed the document); click on Next button until you see Payment train stop.



Online Charities Registration

User Guide



- e. Click on “Proceed to Payment Processor” button.
- f. Select the payment method (Credit/Debit cards and eChecks are allowed).

CHAR410 Registration Fee Payment

Filing ID : 530
 Org ID : 43-59-25
 Registration Fee : 25

* Select Payment Method

Select Payment Method
 Select Payment Method
 Credit or Debit Card
 Checking Account

Make Payment

- i. **Credit or Debit card users**
 - Fill in the card number in the Credit or Debit Card Number field.
 - Fill in the Expiration date in the date field.
 - Fill in the 3 digit code on back of your card (for American Express cards users, use the 4 digit code on the front side of the card) in *Security Code field.
 - Fill in billing address in *Address, City and State, Zip code fields.
 - Click Make Payment button.
 - A confirmation box will appear asking “You are about to submit your payment. Do you want to continue?”
 - Click OK.

CHAR410 Registration Fee Payment

Filing ID : 530
 Org ID : 43-59-25
 Registration Fee : 25

* Select Payment Method

Credit or Debit Card

* Credit or Debit Card Number

* Expiration Date (Month / Year)

* Security Code (CVV2/CVC2)

* Address

* City

* State

* ZIP Code

Make Payment

From an embedded page at uatpayment.ag.ny.gov
 You are about to submit your payment. Do you want to continue?

OK Cancel



Online Charities Registration

User Guide

ii. eCheck users

- Select Checking account as the payment method.
- Enter the type of account in * Checking account type field.
- Enter routing number in * Bank Routing/Transit number field.
- Enter account number in *Bank account number field.
- Agree to the terms and conditions and click “Make Payment” button.
- A confirmation box will appear asking “You are about to submit your payment. Do you want to continue?”
- Click OK.

CHAR410 Registration Fee Payment

Filing ID : 830
Org ID : 43-59-25
Registration Fee : 25

* Select Payment Method : **Checking Account**

* Checking Account Type : Select Account Type
* Bank Routing/Transit Number :
* Bank Account Number :

By Clicking the "I Agree" box below, you authorize New York State Office of the Attorney General to use information from your check to initiate a one-time funds transfer from your account or to process the payment as a check transaction or bank drawn draft from your account for the amount of \$25. If your payment is returned due to insufficient funds, you authorize us to make a one-time electronic funds transfer or to use a bank draft drawn from your account to collect a fee as allowed by state law.

I Agree

Make Payment

- f. If the payment information is valid then payment confirmation message appears; if not try again with correct payment information by clicking on Make payment button.

CHARITIES NYS Welcome Back Priya Verma

Payment

Contact Info 3rd Party Statute Exemptions Registrations

Return to My CharitiesNYS

CHAR410 Registration Fee Payment

Payment Approved

Your payment was successfully processed. Please retain the following receipt number for your record: 170418E3C-D745D00D-D5E417E-9F91-E76BFA4AD406

- g. Click on “Return to My CharitiesNYS” button to go back to home page.

Note: Once the payment is successful, registration will be auto-submitted to Charities Bureau for review.



Online Charities Registration

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2.14.2 Signatures Declined

If any one or both of the signatories declined to sign the document, then you have to make necessary changes in the online form, and re-send it for signatures (registration will not be complete unless both signatories have signed the document).

1. Login to the online system and see the charity created using above steps in the home page.

Welcome, Priya Veerasamu.

- Does your organization need to register with the Charities Bureau? Or do you need to update an existing registration?
- If your organization is charitable, or if any of its purposes are charitable or if it owns any charitable assets in New York State, it likely will need to register here. Click the appropriate button below to begin a new registration or update an existing one.
- If you have any questions, please contact 212-416-8401 or send an email to Charities.Bureau@ag.ny.gov

Register a New Organization Update an Existing Registration

You have entered registration information for the organizations below. Select one to see details and perform more actions.

Charity Name
test

2. Click on Charity Name and see more information about it.

Test

Federal ID No. (EIN) 123456789 Website
NY Registration ID 43-57-44 Address 200 Broadway 6 Troy, New York, United States 12180
Registration Type Corporation Primary Contact sdf@
Registration Category 7A
Mo. No. Fiscal Year Ends 4

Yes, Continue with Registration Return to My CharitiesNYS

FormType	DateFormed	FilingStatus
Char 410	4/18/2018	Signatures Declined

3. Click Yes, Continue Registration button.
4. Make necessary changes to the filled information and send it out for signatures again. After the filing status changed to "Pending Payment" (i.e. signatures are completed) follow step [2.14.1](#) to make the payment and complete the registration process.



Online Charities Registration

User Guide

Chapter 3 Update an Existing Organization

Using this functionality you can either Amend (CHAR410-A) or re-register (CHAR410-R) an existing registration.

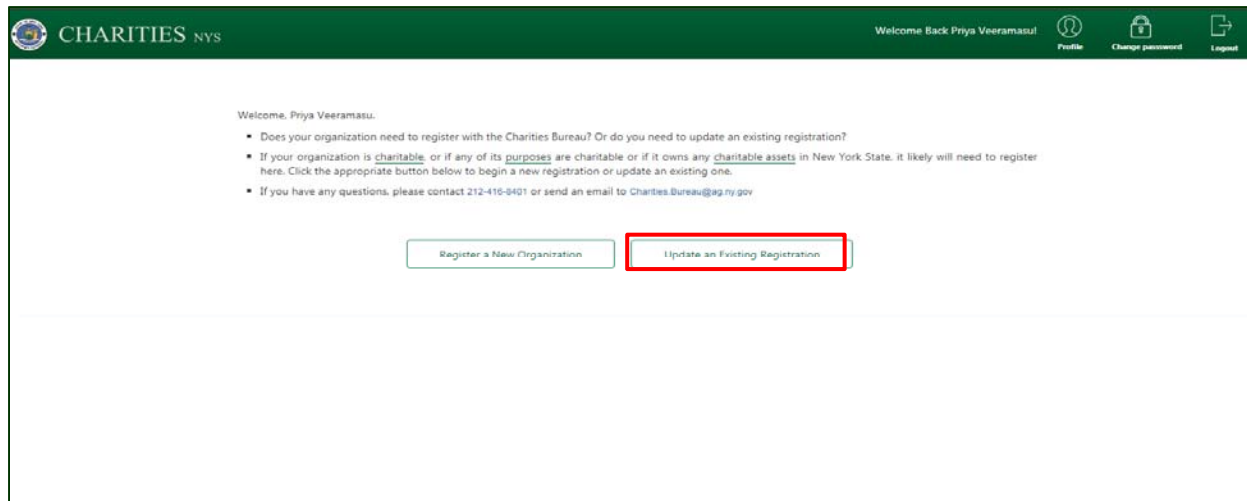
Note: You should have NY Registration ID to do the amendment or re-registration process. If you are not sure of the organization's registration number, contact the Charities Bureau.

Step 3.1: Organization's landing page:

First time users have to create an account. Refer to section 1.1 and 1.2 to create account.

After successful login to the portal, your name is displayed next to a logout link at the top right side of the page (For your protection, you'll be logged out after 30 minutes of inactivity).

You have the ability to create a new organization, or update (amendment/reregistration) an existing organization. To start the amendment/re-registration process click on "Update an Existing Registration" button.





Online Charities Registration

User Guide

Step 3.2: Associate a charity – NY Registration ID search

Enter your New York State Registration ID and click Lookup.

Case 1: If the NY Registration ID is invalid or didn't exist, system will display an error message. Enter a valid ID and try again or logout from the registration

Note: If you recently filed a new registration using the online system, make sure that the filing is approved before you start the amendment process (if the registration is not approved, you cannot amend it).

Case 2: If the entered NY Registration is valid, system will display the charity record.

Click on "Update Charity Record", to create associate the charity with your online account

* NY Registration ID

The New York Registration ID you entered did not return any results.
Please check and search again or return to your Charities Registration Page.

* NY Registration ID

If the charity you wish to update is listed below, click on the "Update Charity Registration" button.
If this is not correct, please check the NY Registration ID and try searching again, or return to My Registrations page.

Name	EIN	NY Registration ID
FURMAN FDN	136167663	00-00-15

Welcome Back Priya Veerasamu [Profile](#) [Change password](#) [Logout](#)

Welcome, Priya Veerasamu.

- Does your organization need to register with the Charities Bureau? Or do you need to update an existing registration?
- If your organization is charitable, or if any of its purposes are charitable or if it owns any charitable assets in New York State, it likely will need to register here. Click the appropriate button below to begin a new registration or update an existing one.
- If you have any questions, please contact 212-416-8401 or send an email to Charities.Bureau@ag.ny.gov

You have entered registration information for the organizations below. Select one to see details and perform more actions.

Charity Name
MEDINA HR FBO WESTHAMPTON FREE LIBRARY



Online Charities Registration

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Step 3.3: Amendment/re-registration process

- Click on the charity that you associated in previous step
- If the organization's CHAR410 has been approved by the Charities Bureau, you will see "Amend Registration" button or if the organization's CHAR410 is rejected by the Charities Bureau, you will see Re-registration button. Click on the button that appears.

FormType	DateFormed	FilingStatus
Char 410	4/17/2018	Approved

- Pre-filled information will be displayed. Make necessary changes to the information and fill in the mandatory fields (if not pre-filled).
- Click on "Save & Continue" button.
- If the information is pre-filled, make necessary changes, or else follow steps [2.4](#) to [2.13](#) or [2.14](#) in this document.

Note: If you are originally registered before the online system launch (i.e. through paper process) and trying to do the amendment/re-registration in the online system, then you likely will need to fill most of the information.

If you are registered in the online system and trying to do the amendment/re-registration, all the information will be pre-filled except the documents and signatories information. Update the necessary fields and submit the registration



Online Charities Registration

User Guide

Chapter 4 How to sign a document

After the preparer fill in all the required information in the online charity registration form, they will be prompted to enter 2 **distinct** signatories information i.e. First Name, Last Name, Title, Email, and Re-enter Email.

Filled in document, will be sent to the 2 email addresses provided in the signatures section of the registration form.

Note: For **Trusts** only **one signature** is required

4.1. Accept and sign the document:

- a. Navigate to the email address and locate the email from DocuSign, with a subject line: **CHAR410 Application to Sign** (if it is an amendment then CHAR410-A Application to Sign, and if it is re-registration then CHAR410-R Application to Sign).

Wed 4/18/2018 1:26 AM

DocuSign Demo System <dse_demo@docusign.net>

CHAR410 Application to Sign

To

i If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to...

Right-click or tap and hold here t...

NYS OAG sent you a document to review and sign.

REVIEW DOCUMENTS

NYS OAG
webapsup@ag.ny.gov

Please DocuSign CHAR410Application_341.pdf, Certificate of incorporation, including amendments or other organizing document, Bylaws or other organizing document

Thank You, NYS OAG



Online Charities Registration

User Guide

- b. Click on **REVIEW DOCUMENTS** link (you will be navigated to DocuSign website in the browser).

Please Review & Act on These Documents

NYS OAG
NYS Office of the Attorney General

Powered by DocuSign

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

DocuSign Envelope ID: 31635B12-6654-4978-8973-C1F30D5648E

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE ESPRIMO SERVICE

179-0270

Form: **CHAR410 Online**
For new registrations, amendments and re-registrations

Registration Statement for Charitable Organizations
New York State Office of the Attorney General
Charities Bureau - Registration Section
28 Liberty Street
New York, NY 10005
www.charitiesnys.com

Open to Public Inspection

Filing Information

Type of Filing: Registration Amendment Re-Registration

Contact Information

1. Name of Charity	5. ERI		
Test 0418	141364805		
2. c/o Name (if applicable)	6. Website		
3. Mailing address (Number and street)	Room/suite	7. Primary contact	
k		k k k	
City or town, state or country and ZIP+4		Title	
k, Kansas, Kazakhstan, 12345		k	
4. Principal address (Number and street)	Room/suite	Phone	Primary Contact Email
kk		1234567890	k@k.com
City or town, state or country and ZIP+4		Organization Email	
kk		k@k.com	

Third Party Preparer Information

1. Name	4. Title			
2. Name of Firm	5. Phone			
3. Mailing address (Number and street)	Room/suite	6. Email		
City	State/Province	Postal Code	Country	7. Alternate Email

Statute Review

1. Does the organization conduct activity (other than soliciting) in New York State? Yes No

2. When did the organization begin conducting activity? 4/18/2018

- c. Accept the terms and conditions (click on the check box) and click **CONTINUE** button.
- d. Review the filled CHAR410 online form and scroll down to the end of the document to see Certificate of Incorporation, Bylaws, or any other document attached while filling the registration form online.

Certificate of incorporation, including amendments or other organizing document
This supplement is for your information. **VIEW**

Bylaws or other organizing document
This supplement is for your information. **VIEW**


- e. Click View button to view the documents (close the document after you view by clicking x button).
- f. After the documents are viewed and all the information in the form is validated, click on **FINISH** button (at the end of the page or at the top right corner of the page).



Online Charities Registration

User Guide

- g. You will be navigated to the location to sign the document

- h. Click on  button to sign the document.
- i. DocuSign will auto generate a signature based on your first and last names. You can either click on ADOPT AND SIGN button or Draw your own signature.

OR



Online Charities Registration

User Guide

- j. Click FINISH button to finish signing the document.

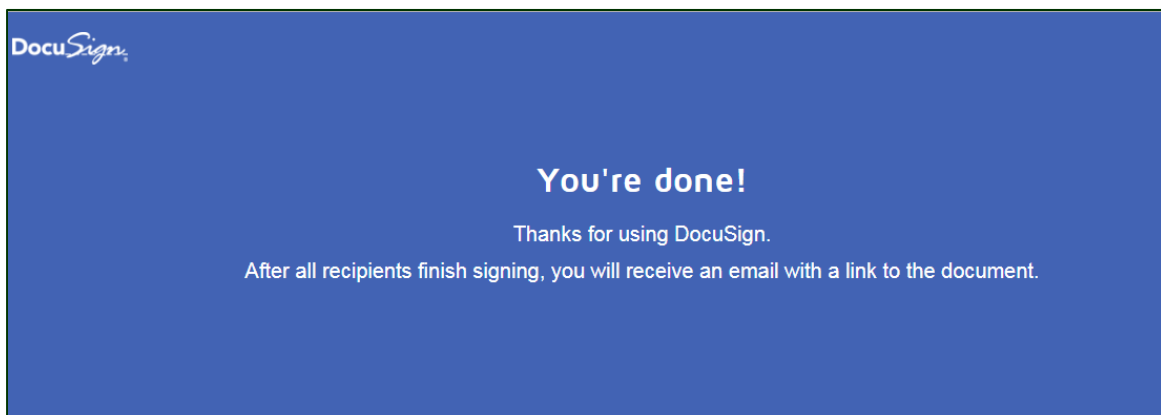
Log in to DocuSign

A copy of this document has been saved to your DocuSign account. Please log in to view it.

Email
priya.veeramasu@ag.ny.gov

LOG IN NO THANKS

- k. You can either create an account with DocuSign or click NO THANKS (after both the signatures are done, signed copy will be sent to your email address even if you don't create an account with DocuSign).





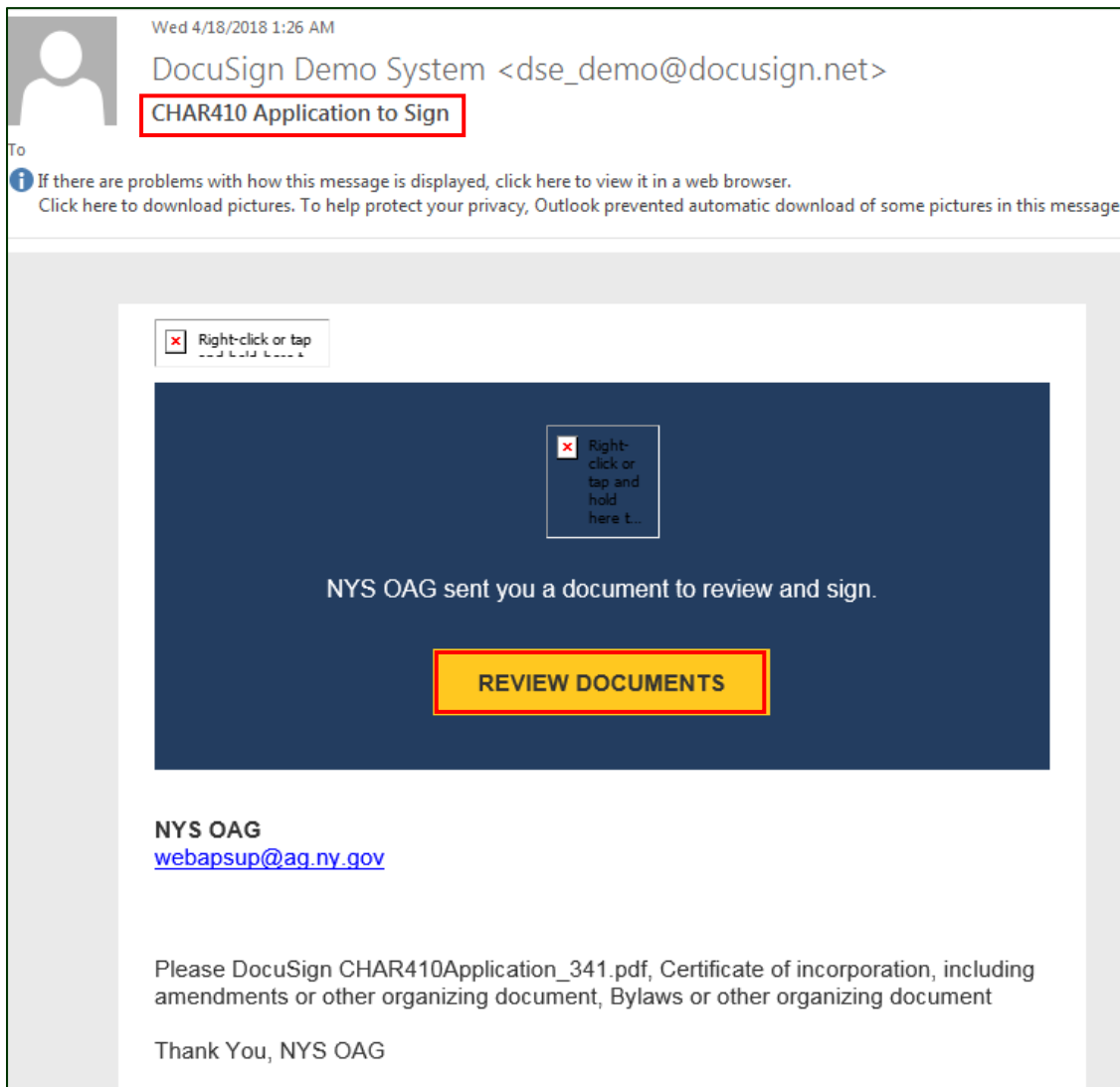
Online Charities Registration

User Guide

4.2. Reject to sign

As a signatory, you have the capability to reject the document if the information in the form is incorrect. To reject, follow below steps.

- a. Navigate to the email address and locate the email from DocuSign, with a subject line: **CHAR410 Application to Sign** (if it is an amendment then CHAR410-A Application to Sign, and if it is re-registration then CHAR410-R Application to Sign).





Online Charities Registration

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- b. Click on **REVIEW DOCUMENTS** link (you will be navigated to DocuSign website in the browser).

Please Review & Act on These Documents

NYS OAG
NYS Office of the Attorney General

Powered by DocuSign

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

DocuSign Envelope ID: 31635B12-6654-4978-8973-C1F902025488

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE

Form: **CHAR410 Online**

Registration Statement for Charitable Organizations
New York State Office of the Attorney General
Charities Bureau - Registration Section
28 Liberty Street
New York, NY 10005
www.charitiesnys.com

Open to Public Inspection

Filing Information
Type of Filing: Registration Amendment Re-Registration

Contact Information

1. Name of Charity Test 0418	5. EIN 141364505
2. c/o Name (if applicable)	6. Website
3. Mailing address (Number and street) k City or town, state or country and ZIP+4 k. Kansas, Kazakhstan, 12345	7. Primary contact k.k.k Title k
4. Principal address (Number and street) kk City or town, state or country and ZIP+4 kk	Phone 1234567890 Primary Contact Email k@k.com Organization Email k@k.com

3rd Party Preparer Information

1. Name	4. Title
2. Name of Firm	5. Phone
3. Mailing address (Number and street) City State/Province Postal Code Country	6. Email
	7. Alternate Email

Statute Review

1. Does the organization conduct activity (other than soliciting) in New York State?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. When did the organization begin conducting activity?	4/18/2018

- c. Accept the terms and conditions (click on the check box) and click **CONTINUE** button.
- d. Click on **OTHER ACTIONS** dropdown on the top right side of the page and select “Decline to Sign” option.

FINISH **OTHER ACTIONS ▾**

- Finish Later
- Print & Sign
- Decline to Sign**
- Help & Support ↗
- About DocuSign ↗
- View History
- View Certificate (PDF) ↗
- View Electronic Record and Signature Disclosure
- Session Information

- e. A caution message appears, read the message and click **CONTINUE**.



Online Charities Registration

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Caution

If you choose to continue, this document will be void and inaccessible to other signers.

To request changes to this document, please select **FINISH LATER** and contact the sender directly with your request.

CONTINUE FINISH LATER CANCEL

- f. Include the reason for declining the document in the text box and click **DECLINE TO SIGN** button.

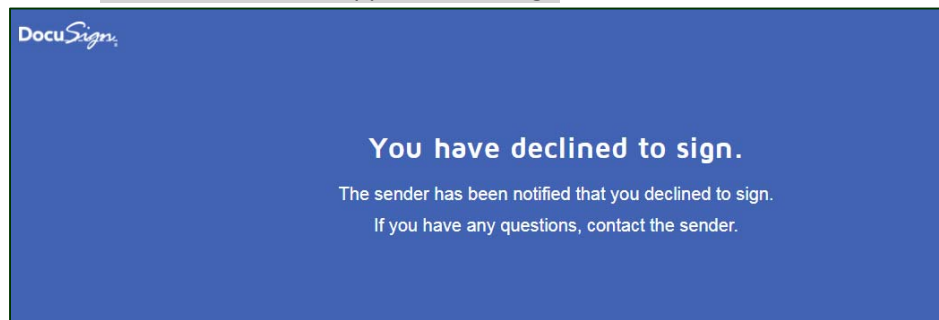
Decline to Sign

Please provide a reason for declining:

500 characters remaining

DECLINE TO SIGN CANCEL

- g. Confirmation message appear on the screen (an email will be sent to both the signatories with the subject line: **Declined: CHAR410 Application to Sign.**)





Online Charities Registration

User Guide

Contact

Refer to the list of Charitable FAQs in [Online Registration FAQ's](#) page for help with registration process. If you have any questions while filling out the form, please contact Charities Bureau registration section at [212-416-8401](tel:212-416-8401) or send an email to Charities.Bureau@ag.ny.gov

Appendix

Annual Financial Report:

A state-of-the-company report that includes financial data, including the previous 12 months expenditures and revenues, costs and results of operations and development activities.

Certificate of Incorporation:

The document that sets out the names of the persons creating the not-for-profit, the not-for-profit's name, its purposes and any other information that an incorporating State may require that a not-for-profit corporation file to be established.

Charitable:

An organization is charitable if it benefits the community, rather than an individual or a specific group of individuals (that is, it provides relief, assistance or services in the community without return); if it does not further private purposes; and if its purposes are not illegal or against public policy. Also included are law enforcement support organizations. These include any organization, association, union or conference of current or former law enforcement officers, including peace officers and police officers, sheriffs, detectives, investigators or any auxiliary or affiliate of such an organization.

Charitable assets:

Assets given to an organization to accomplish a charitable purpose (for example, help children in need, provide care for the elderly, etc.).

Charitable Lead Trust:

Any trust in which a charitable beneficiary has a lead interest.

Charitable purposes:

An organization has charitable purposes if one or more of those purposes benefits the community in one way or another.

Conduct activity:

An organization conducts activities if it maintains an office, and/or has employees, and/or solicits money in New York State.



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User Guide

Fundraising Counsel (FRC):

A fundraising counsel (FRC) is someone who plans, manages or advises an organization on soliciting contributions in New York State. An FRC does not have access to the funds collected from such a campaign. A charity's director, trustee, officer, employee or a volunteer for the charity is not a fund raising counsel.

Fund Raising Professional:

A fund raising professional is a professional fundraiser (PFR) or fundraising counsel (FRC). A professional fundraiser (PFR) has a contract or other agreement with a charity that compensates the person to manage, conduct or assist a charity in its solicitations. That solicitation may be direct or indirect and includes advertising that using a service, buying an item, attending an event or other activity will benefit a charity. A professional fundraiser has access to the contributions raised on the charity's behalf, and may pay the expenses of a campaign from those receipts. A charity's director, trustee, officer, employee or a volunteer for the charity is not a professional fundraiser. A fundraising counsel (FRC) is someone who plans, manages or advises an organization on soliciting contributions. An FRC does not have access

Government agency:

An administrative division of any local, State or Federal government (for example a department, commission, board or bureau) that has regulatory or other oversight authority.

Hospital, nursing home or diagnostic treatment center:

The organization must be incorporated under Article 28 of the New York Public Health Law and provide medical services by or under the supervision of physicians licensed under the New York Public Health Law.

Key person:

These are individuals other than officers and directors, who have responsibilities, power or influence over the organization as a whole similar to that of an officer or a director.

Law Enforcement Support Organization:

This includes any organization, association, union or conference of current or former law enforcement officers, including peace officers and police officers, sheriffs, detectives, investigators or any auxiliary or affiliate of such an organization.

Maintain assets:

An organization maintains assets if it has property of any kind and/or owns real property—that is, real estate—in New York State.

Membership Organizations:

A group of people who join together for a specific purpose to achieve shared goals. The organization must clearly define the qualifications and requirements for membership in its bylaws or other organizing document, and the membership must represent the collective body of the organization and be comprised of persons having voting rights and other powers of governance.



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Museum:

These are institutions that promote the arts and culture, which is generally recognized as educational; and/or instruct the public on subjects useful to the individual and/or beneficial to the community.

Professional Fundraiser (PFR):

A professional fundraiser (PFR) has a contract or other agreement with a charity that compensates the person to manage, conduct or assist a charity in its solicitations. That solicitation may be direct or indirect and includes advertising that using a service, buying an item, attending an event or other activity will benefit a charity. A professional fundraiser has access to the contributions raised on the charity's behalf, and may pay the expenses of a campaign from those receipts. A charity's director, trustee, officer, employee or a volunteer for the charity is not a professional fundraiser.

Religious:

A religious organization is one that has been set up exclusively for religious purposes, such as worship or religious education, or that is under the control and direction of such an organization. See IRS guidance at <https://www.irs.gov/charities-non-profits/churches-religious-organizations/churches-defined>.

Solicits:

An organization solicits when it directly or indirectly requests contributions, including grants. A solicitation need not result in a contribution. Soliciting includes advertising that using a service, buying an item, attending an event or other activity will benefit a charity.

Solicit Contributions:

To solicit contributions is to directly or indirectly request contributions, including grants. A solicitation need not result in a contribution. A contribution is the promise or grant of any money or property of any value, including a grant or other financial assistance from a government agency, except for payments by members of an organization for membership or services or another benefit.

Third-party preparer:

A person who is not a member or employee of the registering organization, and who is compensated for their work in registering the organization, such as an accountant, a lawyer or a consultant.