



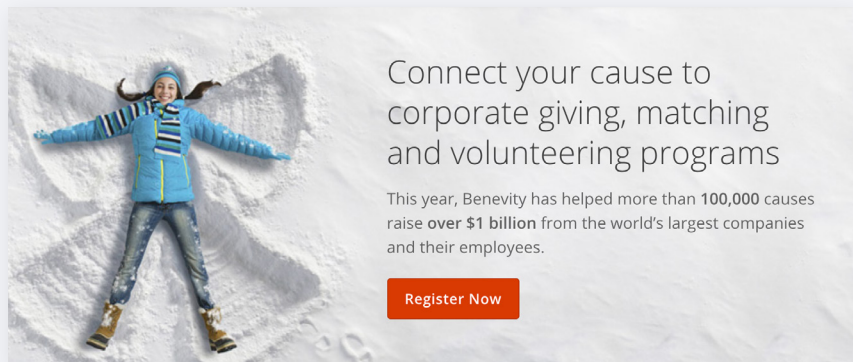
Register Your Cause in the Benevity Causes Portal

The Benevity Causes Portal helps nonprofits all over the world access support from hundreds of corporate giving, volunteering and grantmaking programs.

Follow these steps to fully activate your Cause Profile and start using all of the features available to you through the Benevity Causes Portal. By completing each of the steps, you will become eligible for inclusion in more giving, matching, granting and volunteering programs, gain access to detailed disbursement reports, and start receiving your donation payments electronically.

Step 1: Register Your Cause

- A** Go to causes.benevity.org and click **Register Now**.



- B** Find your Cause Profile in our database. Select the country where you are located, then enter either your cause name or EIN/RCN number.

Click Search.

A screenshot of the 'Register Now' form. The header is blue with the text 'Register Now'. Below the header, there is a list of bullet points: 'Become eligible for workplace giving, volunteering and granting programs', 'Retrieve donor information and donation reports', 'Create a profile with your mission and logo', and 'Broadcast volunteer and fundraising opportunities'. The form itself has a white background. It starts with a dropdown menu labeled 'Choose a country:' with '(All Countries)' selected. Below this is a text input field labeled 'Now enter your cause name or EIN/RCN number:' with the example 'ex. American Heart Association or 135613797'. At the bottom is a blue 'Search' button.

- C Find and select your Cause Profile from the results. Review the details to ensure that you have selected the correct Cause Profile. Then click **Register Now**.

LITTLE FEET BIG HEART RESCUE
BRADENTON, Florida, 34203-5344 United States

LITTLE FEET BIG HEART RESCUE
2803 57th Dr E
BRADENTON, Florida 34203-5344
United States

Unique Identifier 463229974

[Register Now](#)

[Already have a verification code?](#)

- D Complete the form provided by adding your contact information and setting a password. This is how you will sign in to your **Cause Profile** from now on. Use the contact details and email for the person who will be the *primary user* of this account.

Register Now

Please complete your Cause Profile by filling out the following information.

Your Organization

Your organization name and registration number are not editable. If you wish to edit this information you must wait until your registration has been processed.

Organization Name *

LITTLE FEET BIG HEART RESCUE

Government Issued Charity Registration Number *

463229974

Contact Information

This information will be used to contact you once we have received and verified all required information.

Your Name *

Title

Phone Number *

- E If additional information is needed, you may be required to provide verification documents. If this is the case, you will receive an email from Benevity requesting the specific documents we need to complete your registration.

Once you've completed your registration, you will have full access to update your Cause Profile and view disbursement reports.

Dashboard

Projects 0

Volunteering 0

Reports

Cause Profile

Certification

Donation Method

Settings

Your Account is 40% Complete

Register Your Account Complete

Verify Your Identity Complete

Complete Self-Certification Not Complete

Set Up Electronic Donation Payments Not Complete

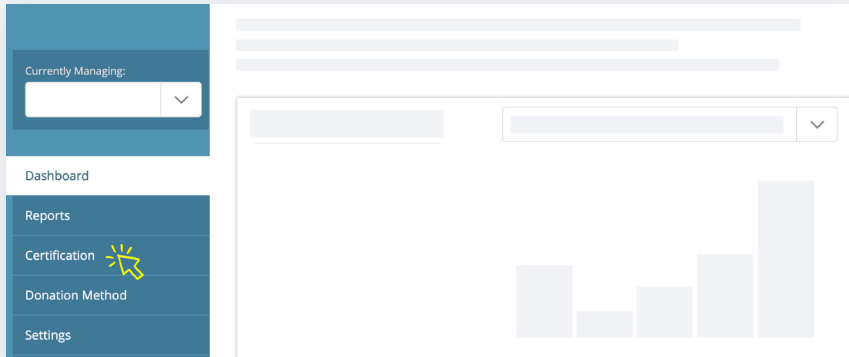
Complete Your Profile Not Complete

40%

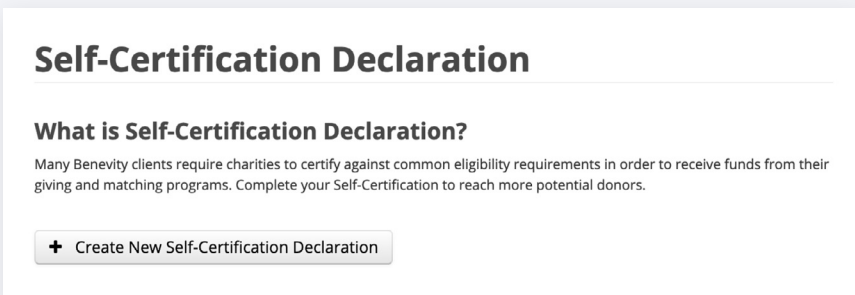
Step 2: Complete the Self-Certification

Many corporations have specific eligibility requirements that causes must meet for inclusion in their giving, matching, and volunteer programs. We've prepared a Self-Certification process that allows causes to self-certify against these common eligibility requirements. Causes complete it once, renew it annually, and are automatically included in all programs for which they qualify.

- A** Click **Certification** on the left-hand side menu.



- B** Click **Create New Self-Certification Declaration**.



- C** Read through and respond to all the declarations as applicable, enter your contact information, and then click **Submit**.

A screenshot of the self-certification form. It contains two numbered questions. Question 1 asks: 'Does Your Organization have all of the licenses and registrations that are required of it by all relevant regulatory authorities in its governing jurisdiction and is Your Organization in compliance with the laws and regulations applicable to it?'. It has two radio button options: 'Yes' and 'No'. Question 2 asks: 'Does Your Organization Discriminate against any person or group of people in its hiring and employment practices, codes of conduct, programs, services or in any other aspect of its operations or activities on the basis of that person or group of people's personal characteristics or attributes?'. Below the question is a paragraph explaining that discrimination includes hiring and employment policies or practices that discriminate against a person or group of people on the basis of their sexual orientation or gender identity, even if such policies and practices are permitted under applicable law. It also has two radio button options: 'Yes' and 'No'.

Step 3: Set up Electronic Disbursements

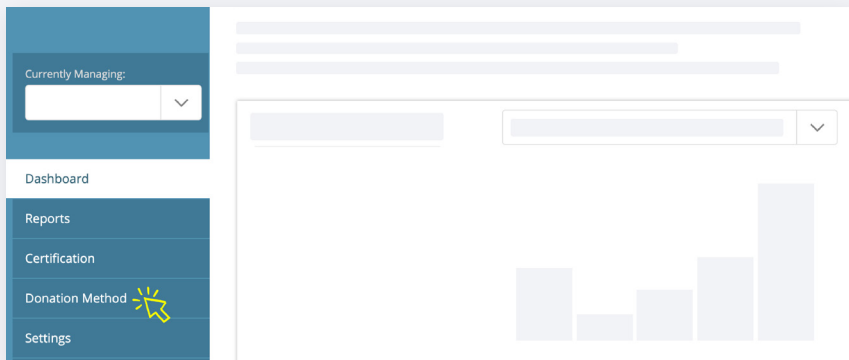
Benevity disburses 90% of domestic funds and 100% of international funds through Electronic Funds Transfer (EFT/ACH). Thanks to the unparalleled accuracy, reliability and speed of electronic payments, we have the highest rate of funds delivered.

Set up electronic disbursements and receive funds directly to your bank account, no checks required!

Please note: For all organizations outside of the U.S. and Canada, EFT is mandatory.

A

Click **Donation Method** on the left-hand side menu.



B

Select your preferred donation payment method.

Fill out the form provided with the necessary details. To enable electronic donation payments you will be asked to upload a supporting document so that we can start transferring funds electronically to your bank account.

1 Choose a Donation Payment Method

☒

Electronic Funds Transfer (EFT) Recommended

Receive funds directly to your bank account with email notifications for each disbursement. No check fees, lost checks, unnecessary paper, or minimum payment thresholds.

☐

PayPal

Receive funds electronically via your organization's PayPal account. No check fees.

☐

Check

We do not recommend this method. After three free check disbursements, an administrative surcharge for paper checks will be applied starting with your fourth check. This fee is the greater of either \$25 per check or 7% of the total, up to a maximum of \$100. There is also a \$100 aggregate donation threshold before we will disburse funds via check. **Select EFT or PayPal** to receive disbursements electronically and avoid these check fees and minimum thresholds.



Review your details and click **Submit**. If your application is approved, or if more information is required, you will be notified via email.

| | |
|--|--|
| Account Currency | |
| Transit Number | |
| Financial Institution Number | |
| SWIFT/BIC Code (required to receive international funds) | |
| Bank Name | |
| Bank Address Line 1 | |
| Bank Address Line 2 | |
| Bank Address Line 3 | |
| City | |
| ZIP / Postal Code | |
| State / Province / Region | |

☐ I confirm that the above details are correct *

Submit

Please Note

If you are located in North America and choose to keep checks as your donation payment method, an **administrative surcharge** for paper checks will be applied starting with your fourth check. This fee is the **greater of either \$25 per check or 7%** of the total, up to a maximum of \$100.

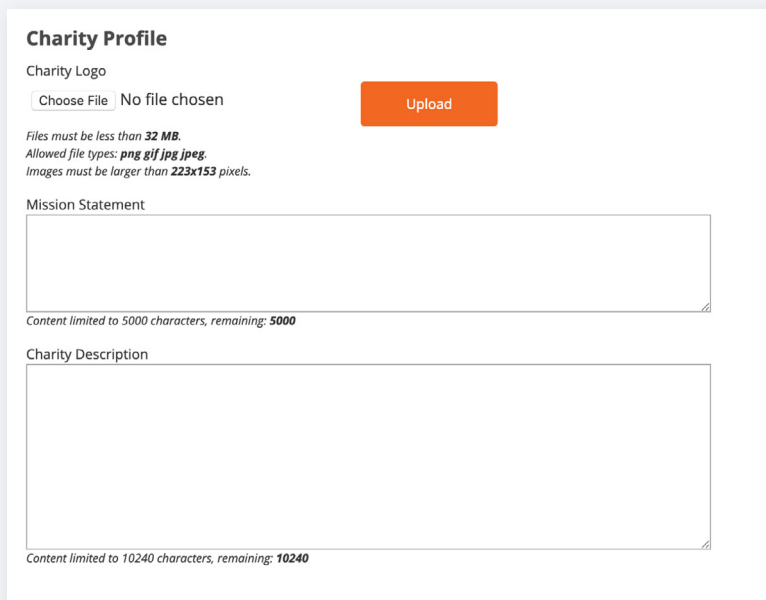
We strongly encourage all causes to set up electronic donation payments to receive disbursements via direct deposit and avoid these fees!

Step 4: Complete Your Profile

To help increase your exposure and visibility, we recommend that you make the following enhancements to your profile so that you can provide potential donors with as much information about your organization as possible.

A To complete your profile with your mission statement, cause description, and your logo please follow the steps below:

1. Click on **Cause Profile** on the left-hand side menu
2. Select **Edit Cause Profile**
3. Update your organization's details, then scroll down and click **Save**



The screenshot shows the 'Charity Profile' form. At the top, there's a 'Charity Logo' section with a 'Choose File' button (disabled) and an 'Upload' button. Below this, it states: 'Files must be less than 32 MB. Allowed file types: png gif jpg jpeg. Images must be larger than 223x153 pixels.' The 'Mission Statement' section has a large text area with a character count: 'Content limited to 5000 characters, remaining: 5000'. The 'Charity Description' section also has a large text area with a character count: 'Content limited to 10240 characters, remaining: 10240'.

Mission Statement – this is the place to share a high-level summary of what your organization does.

Charity Description – this should be a detailed description of your organization. Let donors and volunteers know about your latest news and upcoming initiatives.

Online Presence – share links to your website, Twitter and Facebook.

Logo – a picture is worth a thousand words! Help get instant recognition from donors and reinforce your brand with your logo!

For more information about accessing disbursement reports, updating your Cause Profile, and making the most of the features available to you through the Benevity Causes Portal, check out the resources available on our [Help Centre](#).

Any questions? We're happy to help. Email us at causes@benevity.org and we'll help you with your registration.

Find us here:
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Calgary, AB T2E 2W5

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