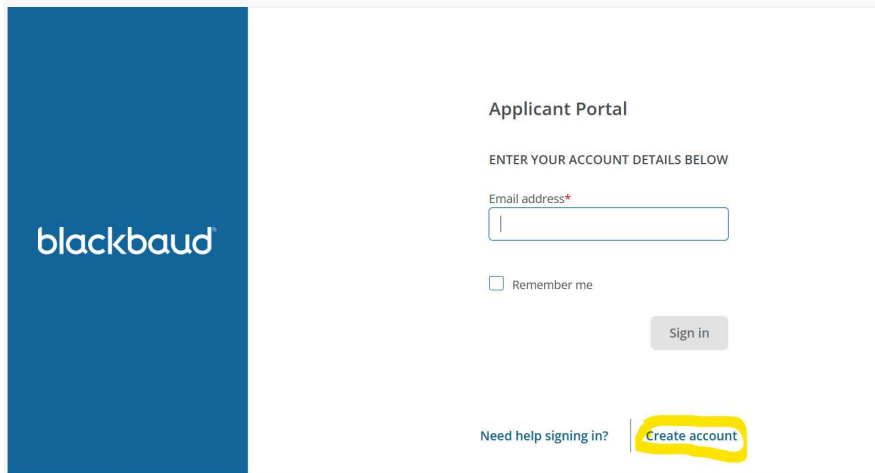


## 1. Create an account



The image shows the Blackbaud Applicant Portal sign-up page. On the left is a large blue vertical rectangle with the 'blackbaud' logo in white. To the right, the text 'Applicant Portal' is at the top. Below it, 'ENTER YOUR ACCOUNT DETAILS BELOW' is followed by an 'Email address\*' input field. A 'Remember me' checkbox is below the input field. A 'Sign in' button is to the right of the checkbox. At the bottom, there is a link 'Need help signing in?' and a 'Create account' button highlighted with a yellow circle.

blackbaud

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

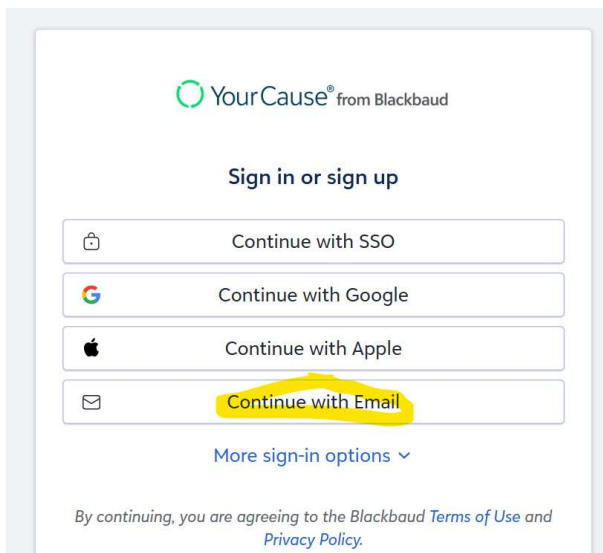
Email address\*

☐ Remember me

Sign in

Need help signing in? **Create account**

## 2. Sign in/Sign up 'Continue with Email'



The image shows the 'YourCause' from Blackbaud sign-in/sign-up page. At the top is the 'YourCause' logo with the text 'from Blackbaud'. Below it is the heading 'Sign in or sign up'. There are four buttons: 'Continue with SSO', 'Continue with Google', 'Continue with Apple', and 'Continue with Email', which is highlighted with a yellow circle. Below these buttons is a link 'More sign-in options' with a downward arrow. At the bottom, there is a line of text: 'By continuing, you are agreeing to the Blackbaud Terms of Use and Privacy Policy.'

YourCause<sup>®</sup> from Blackbaud

Sign in or sign up

Continue with SSO

Continue with Google

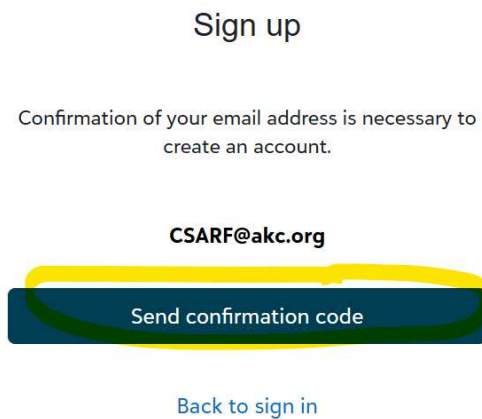
Continue with Apple

**Continue with Email**

[More sign-in options](#) ▾

By continuing, you are agreeing to the Blackbaud [Terms of Use](#) and [Privacy Policy](#).

## 3. Ask for a code to be sent



The image shows a 'Sign up' confirmation page. At the top is the heading 'Sign up'. Below it is the text 'Confirmation of your email address is necessary to create an account.' followed by the email address 'CSARF@akc.org'. Below the email address is a 'Send confirmation code' button highlighted with a yellow circle. At the bottom is a link 'Back to sign in'.

Sign up

Confirmation of your email address is necessary to create an account.

CSARF@akc.org

**Send confirmation code**

[Back to sign in](#)

- Wait for code to be sent and then enter into application. (Note: This may take a few minutes for code to arrive in your inbox (also check your spam folder))

**Sign up**

Confirmation of your email address is necessary to create an account.  
Confirmation code has been sent to your inbox.  
Copy it to the confirm box below.

**CSARF@akc.org**

Confirm code

**Confirm**

Send new code

**YourCause® from Blackbaud**

Hi,

To finish this confirmation step, please enter the access code below within 10 minutes.

**817608**

[Need help?](#)

- Once the code is entered click 'Confirm'

**Sign up**

Confirmation of your email address is necessary to create an account.  
Confirmation code has been sent to your inbox.  
Copy it to the confirm box below.

**CSARF@akc.org**

Confirm code

817608

**Confirm**

Send new code

- Fill out all the required information asked and then click 'Sign Up'

**Sign up**

Confirmation of your email address is necessary to create an account.  
The code has been verified. You can now continue.

**CSARF@akc.org**

Password

Must be 12 or more characters.  
Must contain at least 3 of the following:  
Lowercase letter  
Capital letter  
Number  
Special character (!, #, %, etc.)

Confirm password

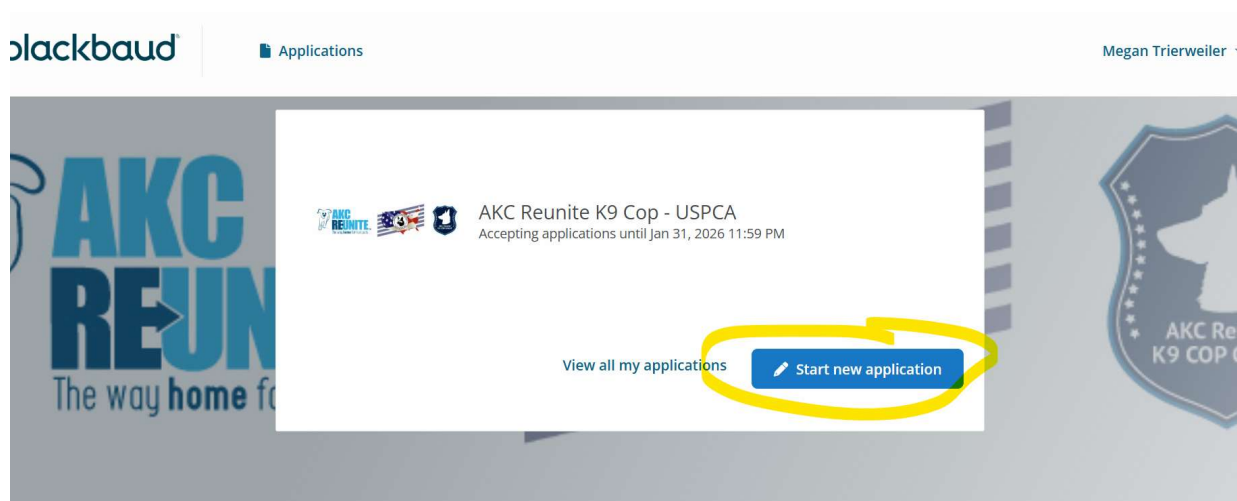
First name

Last name

**Sign up**

[Back to sign in](#)

7. Click on 'Start new application'



8. Enter in your Department or City's EIN number (located on the W-9)

A screenshot of the 'Select Your Organization' form. The form has a search bar with the placeholder text 'Search by name or Registration ID'. Below the search bar, there is a dropdown menu for 'All countries'. At the bottom of the form, there is a link 'Go to my applications'.

9. If your organization/department doesn't show up, please click on '+ Add organization' (If your organization/department does show up please jump to step #14)

A screenshot of the 'Select Your Organization' form. The search bar contains the text '63-6001261'. Below the search bar, there is a dropdown menu for 'All countries'. The form displays a message: 'No organizations could be found'. Below this message, there is a link '+ Add organization' which is highlighted with a yellow circle. At the bottom right, there is a link 'Go to my applications'.

10. Enter the County for your organization/department and then add your EIN number (what is on the W-9)

### Add Organization

Location\*

Afghanistan

Aland

Albania

Algeria

American Samoa

Andorra

Angola

Government tax identification number\*

Government tax identification number such as EIN, Tax ID, VAT, BN, or PAN

Back

Next

11. Enter in your organization/department Name and click, 'Next'

### Add Organization

Organization name\*

AKC Reunite

Organization website

Icon

Click or drop files here to upload

Maximum file size: 29MB

Accepted file types include: bmp, gif, jpeg, jpg, png, tif, tiff, webp

Add an icon or logo for the Nonprofit Profile that will be created. If none is provided, a generic icon will be used.

Cancel

Back

Next

12. Fill in everything that has an \* and click, 'Next'

### Add Organization

Address line 1\*

8051 Arco Corporate Dr

Address line 2

Ste. 200

Country\*

United States

City\*

Raleigh

State, province or region\*

North Carolina

Postal code\*

27617

Cancel


Back

Next

13. Confirm information is correct for your organization/department and click, 'Submit and continue'

## Add Organization

To proceed with your application using this nonprofit, click 'Submit and continue'. If you wish to return to search click 'Cancel'.



**AKC REUNITE**  
8051 Arco Corporate Dr Ste. 200, Raleigh, NC, 27617, US  
63-6001261

[Cancel](#)[Back](#)[Submit and continue](#)


14. If your organization/department does show up please click on, 'Select'

## Select Your Organization

×

The Registration ID is the nonprofit's official ID

All countries



**AMERICAN KENNEL CLUB COMPANION ANIMAL RECOVERY CORPORATION**  
101 PARK AVE 5TH FLOOR Suite 200, NEW YORK, NY, 10178-0300, UNITED STATES  
13-3904402

[Don't see the organization? + Add organization](#)[Back](#)[Go to my applications](#)[Select](#)

15. Proceed to fill out the application and everything that has an \*