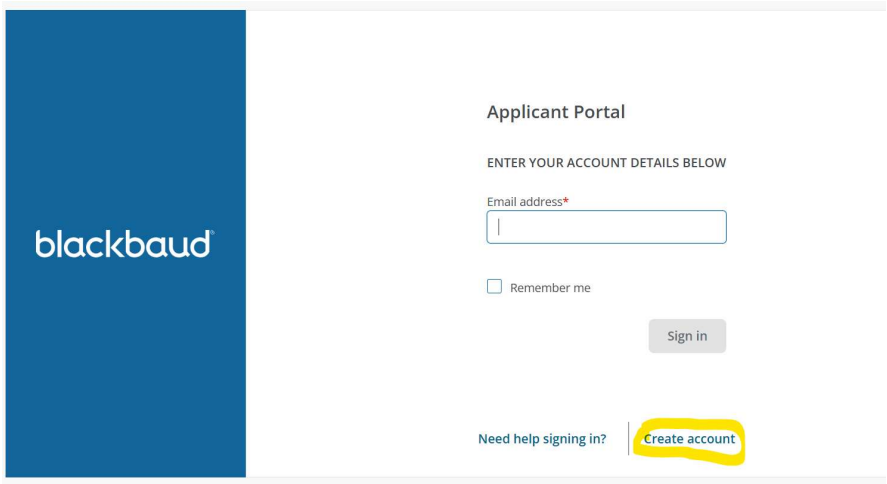
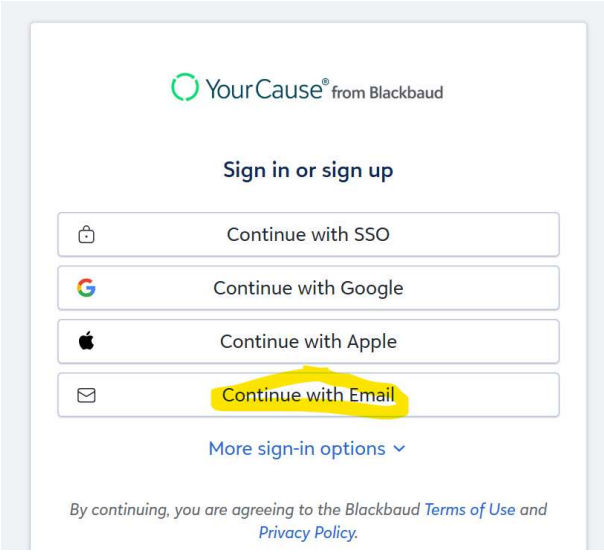
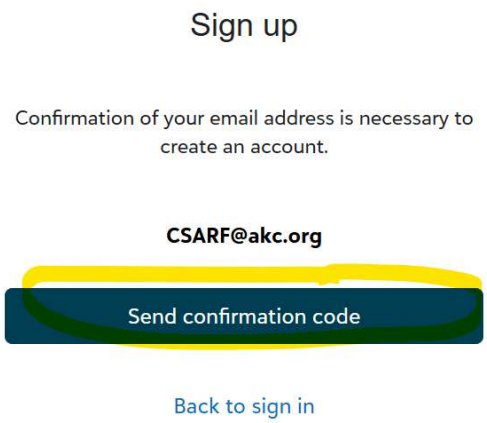
1. Create an account



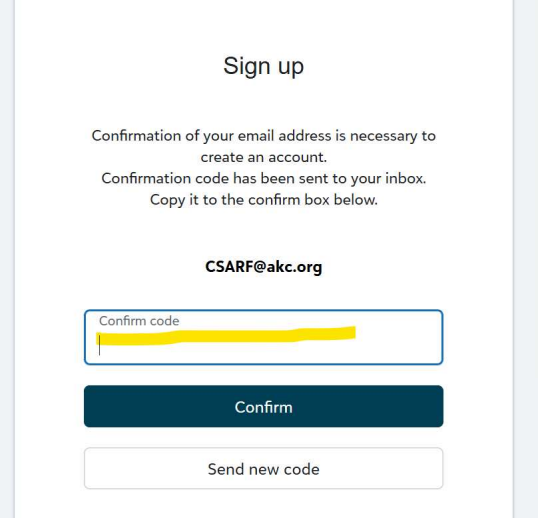
2. Sign in/Sign up ‘Continue with Email’

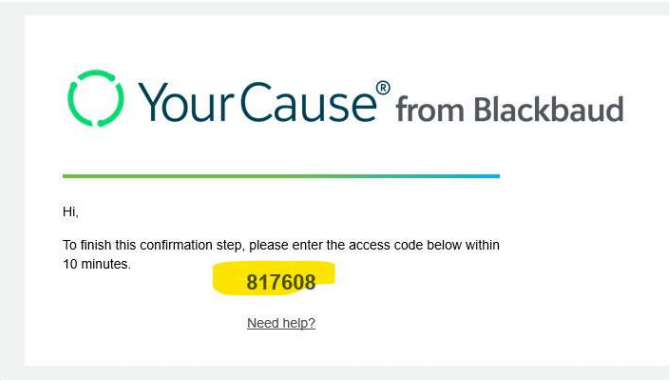


3. Ask for a code to be sent

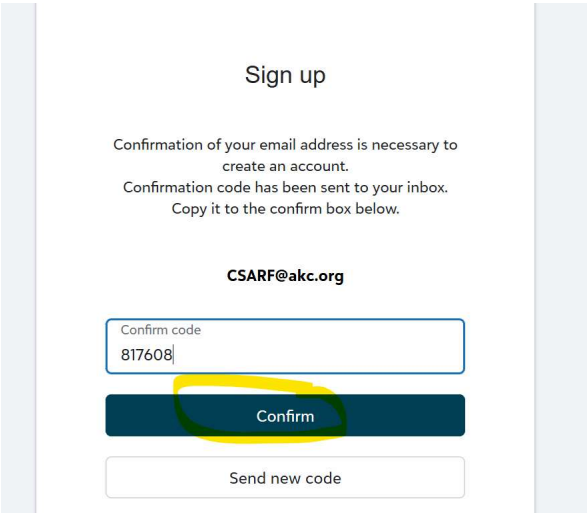


4. Wait for code to be sent and then enter into application. (Note: This may take a few minutes for code to arrive in your inbox (also check your spam folder)



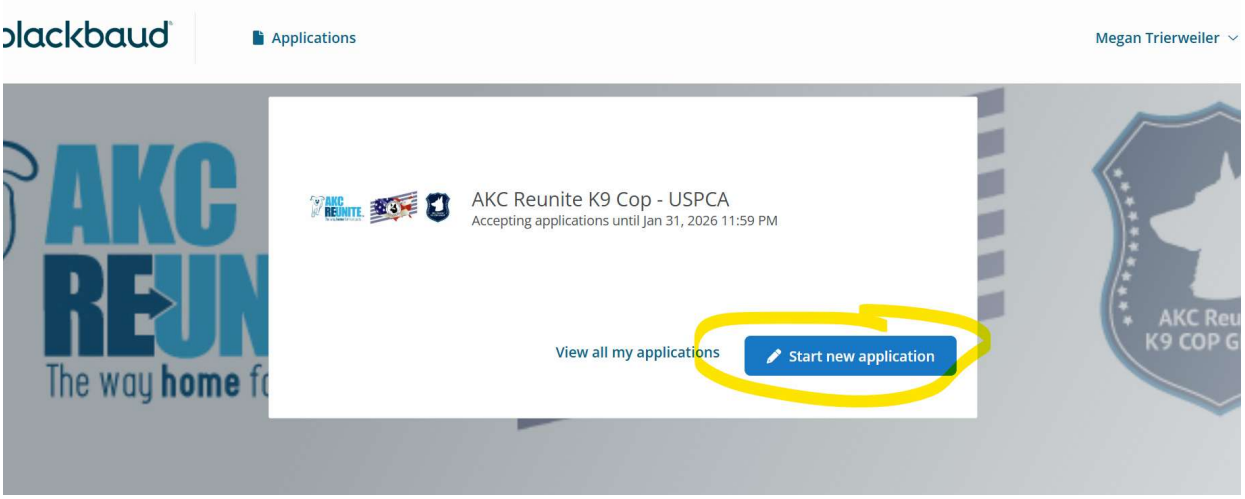


5. Once the code is entered click ‘Confirm’

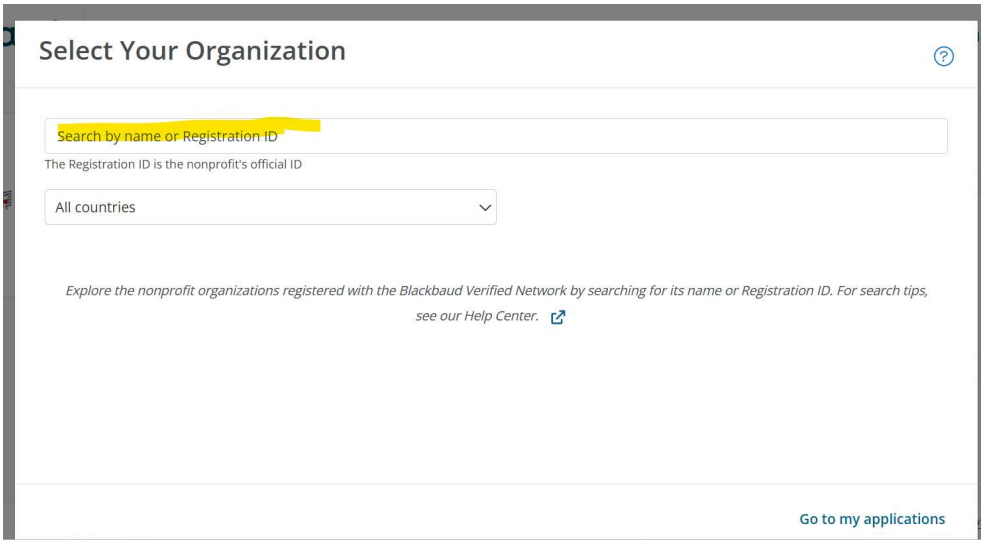


6. Fill out all the required information asked and then click ‘Sign Up’

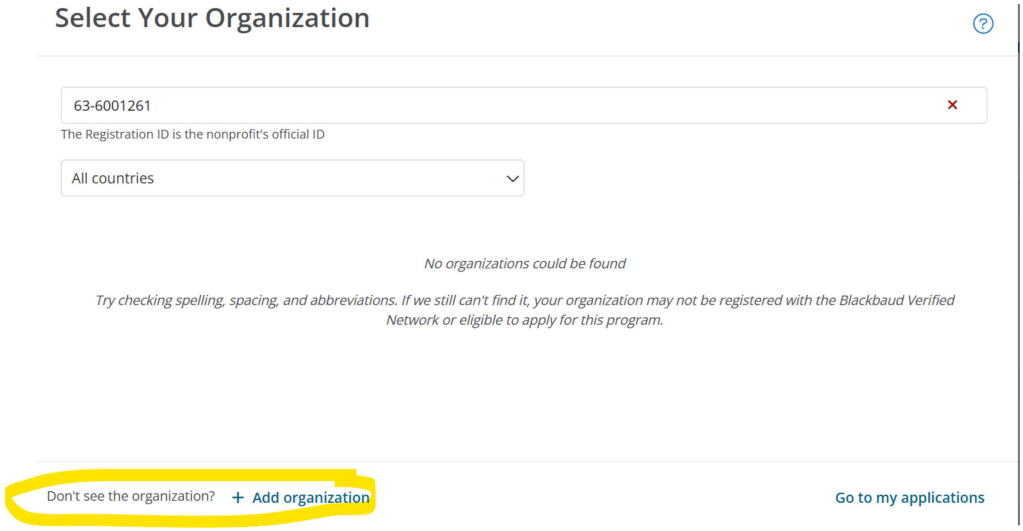
7. Click on ‘Start new application’



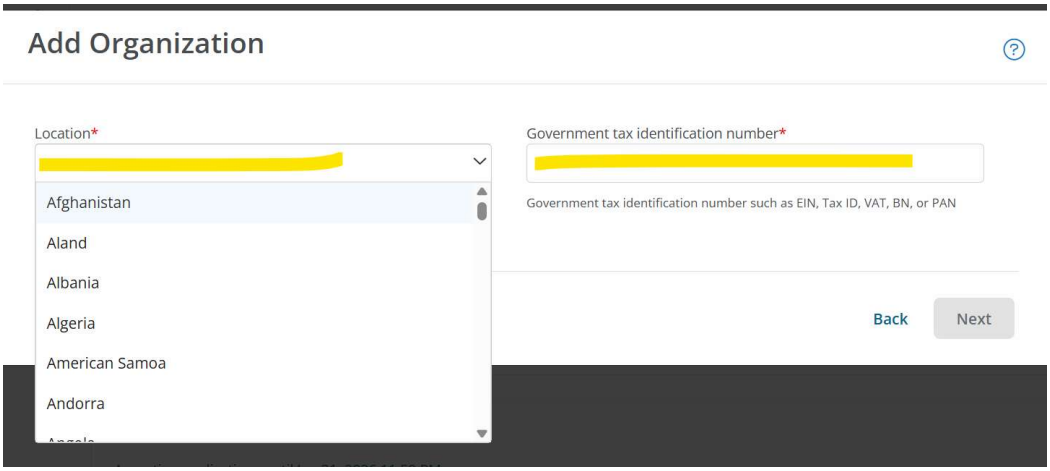
8. Enter in your Department or City’s EIN number (located on the W-9)



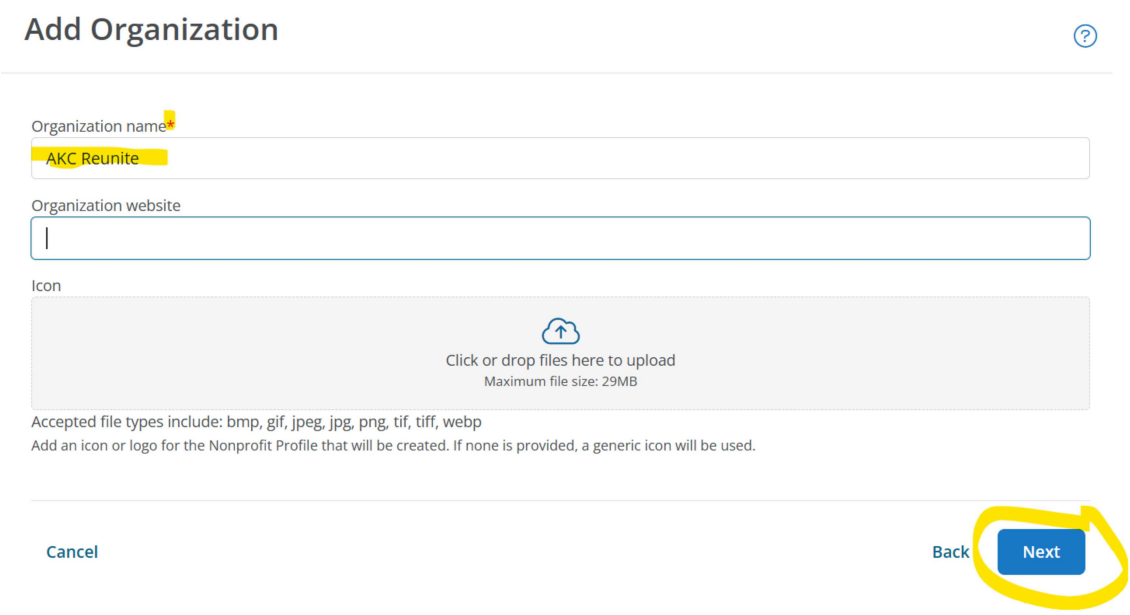
9. If your organization/department doesn’t show up, please click on ‘+ Add organization’ (If your organization/department does show up please jump to step #14)



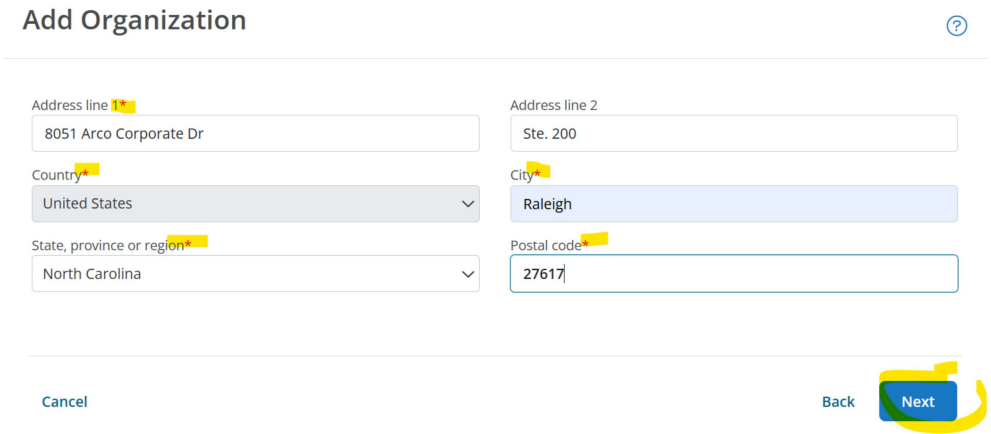
10. Enter the County for your organization/department and then add your EIN number (what is on the W-9)



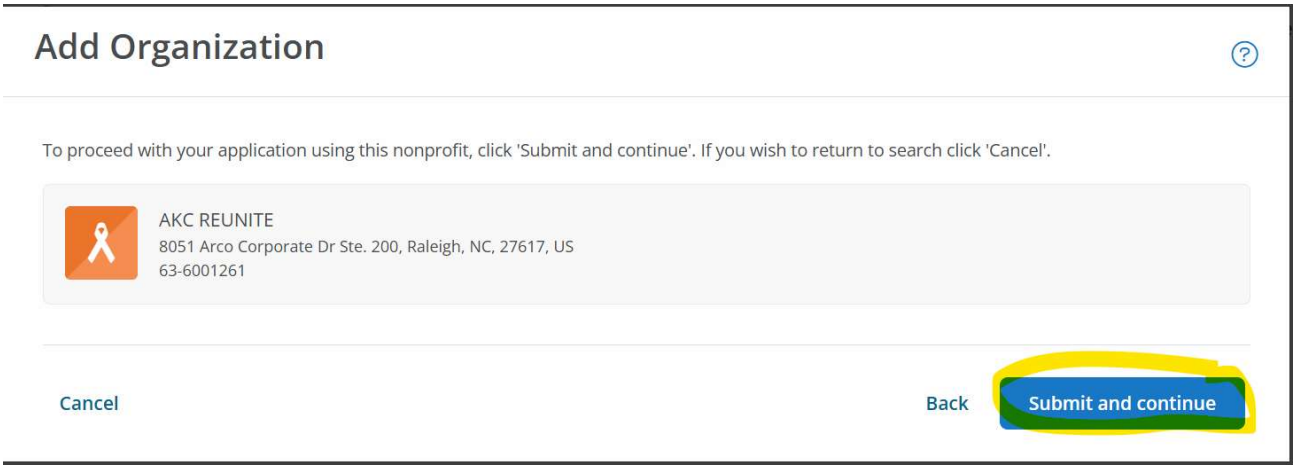
11. Enter in your organization/department Name and click, 'Next'



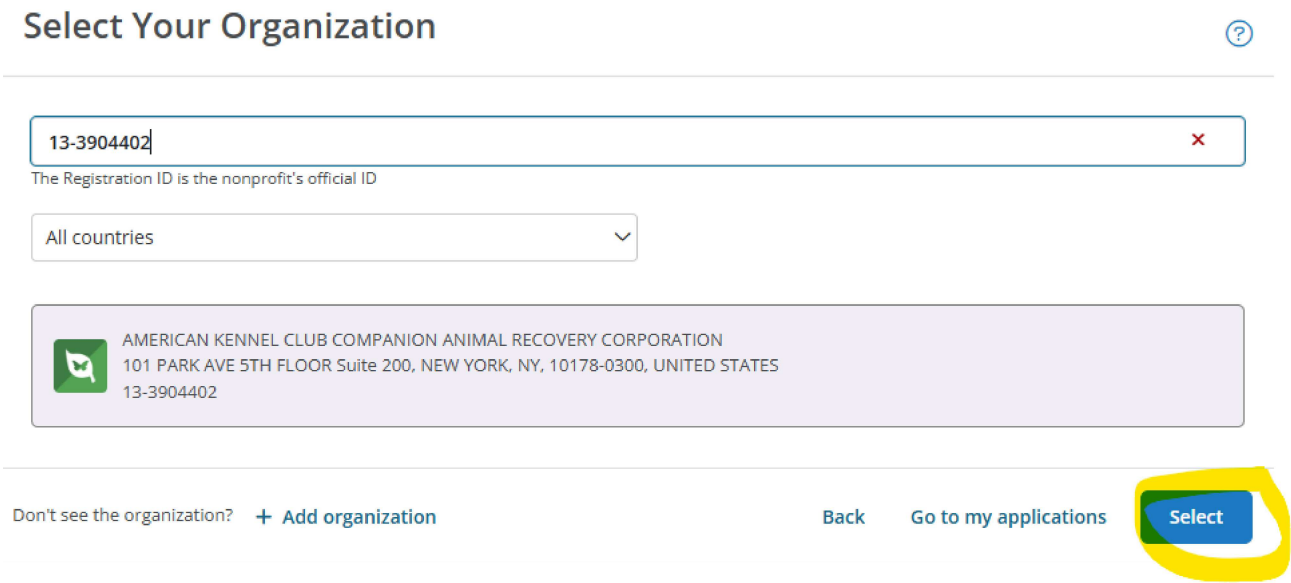
12. Fill in everything that has an * and click, 'Next'



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



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



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