

Registering A New Organization:

- 1.) Visit cicf.smartsimple.com.
- 2.) Click the Orange "Register Here" button at the bottom of the page.

New to the system? Try "Forgot Password" first. Many previous contacts of CICF will already be registered.

Register here

- 3.) Select "Grant seeking organization" .

Pre-registration

Please select the option which best describes the account you require.

Grant seeking organization

Scholarship applicant

- 4.) If you are a NEW organization, meaning you have not applied for a grant with CICF between now and 2016, click the link in the gray shaded box to register your organization.

i Instructions

Please find your organization name by typing a keyword into the **Name** field. If you are unable to find your organization within the Organization Name field below [click here](#) to register.

- 5.) Use the orange SEARCH IRS DATABASE button to locate your organization's information in Guidestar (DO NOT PUT A HYPHEN IN YOUR EIN NUMBER).

i Instructions

Please click the **Search IRS Database** button below to find your organization.

Organization Information

Q Search IRS Database

6.) When your organization is located, click anywhere in the row.

Organizations Refine Search

#	EIN	Name	Address	City	State	Zip Code
1.	351384739	HENDRICKS COUNTY HUMANE SOCIETY ARK INC	3033 E MAIN ST	DANVILLE	IN	46122-9129

Record searched : 1,902,669. Records found : 1. Time used : 7 milliseconds

Close

7.) The information from Guidestar will auto fill to create your organizational profile. Below these fields you will need to enter your personal information before submitting.

Contact Information

* Email
info@cicf.org

* First Name
Haley

* Last Name
Logan

Submit

8.) Your username & password will be emailed to you from donotreply@cicf.org. ****If you do not see the message in your inbox, be sure to check your spam folder!**

9.) Return to cicf.smartsimple.com to login with the password sent to you via email.

10.) The system will prompt you to update your password. In the space where it asks for current password, enter the one you received in the email. Where it asks for NEW password, enter what you'd like for your permanent password to be.

Current Password: Password sent in email

New Password: Your new Password

Confirm New Password: Your new Password

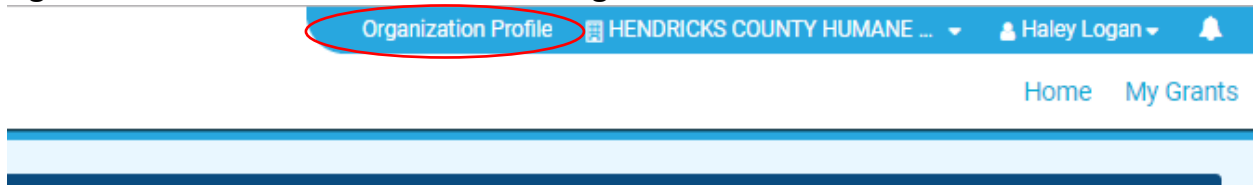
Policy: Password must be a minimum of 8 characters
Password must contain at least one of each of the following: Letters and Numbers
Password must only contain: Letters and Numbers

Submit Cancel

IF YOU WERE NOT ABLE TO LOCATE YOUR ORGANIZATION IN GUIDESTAR AND AS A RESULT COULD NOT CONTINUE WITH THIS PROCESS, EMAIL HECTOR MORALES HERNANDEZ (HECTORMH@CICF.ORG) A COPY OF YOUR 501C3 DETERMINATION LETTER AND YOUR ORGANIZATION'S PROFILE WILL BE CREATED MANUALLY. IF YOU ARE GOING TO BE APPLYING UNDER A FISCAL AGENT, PLEASE SEND THEIR EIN/DETERMINATION LETTER.

Completing the Organizational Profile:

- 1.) Visit cicf.smartsimple.com and login.
- 2.) Once logged in, you will be directed to the home page. There you will see in the upper right hand corner a button labeled "Organization Profile". Click here.



- 3.) On the Organization Profile Page, you will see a series of tabs in the middle of the page. You will need to click through each tab (circled below) and complete empty fields.

Summary: [Organization Summary](#)

i **Instructions for applicants**

This is the only place to enter and edit staff. Please enter the Key Staff using the orange "Add Staff Member" button below for your organization (we do not want your complete roster), you CEO/President (or equivalent) and board chair are required staff.

[Add Staff Member](#)

[ORGANIZATIONAL DETAILS](#) [MISSION AND PROGRAMS](#) [STAFFING AND GOVERNANCE](#) [FINANCIAL INFORMATION](#) [DOCUMENTATION](#)

EIN: 351384739

Organization Logo:

* Name:

* Address:

Address 2:

* City:

* Country:

* State:

* Zip Code:

- 4.) It is encouraged to press the orange "Save Draft" button located at the bottom of the page often.
- 5.) Once you believe to have completed your organizational profile, press the orange COMPLETE PROFILE button at the bottom of the page.
- 6.) If any fields were left blank in error, you will receive a message prompting to go back and try again.

✘ Please correct the following errors and try again.

- Please enter a 10 digit phone number
- Invalid numeric input of Annual Unduplicated Numbers Served
- Organization Mission (100 words or less) cannot be empty.

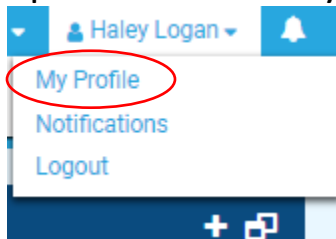
- a. ****HELPFUL TIP: The line items in the error message are clickable and will take you directly to where the information is missing from.**

Completing the Personal Profile:

- 1.) Login at cicf.smartsimple.com.
- 2.) Once logged in, you will be directed to the home page. There you will your name listed in the upper right hand corner. Click there.



- 3.) Once you click your name, a drop down menu will appear. Click the first option labeled "My Profile".



- 4.) Enter information requested in blank fields.
- 5.) Once you have completed the form, press the orange "Complete Profile" button at the bottom of the page.