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Online Charities Registration
User Guide

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.
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.
Step 1.2: Confirm E-mail Address and Login

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

a. Navigate to the inbox of the email address provided during account creation process.
b. Open email from donotreplynysoag@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.
c. Click Password reset link in the email to finish creating your account.
d. 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.
e. Password reset confirmation message appears. Click Click here to sign-in to the account.
f. Enter username (email account used for account creation), password and click Sign in button.
   - Welcome message is displayed
g. Click on Applications dropdown in the top left corner of the page to find Charities Application and click on it.
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.
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.

**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.
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.

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.

c. Principal Address section:
   Fill in this section if it is different from the mailing address.

d. Primary Contact Information section:
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.

---

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.
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.

If the NO option is selected:

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

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).
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 Form](image)

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

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.
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.
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.
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 the + Add button and Delete them using the - Delete button

b. Answer Yes or No to indicate:
   If the organization had any previous names
      - If answered Yes to this, fill in the previous names

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

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.

e. Enter the Organization’s charitable purposes.

f. Click “Save & Continue” button.
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.

---

**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.
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.

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.

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

d. Click on Save & Continue” button.
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.

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.

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

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.

   ![Certificate of Incorporation](image)

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.

   ![Bylaws](image)

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](image)
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.

a. 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.

b. 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.

b. Click on Send out for Signatures button to send the filled in form to signatories.

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.

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

<table>
<thead>
<tr>
<th>Filing Status</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved but not submitted</td>
<td>Registration process has been started but has not been sent out for signatures.</td>
</tr>
<tr>
<td>Pending signatures</td>
<td>Registration is sent to both signatories (but both signatories haven’t signed the document).</td>
</tr>
<tr>
<td>Signatures Declined</td>
<td>One or both the signatories declined to sign the document.</td>
</tr>
<tr>
<td>Pending payment</td>
<td>Registration is signed by the signatories and payment is required.</td>
</tr>
<tr>
<td>Pending Charities Bureau Review</td>
<td>Registration is signed by the signatories and no payment is required.</td>
</tr>
<tr>
<td></td>
<td>(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).</td>
</tr>
<tr>
<td>Pending Charities Bureau Review</td>
<td>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.)</td>
</tr>
<tr>
<td>Waiting for Applicant Review</td>
<td>Charities Bureau requested more information from the preparer.</td>
</tr>
<tr>
<td>Approved</td>
<td>Registration has been approved by the Charities Bureau.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Registration has been withdrawn by the preparer.</td>
</tr>
<tr>
<td>Expired</td>
<td>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.</td>
</tr>
<tr>
<td>Expired</td>
<td>Preparer didn’t respond to Charities Bureau request to update the information within 20 days.</td>
</tr>
</tbody>
</table>
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.

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

d. 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.
e. Click on “Proceed to Payment Processor” button.

f. Select the payment method (Credit/Debit cards and eChecks are allowed).

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.
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.

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.

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.
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.

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

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.
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.
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.
Step 3.3: Amendment/re-registration process

a. Click on the charity that you associated in previous step
b. 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.

c. Pre-filled information will be displayed. Make necessary changes to the information and fill in the mandatory fields (if not pre-filled).
d. Click on “Save & Continue” button.
e. 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.
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).
b. Click on **REVIEW DOCUMENTS** link (you will be navigated to DocuSign website in the browser).

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.

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

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

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.

e. A caution message appears, read the message and click **CONTINUE**.
f. Include the reason for declining the document in the text box and click DECLINE TO SIGN button.

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.)
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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 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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**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.
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.