

Causes Portal Guide

How to Register Your Nonprofit on the Benevity Causes Portal

A step-by-step guide to joining Benevity for nonprofits

Welcome to Benevity

Benevity is a leader in corporate purpose software, helping companies and employees drive positive change through workplace giving, grants, and volunteer programs.

The **Benevity Causes Portal** is an entry point that connects you with a global network of donors, volunteers, and grant-makers.

Through this platform, you can:



Access new supporters

Connect with companies and individuals eager to support meaningful causes like yours.



Boost engagement

Increase visibility to attract more donations, grants, and volunteer involvement.



Increase donations

Drive more contributions and funding for your mission through our network.

Our collective impact

Just look at the Goodness we've spread together

\$15B

in donations

\$16B

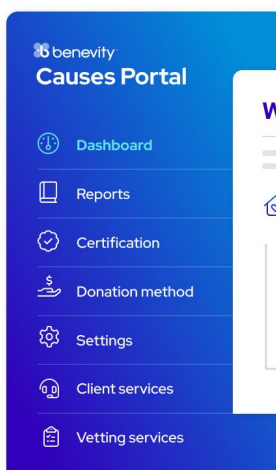
corporate grants

79M

volunteer hours

70%

recurring donations



Create an account

To get started with Benevity, follow these steps to create your account:

- 1 Head to the [registration page](#)**
Begin by navigating to the registration page to initiate the sign-up process.
- 2 Enter your personal details**
Provide your first and last name, email address, and create a secure password.
Ensure your email is accurate, as it will serve as your login and main contact for updates.
- 3 Confirm your authorization**
Check the box to confirm that you are authorized to manage your organization's profile.
Review and agree to the [Benevity Causes Terms of Use](#) to proceed.
- 4 Click register**
Continue with the next steps in this guide to complete your organization's registration



2 million

Benevity's global database supports over 2 million nonprofits, providing organization like yours with a vast network of donors, volunteers and advocates to help expand your reach and impact worldwide.

Step 1: Identify your organization's location

Select your organization's operating country from the dropdown menu and click "Start Now" to proceed.

Please be advised that changing the country at a later stage will reset the entire application process, as required information varies by country. To avoid the need to repeat steps, ensure that the correct country is selected from the outset.

Your Causes Portal application involves five steps in total.

💡 Did you know?

\$150 million was donated through its platform on GivingTuesday in 2023, the highest amount of single-day donations ever on Benevity's platform.

Your Causes Portal application

Complete the following steps and submit your application. Each step should only take a few minutes if you have the right information. Your progress will be saved after each step is complete.

✓ STEP 1

Identify your organisation's location

Your organisation is located in: **United States**

[Edit](#)

⌄ STEP 2

Search for your organisation

Search our database to find out if your organisation already exists. You will need to provide:

- Your organisation name or government ID

[Start](#)

⌄ STEP 3

Complete organisation details

Provide some basic information about your organisation.

⌄ STEP 4

Verify your organisation

We take fraud prevention very seriously and need to ensure your information is correct.

⌄ STEP 5

Review your application

Look over your application before you submit it for approval.



Benevity connects nonprofits around the world with companies, their employees, and their customers. Clients use the software we design to power their workplace giving, volunteering and grants programs. Register to be discoverable by over 10 million global donors and volunteers.

[Learn more about us](#)



Benevity partners with TechSoup to verify organizations outside North America.

[Learn about this partnership](#)

95%

of companies agree that there is a growing interest in ensuring their company is having a positive impact

Step 2: Search for your organization

To check if your organization is already listed on the Benevity Causes Portal, search by name or government ID. This ensures you don't create duplicate profiles and helps maintain accurate records.

If your organization is already on Benevity:

If your organization is listed [click here for guidance](#) on how to re-claim your organization's account. This will help you ensure that all information is up-to-date, making it easier for potential supporters to find and engage with your nonprofit.

If you're new to Benevity:

If you don't see your organization in the search results, click the "Register New Organization" button under the "Can't find your organization?" section. You'll then be directed to step 3 to provide legal and operational details for verification and registration on the platform.

< Dashboard

STEP 2

Search for Your Organisation

Before you register, let's check if your organisation is already in our records.

Benevity regularly searches national databases for charitable and non-profit organisations, so we might already have some of your information.

County/Region

Search for your organisation name or government ID

Search

Can't find your organization?

If you can't find your organization, it doesn't exist in our database. To add your cause, please proceed to register.

Register A New Organization

Step 3: Complete contact details

As the primary administrator representing your organization, you'll need to provide contact details for your organization, including an alternative contact. Since you initiated the registration, you're automatically set as the account administrator; however, this can be updated once your registration is approved.

[← Dashboard](#)

STEP 3

Complete Contact Details

Since you have initiated registration, you have been set as the account administrator. You can change this later once your registration has been approved.

Account administrator first name

Account administrator middle name or initial (optional) [?](#)

Account administrator surname

Account administrator email address

Account administrator phone number

If we can't reach you during the verification process, who else in your organisation should we contact?

Providing an alternative contact can help us register your organisation faster.

Alternative contact email address (optional)

Is there a generic email address for your organisation?

Organisation email address (optional)

Website

Providing a valid website for your organisation will help speed up the registration process. E.g. <https://www.google.com>

Save and continue

Note: If your organization is already listed on the Benevity Causes Portal, you will be asked to provide verification documents to confirm your authority to take ownership of the account.

Step 4: Complete your organization details

For new applications only

To proceed with your registration, please provide the following details to accurately set up your organization's profile:

- **Legal name of your organization.** Enter the official, legally recognized name of your organization.
- **Organization type or regulatory body.** Specify your organization's type or category (e.g., nonprofit, charity) and indicate the governing regulatory body of your country of registration.
- **Government-issued registration number.** Provide your organization's unique government-issued registration number to verify its legal status.
- **Focus area.** Choose your organization's primary impact area (e.g., education, health, environment) and briefly describe its goals and activities. Sharing this information helps supporters understand your mission and connect with your cause.

Benevity tip

Please note that required documentation varies by your organization's country of registration, and the appropriate document requirements will be displayed to ensure compliance with local regulations.



With Benevity, we can post fundraising projects right away, enabling our corporate partners to engage within hours, helping us support over 1 million children and families during recovery efforts.

**Corporate Partnerships Officer,
Save the Children**

Step 5: Verify your organization

In this step, you'll complete the verification process to ensure that your organization's profile is securely managed and meets [Benevity's eligibility](#). We take fraud prevention very seriously and need to ensure you are the right person to have control over this account. Please note that the documentation required will depend on your organization's location.

If you're new to Benevity:

As a new organization, you'll be required to provide documentation from the regulatory or governing body that authorizes your organization in its operating country. This may include official registration certificates or other legal documents that confirm your organization's legitimacy.

If your organization is already on Benevity:

If your organization is already listed, you may be asked to provide additional documentation to verify your authority as the account administrator. This ensures only authorized representatives can manage your organization's profile, keeping your account secure and up-to-date.

💡 Did you know?

94%

Companies with employee engagement programs run volunteer initiatives

< Dashboard

STEP 5

Verify Your Authority

Security and fraud prevention are taken seriously at Benevity. We need to verify that you are the right individual to be registering this organisation.

Please attach the following documentation:

A letter from a signing officer, executive level individual or board member confirming your authority to administer this account

Please provide this on your organisation's letterhead.



Add file

A copy of a bank statement from your organisation or a VOID cheque with your organisation's name and address on it



Add file

IRS Letter of Determination



Add file

Save and continue



Step 6: Review your application

Before finalizing your application, carefully review all the information you've entered to ensure it is both accurate and complete.

Once you submit your application, you won't be able to make any changes, so double-check each field to confirm that all details are correct.

Once you're happy with your application, hit submit.

< Dashboard



Application has been successfully submitted for review by Benevity

- [Return to your dashboard to view the status of your application.](#)



The Benevity platform is by far the simplest for nonprofits to use. That has directly translated into some huge cost and time savings for us during the recent disasters and increased level of giving. You have helped us further our mission by minimizing our back-end office expenses. Thank you!

Manager of Gift Processing
The Red Cross

After Registration: What to expect next

After you complete the registration process, our team will review your application, performing a thorough validation and security check. Processing times vary based on your region and our verification queue, with applications typically reviewed within 30 days. Security and fraud prevention are taken seriously at Benevity, each application is carefully evaluated to ensure accuracy and compliance. Please monitor your inbox, including your spam or junk folder, as notification emails sometimes end up there.

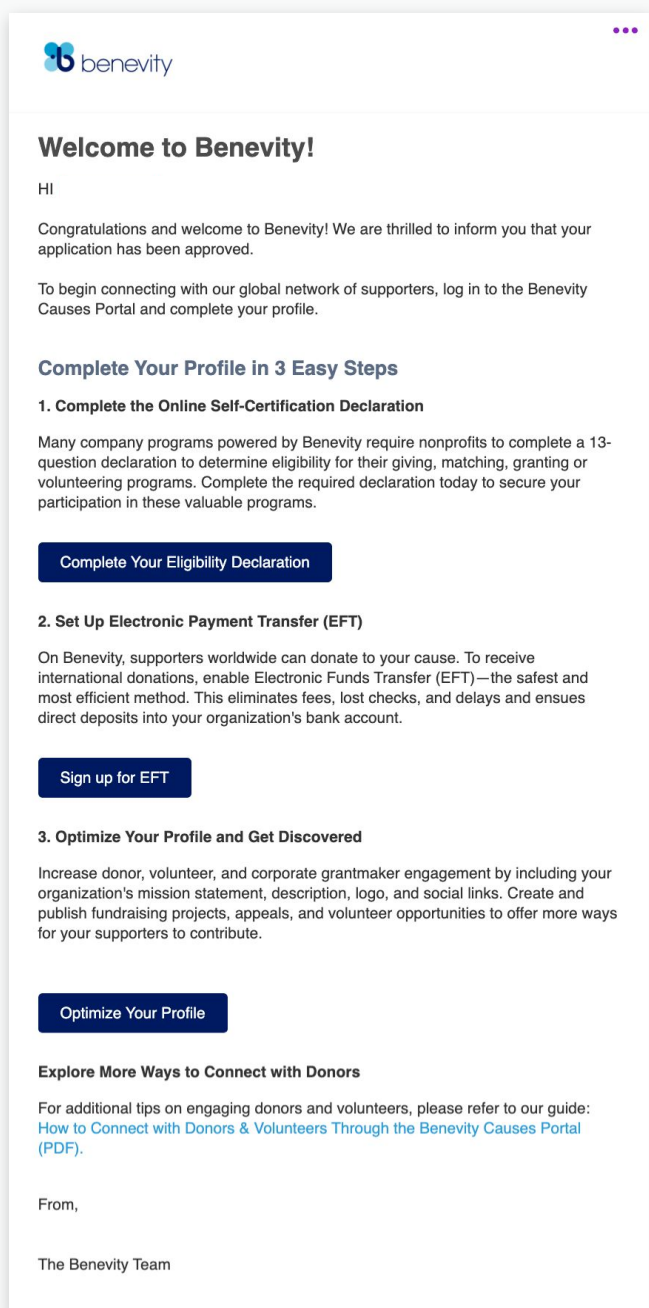
Benevity's Commitment to Nonprofit Eligibility and Integrity

Benevity takes nonprofit eligibility very seriously to uphold the integrity of its platform, allowing donors, volunteers, and grant-makers to confidently trust the organizations they support. To learn more, [please review our eligibility assessment process](#). Your organization must also comply with [Benevity's Causes Terms of Use](#) and [Platform Guidelines](#).

If additional information is required to complete your registration, you will receive an email with instructions on how to proceed.

Approval Notification and Next Steps

Once your application is approved, you'll receive a confirmation email from donotreply@benevity.org with the subject line "Welcome to Benevity: Your Application is Approved!" This email confirms that your account is activated, allowing you to start applying for grants and connecting with supporters.

A screenshot of a welcome email from Benevity. The email has a white background with a blue header containing the Benevity logo and a three-dot menu icon. The main content is in a light gray box. It starts with a 'Welcome to Benevity!' heading, followed by a 'Hi' greeting and a congratulatory message stating the application has been approved. It then instructs the user to log in to the Benevity Causes Portal and complete their profile. The email lists three steps to complete the profile: 1. Complete the Online Self-Certification Declaration, 2. Set Up Electronic Payment Transfer (EFT), and 3. Optimize Your Profile and Get Discovered. Each step includes a brief description and a blue button to proceed. The email concludes with a link to a guide on connecting with donors and volunteers, and a signature from 'The Benevity Team'.

Welcome to Benevity!

Hi

Congratulations and welcome to Benevity! We are thrilled to inform you that your application has been approved.

To begin connecting with our global network of supporters, log in to the Benevity Causes Portal and complete your profile.

Complete Your Profile in 3 Easy Steps

1. Complete the Online Self-Certification Declaration

Many company programs powered by Benevity require nonprofits to complete a 13-question declaration to determine eligibility for their giving, matching, granting or volunteering programs. Complete the required declaration today to secure your participation in these valuable programs.

[Complete Your Eligibility Declaration](#)

2. Set Up Electronic Payment Transfer (EFT)

On Benevity, supporters worldwide can donate to your cause. To receive international donations, enable Electronic Funds Transfer (EFT)—the safest and most efficient method. This eliminates fees, lost checks, and delays and ensures direct deposits into your organization's bank account.

[Sign up for EFT](#)

3. Optimize Your Profile and Get Discovered

Increase donor, volunteer, and corporate grantmaker engagement by including your organization's mission statement, description, logo, and social links. Create and publish fundraising projects, appeals, and volunteer opportunities to offer more ways for your supporters to contribute.

[Optimize Your Profile](#)

Explore More Ways to Connect with Donors

For additional tips on engaging donors and volunteers, please refer to our guide: [How to Connect with Donors & Volunteers Through the Benevity Causes Portal \(PDF\)](#).

From,

The Benevity Team

Getting started on the Benevity Cause Profile

How to get started

Upon approval, to fully onboard and start engaging with Benevity's global network of supporters, there are a few additional steps to complete:



Set up electronic fund transfers (EFT)

To avoid check fees and ensure faster and more secure payments through Benevity, enable EFT to receive donations.

Set up now



Submit the Self-Certification Declaration

Clarify your internal policies regarding where funds will be directed. You will need to review and update your responses on an annual basis.

Submit now



Complete your profile

Enhance your visibility by adding your logo and mission statement to make your organization's purpose and identity clear to donors.

Login

Connect with donors and volunteers

Creating a complete and compelling profile on the Benevity Causes Portal is key to attracting donors and volunteers who resonate with your mission. A robust profile helps your organization stand out, increases credibility, and makes it easier for supporters across Benevity's global network to connect with you.

To learn best practices for building a profile that engages potential donors and volunteers, check out our eBook. It provides helpful tips and guidance on optimizing your profile, including:



Highlight your mission and impact

Clearly showcase your nonprofit's purpose, accomplishments, and areas of focus to attract like-minded supporters.



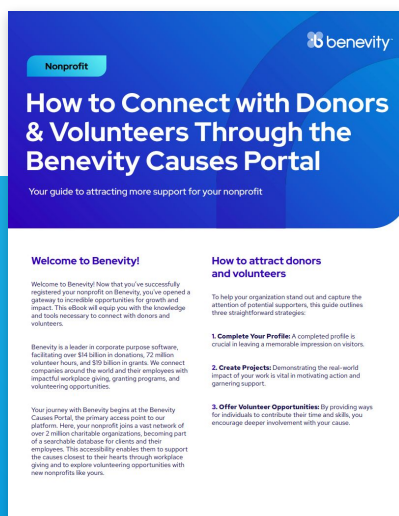
Use visual storytelling

Enhance your profile with impactful images and videos that bring your work to life and foster emotional connections with potential supporters.



Maximize discoverability

Leverage keywords, focus areas, and categories that make it easy for donors and volunteers to find your organization.

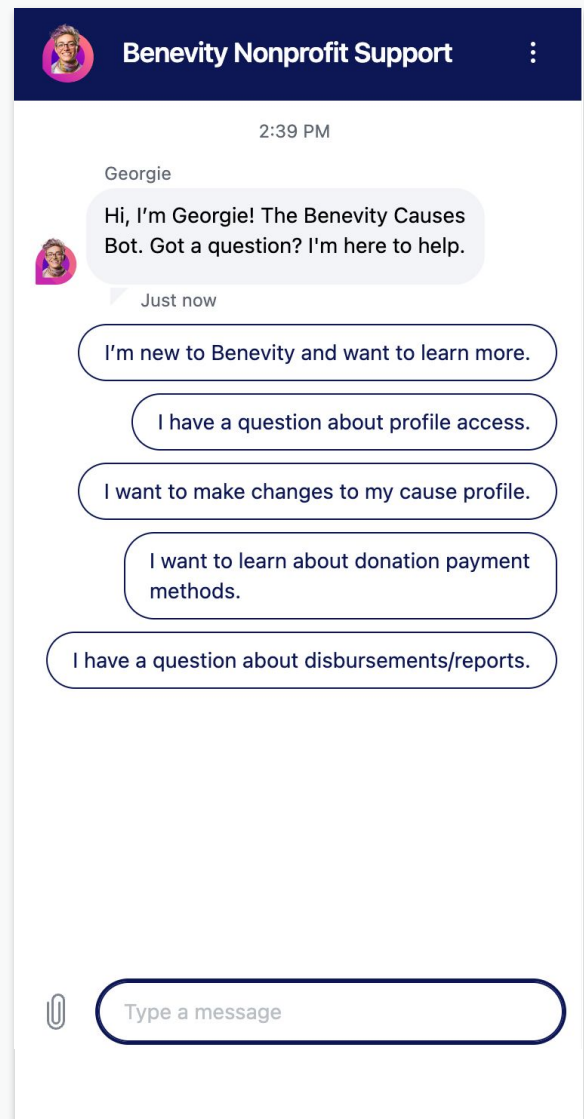


Read now

Contact Support

If you have questions or need assistance, visit the [Benevity Causes Portal Help Center](#). Here, you'll find a variety of resources, including FAQs that address common topics, as well as our AI assistant, Georgie, who can help answer quick questions and guide you through basic processes.

For more personalized support or specific inquiries, you can submit a support request directly through the Help Center. Our dedicated support team is ready to provide guidance, answer questions, and help you make the most of your nonprofit's engagement with Benevity's global community of donors and volunteers.



ABOUT BENEVITY

Benevity is the leading global provider of social impact software, with the only integrated platform for corporate grantmaking, volunteering, giving, micro-actions and employee resource groups. A certified B Corporation and recognized in Fortune's Impact 20, we empower iconic brands to better attract, retain, and engage diverse workforces, embed social action into their customer experiences and positively impact their communities. Benevity has processed more than \$15 billion in donations, supported 79 million volunteer hours and managed 845,000 grants worth \$16 billion.

