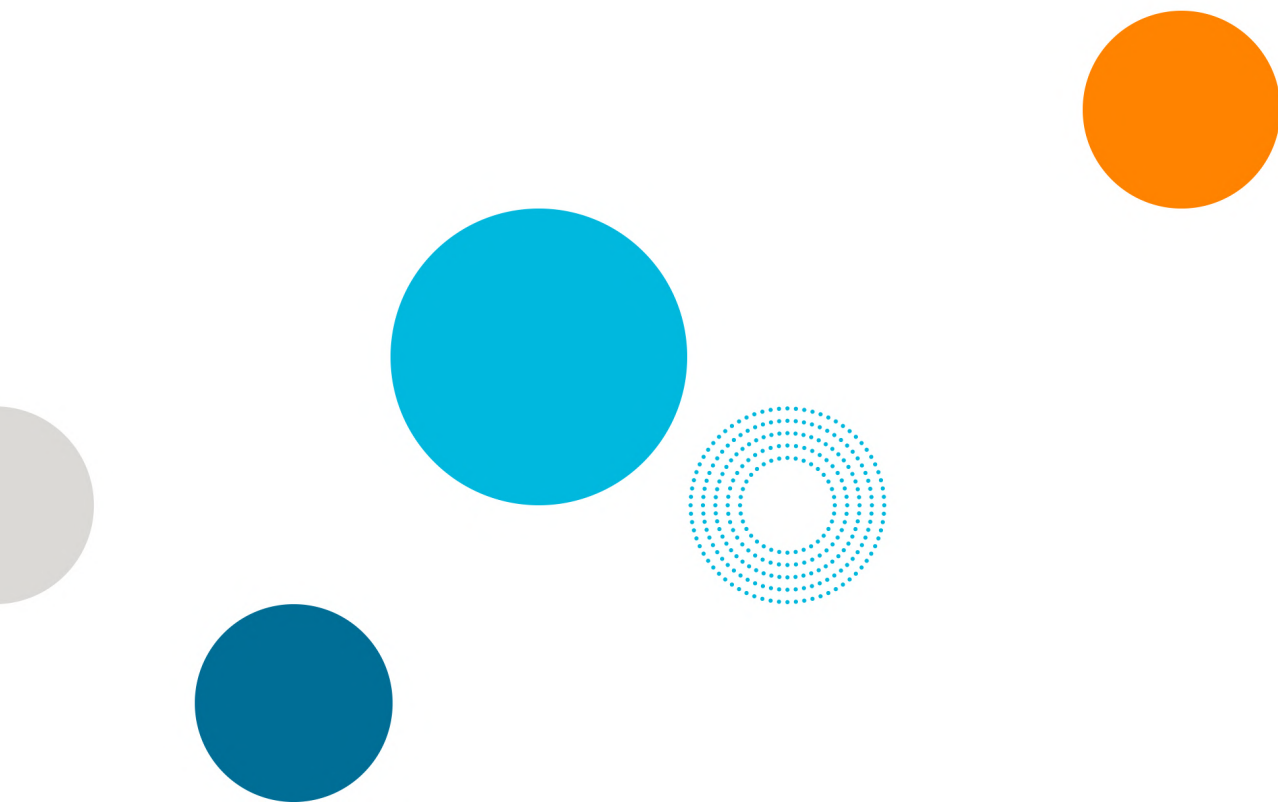


Microsoft Nonprofit Portal

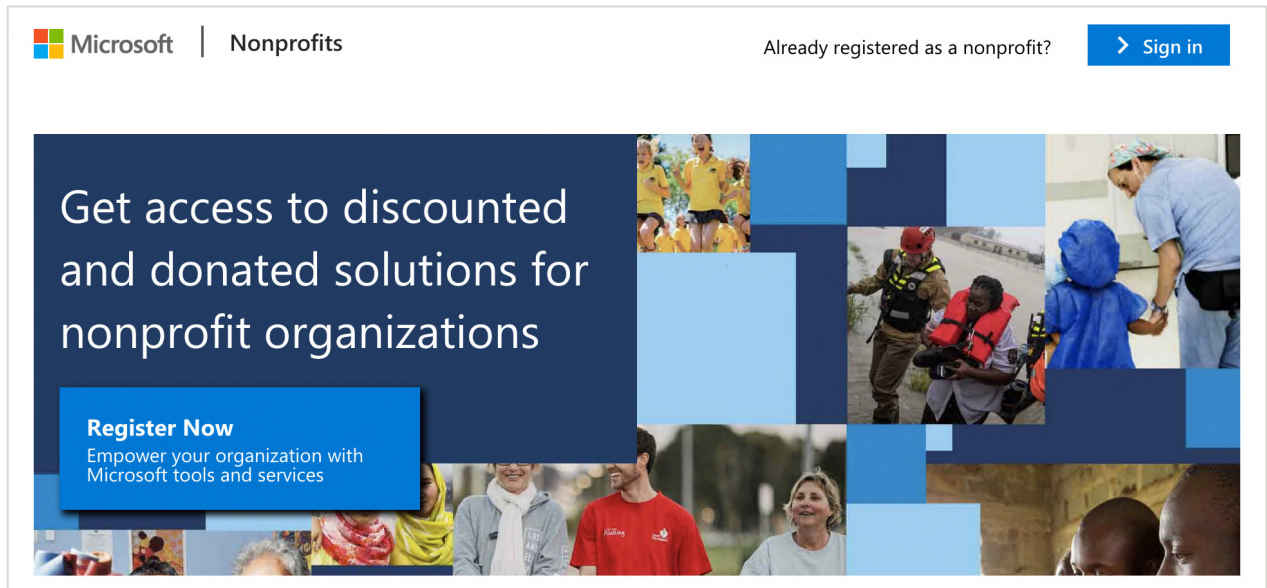
Guide to Creating Your Account

Updated January 5, 2021



1. Go to nonprofit.microsoft.com

Select **Register Now** to begin.



2. Provide your contact information

Enter your personal information including your email address which will be verified in the next step.

1
Welcome & Policies

2
Organization Info

3
Verify Phone

4
Create Account

Step 1 - Tell us about yourself

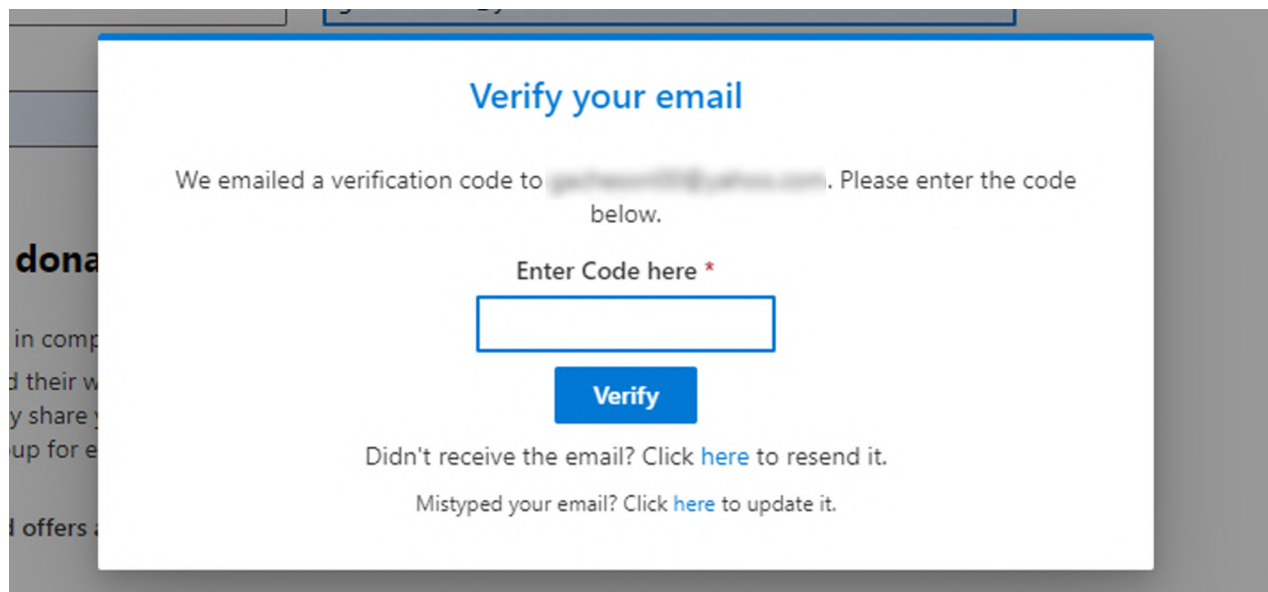
Please provide the following information which will be used to register your nonprofit for Microsoft's nonprofit program. We will only use the information provided for this purpose.

Organization Point of Contact

First name * <input type="text"/>	Last name * <input type="text"/>
Job Title * <input type="text" value="Select your title..."/>	Contact email * <input type="text"/>
Contact location * <input type="text" value="Select your country..."/>	

3. Provide the email verification code

Find the code which Microsoft has sent to your email address and enter it here.



The image shows a screenshot of a Microsoft email verification dialog box. The dialog box has a white background and a blue border. At the top, the title "Verify your email" is displayed in blue. Below the title, a message states: "We emailed a verification code to [redacted email address]. Please enter the code below." The email address is partially obscured by a grey box. Below this message, there is a text input field with the placeholder text "Enter Code here *". Underneath the input field is a blue button with the text "Verify". At the bottom of the dialog box, there are two lines of text: "Didn't receive the email? Click [here](#) to resend it." and "Mistyped your email? Click [here](#) to update it."

Verify your email

We emailed a verification code to [redacted email address]. Please enter the code below.

Enter Code here *

Verify

Didn't receive the email? Click [here](#) to resend it.

Mistyped your email? Click [here](#) to update it.

4. Provide your organization information

Enter your organization information, including your organization name as written in legal documentation.

< Step 2 - Tell us about your organization

What's your organization's Legal Name? *

Street address 1 *

Street address 2

City * State * Postal Code *

Your organization's website? * Your organization's phone number? *

Organization Size * Organization Budget in USD *

Mission Statement *

5. Add government registration information

Provide details about the type of government identification your organization has.

How is your organization registered?

IRS EIN Number * ? Documentation (Optional) ?

6. Provide a phone number

To prove to Microsoft that you are not a robot, enter a phone number.

The screenshot shows a four-step progress bar at the top. Step 1, 'Welcome & Policies', and Step 2, 'Organization Info', are marked with green checkmarks. Step 3, 'Verify Phone', is the current step, marked with a blue circle containing the number 3. Step 4, 'Create Account', is marked with a grey circle containing the number 4.

< Step 3 - Help us verify it's you

We require your phone number to make sure you are not a robot. Your phone number data will not be saved.

Country Code * Phone Number *

7. Create your account

Create an account by specifying a username and an onmicrosoft.com domain name for your organization.

Note: You'll need to provide your onmicrosoft.com domain name when you request cloud services through TechSoup.

Progress bar: Welcome & Policies (checked), Organization Info (checked), Verify Phone (checked), Create Account (4, active)

Step 4 - Create your account

Username *

Your company *

Create password *

Confirm password *

By clicking Create my account you agree to our [terms and conditions](#) and [trial agreement](#).

8. Review your submission

You may return to the Microsoft nonprofit portal at any time to check your validation status. You will receive an email from Microsoft when your organization's eligibility has been verified.

Note: The image below may not represent the page you see.

