

# Employee Giving Program

## Nonprofit Portal: Activate Organizational Account

### General Information

- Organizational accounts only need to be activated **once**, on creation.
- Accounts can have multiple contacts, each with their own user login.
- If you are unsure if you have an organizational account, reach out to [employeegiving@kingcounty.gov](mailto:employeegiving@kingcounty.gov).
- Please do not create multiple accounts.

### Activate Organizational Portal Account

- [Log in to the portal](#).
- Go to the [Activate Nonprofit Account page](#).
- If you see “Access Denied” on this screen, the account is already activated and you may proceed to Part 1: Nonprofit and Contact Information.
- If instead the activation page pops up, fill in the requested information and click *Create Account*.
- After submitting a request, the setup process may take up to one business day.
- You won’t be able to apply until the account is activated.
- Once activation is complete, you’ll receive an email to proceed with next steps.
- If you do not receive an email, check junk or spam folder, or [log back in](#) and try to visit the [Activate Nonprofit Account page](#) again. If you see "Access Denied," the account has been activated and you may proceed to Part 1.