

# Employee Giving Program

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## Nonprofit Portal: How to create a login

### General Information to get you started

- Organizational accounts can have multiple contacts, each with their own login.
- Logins are user-/email address-specific and provide access to only one organizational account.
- Find out if you already have a login by [requesting your username](#).
  - If you receive an email with your username, you're all set to [sign in to the nonprofit portal](#).
  - If you do not receive an email, keep reading for other options.

### Are you a new contact on an existing organizational account?

- New contacts on existing accounts must use a portal invitation to create a login.
- Look for an email with the subject, "Your Personal King County Employee Giving Program Application Invite."
  - If you find that message, [redeem the portal invitation](#) to create your login.
  - If you are unable to locate your portal invitation, email [employeegiving@kingcounty.gov](mailto:employeegiving@kingcounty.gov).

### Did you receive a portal invite from an employee referral?

- King County employees often submit referrals so their favorite organizations can participate in the program.
- If you received an email with the subject, "A King County employee wants you to apply," you just need to [redeem the portal invitation](#) to create your login.
- Jump to [Redeem portal invite](#)

### Is your organization brand new to the program?

- If your organization has never taken part in EGP, you'll need to [register a new local account](#) to get started.
- If you're unsure of your organization's status, feel free to [email us](#) – we're happy to help!
- Jump to [Register a new local account](#)

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[Jump to Redeem Portal Invite](#)

[Jump to Register a New Local Account](#)

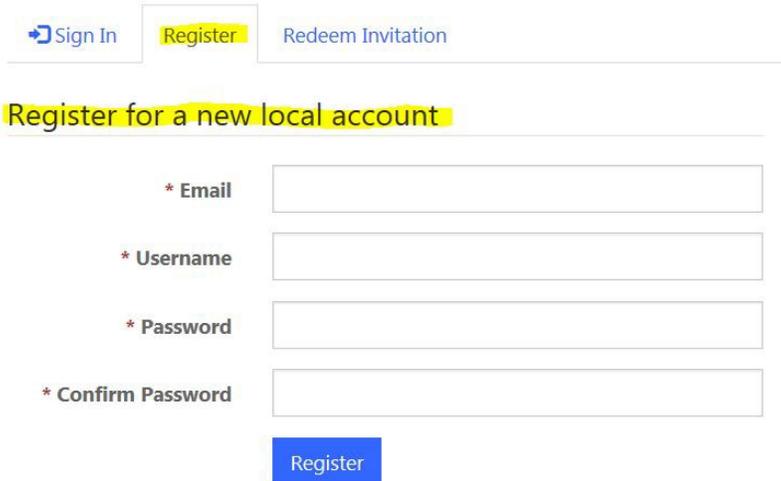


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## Register a New Local Account

- Brand-new users **without** an existing organizational account can create logins via the [Register tab on the nonprofit portal sign-in page](#).



The screenshot shows a registration interface with three tabs: "Sign In", "Register", and "Redeem Invitation". The "Register" tab is selected and highlighted in yellow. Below the tabs, the heading "Register for a new local account" is also highlighted in yellow. The form contains four required fields, each with an asterisk: "Email", "Username", "Password", and "Confirm Password". A blue "Register" button is positioned below the "Confirm Password" field.

- Enter your email address and create a username and password.
- Click *Register*.
- Once your login is established, you'll need to [activate the organizational account](#).