King County

Employee Giving Program

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, [follow the instructions on how to redeem a portal invitation](#) to create your login.
  - If you are unable to locate your portal invitation, email 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 should [follow the instructions on how to redeem a portal invitation](#) to create your login.

Is your organization brand new to the program?

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

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

Redeem a Portal Invitation

- Portal invitations are unique and should not be shared.
- Click the link in the email or copy and paste the URL into your browser.
- You'll land on the Redeem Invitation tab on the nonprofit portal sign-in page.

Sign In   Register   ==Redeem Invitation==

==Sign up with an invitation code==

* Invitation Code [   ]

- The invitation code should auto-populate (it resembles a software serial number).
- Click *Register*.
- Enter your email address and create a username and password.

Sign In   Register   Redeem Invitation

Redeeming code: ~~7...~~

Register for a new local account

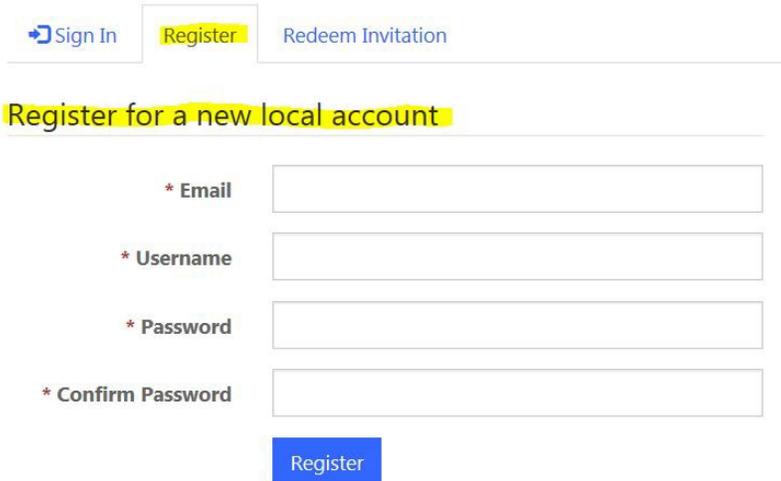|	
* Email	[ ]
* Username	[ ]
* Password	[ ]
* Confirm Password	[ ]
	Register

- Click *Register*.

Employee Giving Program

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.

- 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.