



Software Resources
for Pastors



guidestar.org


Candid at a glance

Candid.
GuideStar

Search Update Nonprofit Profile Products Blog Support [Create account](#) [Sign in](#)

2022 Candid Seals of Transparency are here! Earn your new Seal [today](#).

Connecting you with the nonprofit information you need



Search GuideStar for the most complete, up-to-date nonprofit data available.

GuideStar Basic Search [Search](#) [Register for free](#)

[Why register for more free searches?](#)

GuideStar

- Get listed on GuideStar






guidestar.org

Candid at a glance

Candid.
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Basic Search Search Update Nonprofit Profile Products Blog Support Create account Sign in



Easily find basic information for US nonprofits

Register for detailed data on thousands of nonprofits. Already have an account? [Login](#)

A GuideStar account gives you free access to even more nonprofit information, including:

- Organization's full address and contact information
- Up to three years of Forms 990
- Revenue and expense data for the current fiscal year
- CEO, Board Chair, and Board of Directors information

Email *

Password * Confirm password *

Show password

First name * Last name *

Title

GuideStar

- Get listed on GuideStar
- Create an account

Candid.

[Go to GuideStar](#)

Advice and answers from the GuideStar Team

Search for articles...



How to Get Your Nonprofit Listed on GuideStar

501(c) and organizations under a Group Exemption



4 articles in this collection

Written by Robin Burdick and Gabriella Baldascini



General IRS Information



1 article in this collection

Written by Robin Burdick



How to Update Your Nonprofit Profile

Request permission to update your organization's nonprofit profile and start earning Seals of Transparency.



34 articles in this collection

Written by Robin Burdick



How to Earn a Bronze Seal of Transparency

Provide basic information about your organization so you can be found.



4 articles in this collection

Written by Robin Burdick


GuideStar

- Get listed on GuideStar
- Create an account
- Get documentation

Search for articles...

All Collections > How to Get Your Nonprofit Listed on GuideStar > How to Get Your Nonprofit Listed on GuideStar

How to Get Your Nonprofit Listed on GuideStar

 Written by Robin Burdick
Updated over a week ago

GuideStar automatically lists all 501(c) nonprofits registered with the federal IRS. To check if your organization is already listed, enter its nine-digit Employer Identification Number (EIN) into the [GuideStar search](#). Please make sure to include the dash (-).

However, if your organization has only recently received tax-exempt status from the IRS, it may not be listed on GuideStar yet. If that is the case, then we will need verifying documents to manually create the profile*.

[Click here to review the required documents to get listed on GuideStar](#)

***Please Note:** Organizations manually listed on GuideStar will not be verified against IRS files until they appear on the IRS Business Master File (BMF) and/or Publication 78.

If you have any questions about getting listed, **[check out our FAQs!](#)**

If your organization was previously listed on GuideStar, and you've received notification to submit updated documents to maintain that listing, please click **[here](#)**.

International Organizations (Outside the U.S.)

GuideStar

- Get listed on GuideStar
- Create an account
- Get documentation



Required Documents

Independently determined

If your organization *has filed for exemption independently via IRS Form 1023/1024*, please send us the following document:

- **IRS letter of determination** (*all pages*) issued by the IRS **no more than six months ago** - No alternative documents are acceptable.

OR

Under a group ruling

If your organization *is under the group ruling of a parent organization*, please provide the two (2) documents described below:

1. A copy of a federal IRS-issued document with the name and EIN of *your organization* printed on it. Federal IRS EIN Issuance, EIN Verification letters, or IRS correspondence are all acceptable documents. *Self-certifying documents will not be accepted.*

AND

2. A copy of the letter from the parent organization verifying your inclusion as a subordinate in good standing under its 501(c) group exemption with the IRS.
Letter must fit the following specifications:
 - Includes the name, address, and EIN of your organization
 - Signed by an authorized representative of the parent organization, including the signers printed name and title
 - **Must be dated no older than six months** at the time of submission to GuideStar.
 - Please provide in non-editable PDF format. Word documents *are not* acceptable. Links to web documents *are not* acceptable

We understand that not all organizations are required by the IRS to have this documentation. **At this time, however, this is the only documentation GuideStar will accept.**

GuideStar

- Get listed on GuideStar
- Create an account
- Get documentation
- Email Risk Management



SEVENTH-DAY
ADVENTIST®
CHURCH

Southern California Conference

**Asset/Risk Management
Office of the Director**

1535 E. Chevy Chase Drive
Glendale, CA 91209-4107
P.O. Box 969
Glendale, CA 91209-0969
(818) 546-8420 phone
(818) 546-8418 fax
<http://scc.adventist.org>

July 21, 2021

To Whom it May Concern:

**Re: Central Spanish Seventh-day Adventist Church
1366 South Alvarado Street
Los Angeles, CA 90006
EIN: 95-4448660**

This is to certify that the above church is an unincorporated association, authorized by the Southern California Conference of Seventh-day Adventists, a California religious corporation. Said corporation is a tax-exempt organization under Section 23701 (d) of the California Revenue and Taxation Code and Section 501 (c) (3) of the Internal Revenue Code of 1954.

The Southern California Conference of Seventh-day Adventists is a subordinate unit of the General Conference of Seventh-day Adventists, which was granted a group exemption by the Internal Revenue Service on January 6, 1950.

The following documents are attached for your information:

1. Copy of letter from U.S. Treasury Department – Internal Revenue Service
2. Copy of the Parent Letter from the General Conference of Seventh-day Adventists

Sincerely yours,

GuideStar

- Documentation from Risk Management



SEVENTH-DAY
ADVENTIST®
CHURCH

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Office of the Director**

1535 E. Chevy Chase Drive
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Sincerely yours,

GuideStar

- Documentation from Risk Management
- Email documentation to:
getlisted@candid.org



The screenshot shows the GuideStar profile for the Central Spanish Seventh-Day Adventist Church. The browser address bar shows 'guidestar.org'. The page header includes the GuideStar logo, a search bar, and navigation links for 'Update Nonprofit Profile', 'Products', 'Blog', 'Support', 'Create account', and 'Sign in'. The main heading is 'Central Spanish Seventh-Day Adventist Church' with the location 'Los Angeles, CA' and the website 'https://www.centralspanish.org/'. A yellow navigation bar contains links for 'Summary', 'Programs + Results', 'Financials', and 'Operations'. A red notice states: 'This organization has provided GuideStar with documentation indicating that it is a church or religious organization.' The 'Mission' section notes that no mission statement was provided. A table of key information includes: Founding Year (N/A), EIN (95-4448660), and IRS filing requirement (not required as a church). The main address is listed as PO Box 742076, Los Angeles, CA 90004, USA, with a link to 'Show more contact info'.

Founding Year N/A	EIN 95-4448660	IRS filing requirement This organization is not required to file an annual return with the IRS because it is a church.
Principal Officer Juan Osorio		
Main address PO Box 742076 Los Angeles, CA 90004 USA Show more contact info		

GuideStar

- Check your listing on GuideStar

Candid at a glance

Candid.
GuideStar

Update Nonprofit Profile Products Blog Support [Create account](#) [Sign in](#)

central spanish | Search

16,838 results found. [Clear search](#) SORT BY **Relevance**

Geography Organization Financials

STATE —
Enter state

ZIP CODE
Enter zip code Radius

METRO STATISTICAL AREA (MSA)
Enter MSA

CITY —
Enter city
Select city

COUNTY
Enter county

Central Spanish Seventh-Day Adventist Church Los Angeles, CA EIN: 95-4448660	GROSS RECEIPTS ⓘ \$0 ASSETS \$0
Spanish Central District of the Christian and Missionary Alliance SPANISH CENTRAL DISTRICT C&MA Arlington, TX EIN: 36-3640539	GROSS RECEIPTS ⓘ \$0 ASSETS \$0
Fabretto Children's Foundation, Inc. Platinum FCF, Fabretto Evanston, IL EIN: 36-3894824 nicaragua, central america, spanish, nutrition, education, youth development, vocational training, preventative health, music, dance, art., Education, Community and economic development, Economic development, Human services, ...	GROSS RECEIPTS ⓘ \$4,644,127 ASSETS \$2,815,337

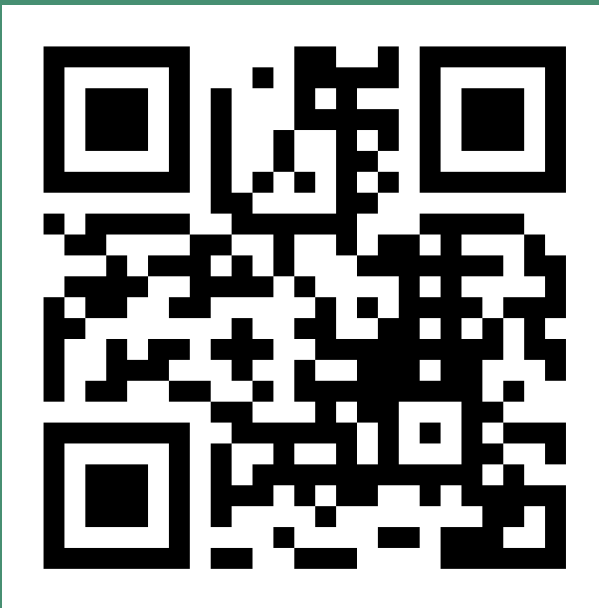
GuideStar

- Check your listing on GuideStar
- Link Non-Profit listing to your account

----->

TechSoup

- Create account on TechSoup

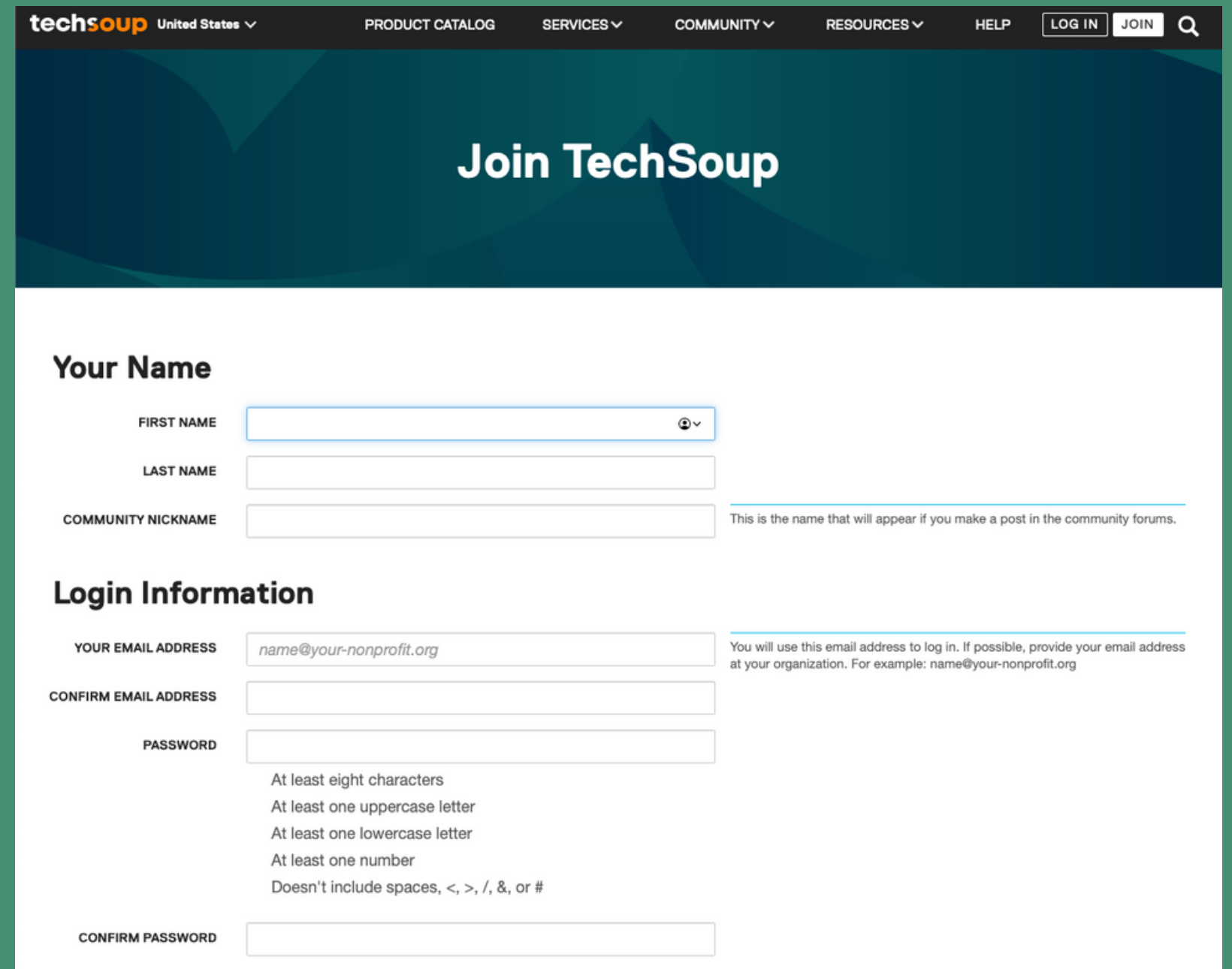


A screenshot of the TechSoup website homepage. The top navigation bar includes the TechSoup logo, a location dropdown for 'United States', and links for 'PRODUCT CATALOG', 'SERVICES', 'COMMUNITY', 'RESOURCES', 'HELP', 'LOG IN', and 'JOIN'. The main banner features a photo of a woman and a child looking at a laptop, with an orange overlay containing the text 'Intuit QuickBooks Online: Only \$75 Per Year for Nonprofits' and a 'GET STARTED' button. Below the banner, the heading 'Explore Our Nonprofit Tech Marketplace' is followed by the text 'Sign up to receive incredible offers from leading brands.' and a 'BROWSE CATALOG' button. A grid of logos for partner brands is displayed at the bottom, including Microsoft, Adobe, VMware, Intuit, Cisco Meraki, HP, HubSpot, DocuSign, TechSoup Courses, and Zoom.



TechSoup

- Create account on TechSoup



techsoup United States ▾ PRODUCT CATALOG SERVICES ▾ COMMUNITY ▾ RESOURCES ▾ HELP LOG IN JOIN Q

Join TechSoup

Your Name

FIRST NAME

LAST NAME

COMMUNITY NICKNAME This is the name that will appear if you make a post in the community forums.

Login Information

YOUR EMAIL ADDRESS You will use this email address to log in. If possible, provide your email address at your organization. For example: name@your-nonprofit.org

CONFIRM EMAIL ADDRESS

PASSWORD

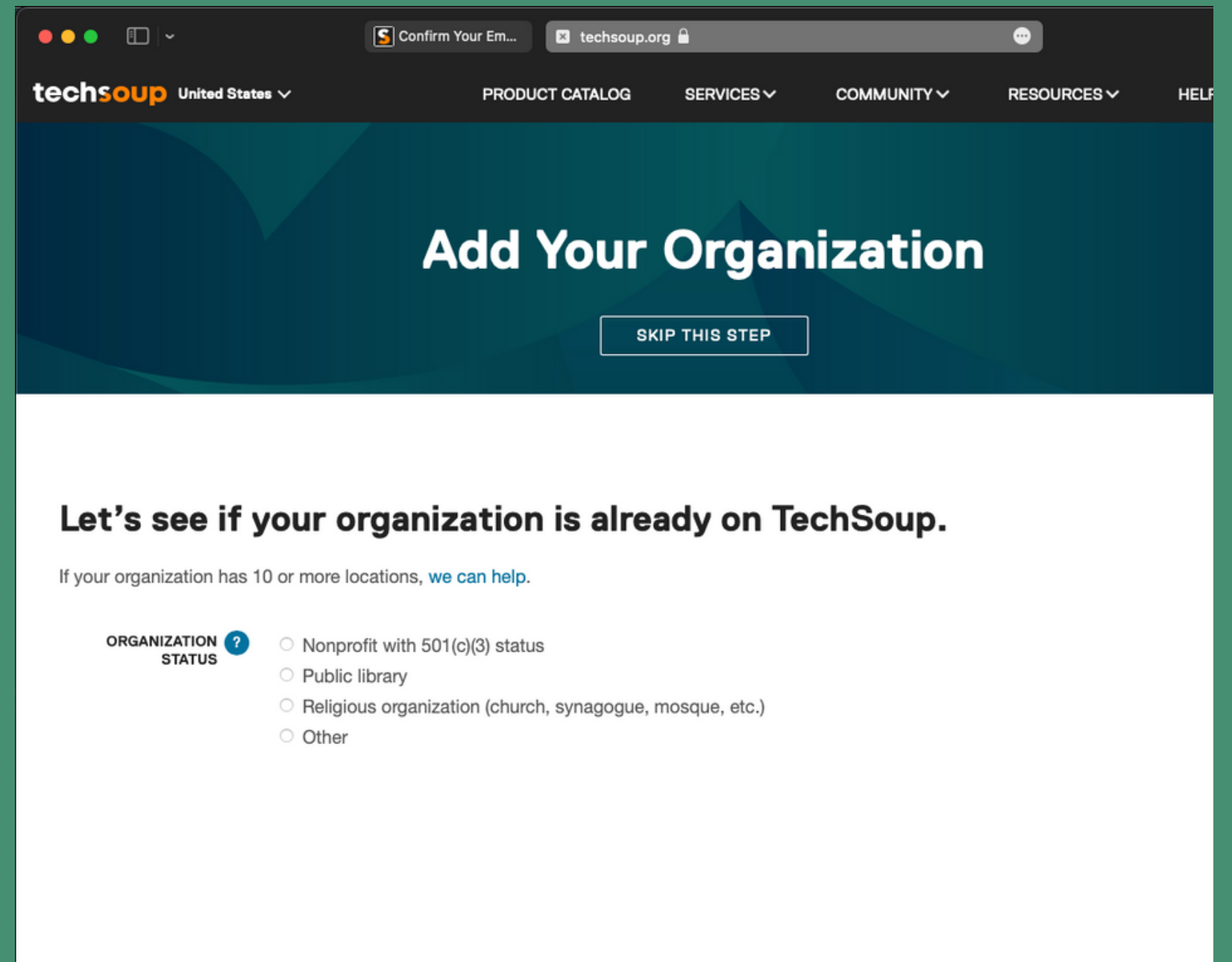
At least eight characters
At least one uppercase letter
At least one lowercase letter
At least one number
Doesn't include spaces, <, >, /, &, or #

CONFIRM PASSWORD



TechSoup

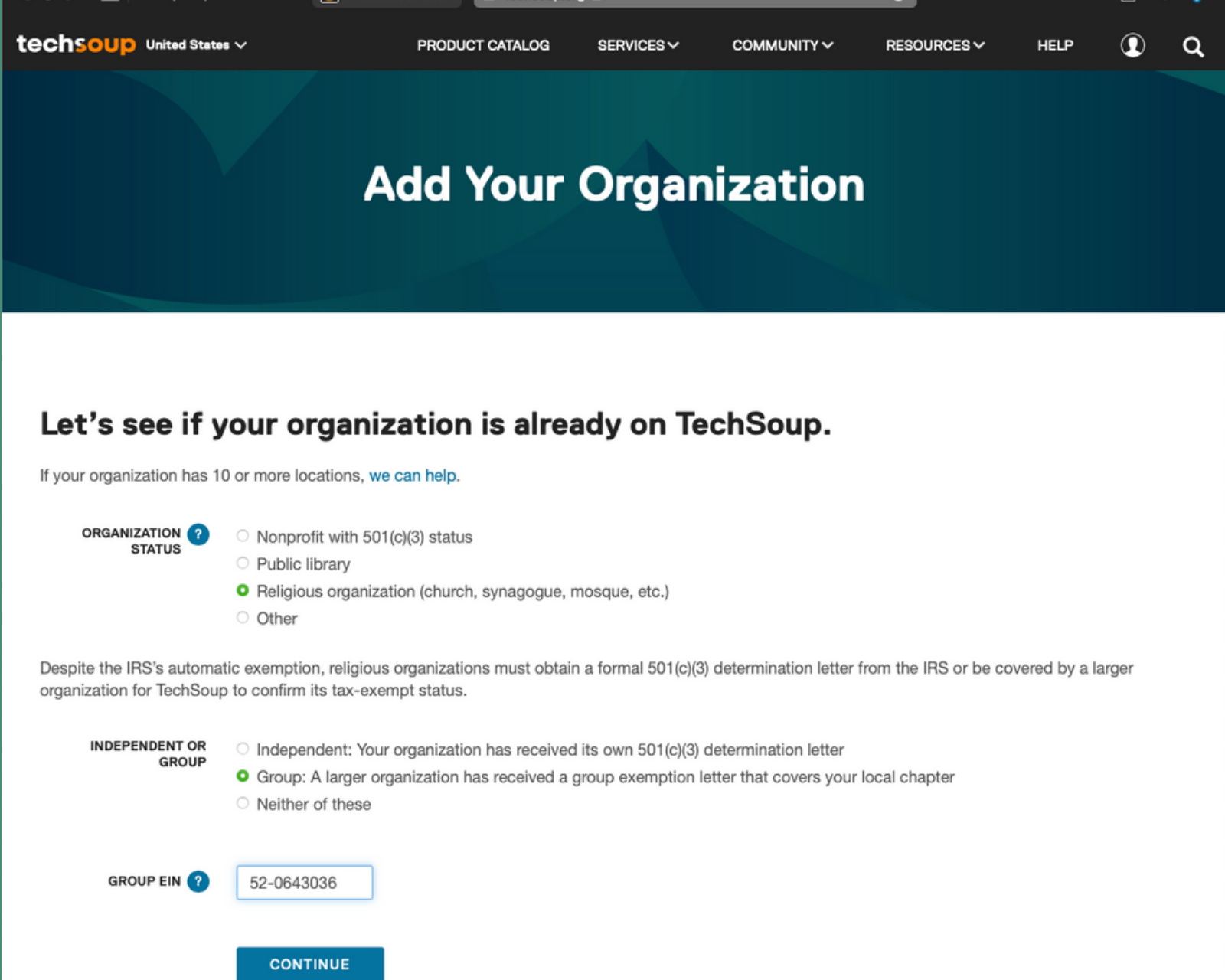
- Create account on TechSoup
- Check to see if your church is listed







TechSoup

- Create account on TechSoup
- Check to see if your church is listed
- Check off "Religious organization"
- Check off "Group"




techsoup United States ▾ PRODUCT CATALOG SERVICES ▾ COMMUNITY ▾ RESOURCES ▾ HELP  

Add Your Organization

Let's see if your organization is already on TechSoup.

If your organization has 10 or more locations, [we can help](#).


ORGANIZATION STATUS 

- Nonprofit with 501(c)(3) status
- Public library
- Religious organization (church, synagogue, mosque, etc.)
- Other

Despite the IRS's automatic exemption, religious organizations must obtain a formal 501(c)(3) determination letter from the IRS or be covered by a larger organization for TechSoup to confirm its tax-exempt status.

INDEPENDENT OR GROUP

- Independent: Your organization has received its own 501(c)(3) determination letter
- Group: A larger organization has received a group exemption letter that covers your local chapter
- Neither of these

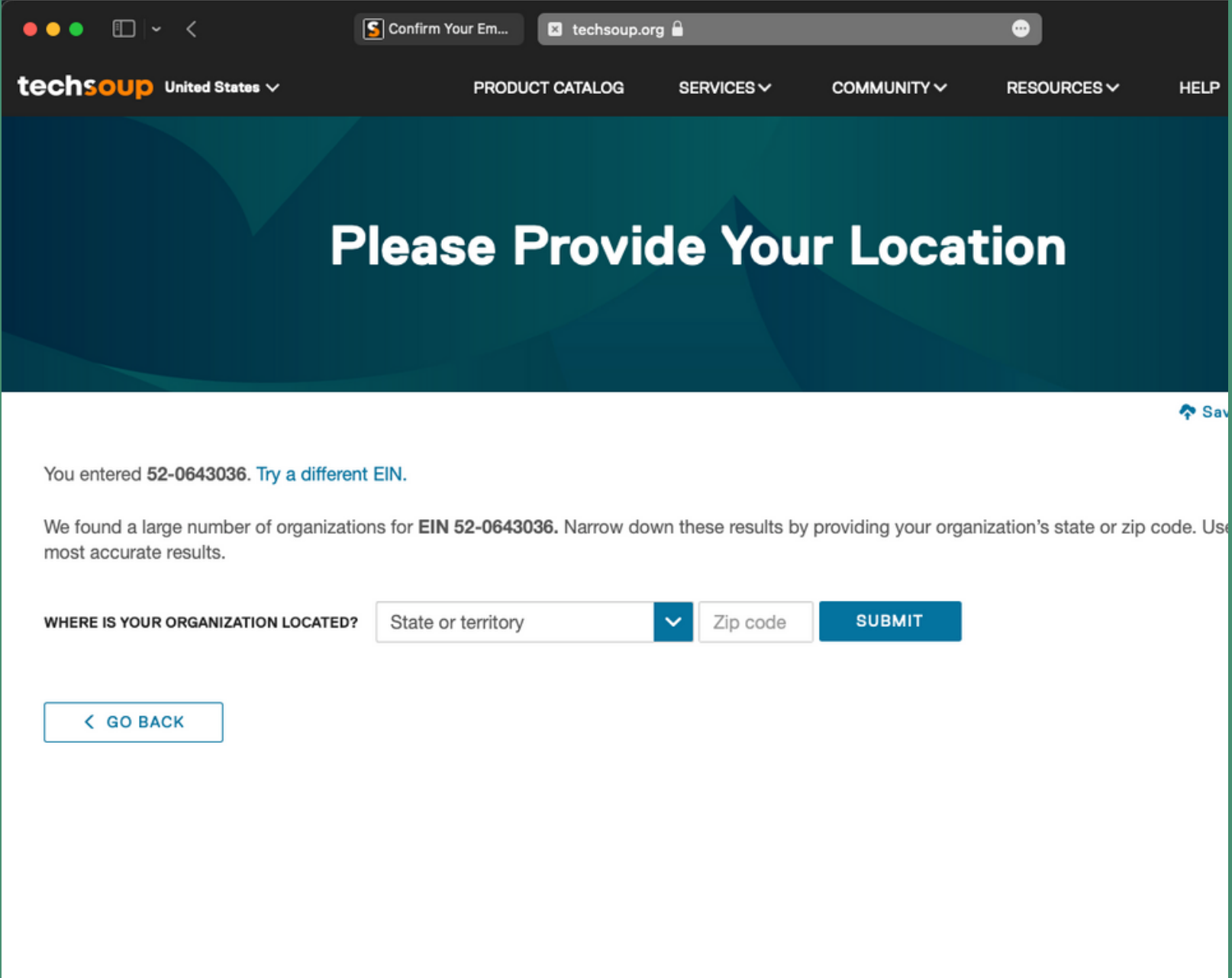
GROUP EIN 

[CONTINUE](#)



TechSoup

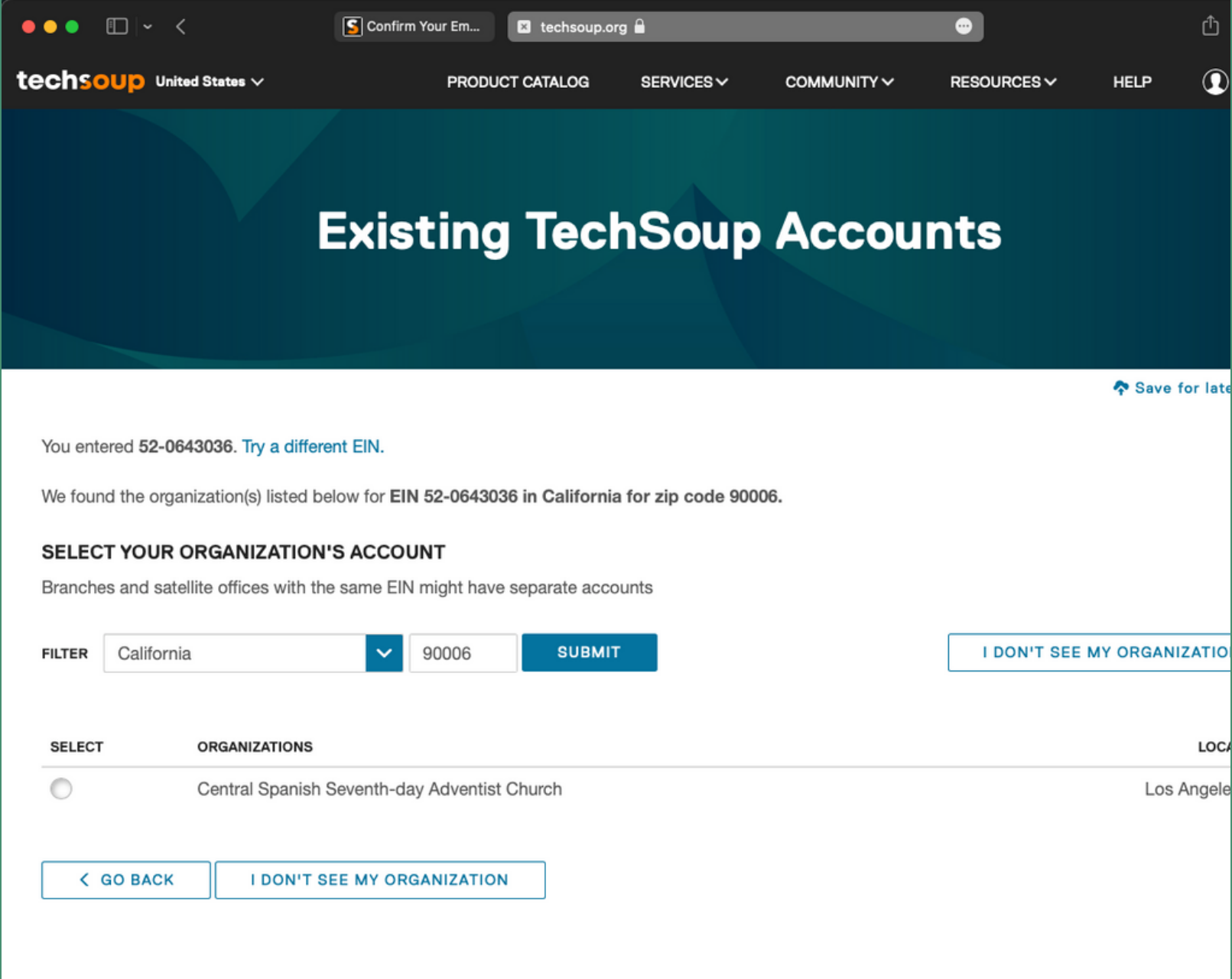
- Create account on TechSoup
- Check to see if your church is listed
- Check off "Religious organization"
- Check off "Group"
- Select your state and zip code



The screenshot shows a web browser window with the URL `techsoup.org`. The page header includes the TechSoup logo, "United States", and navigation links for "PRODUCT CATALOG", "SERVICES", "COMMUNITY", "RESOURCES", and "HELP". The main heading reads "Please Provide Your Location". Below this, a message states: "You entered 52-0643036. Try a different EIN." A follow-up message says: "We found a large number of organizations for EIN 52-0643036. Narrow down these results by providing your organization's state or zip code. Use the most accurate results." The form includes a label "WHERE IS YOUR ORGANIZATION LOCATED?" followed by a dropdown menu set to "State or territory", a "Zip code" input field, and a blue "SUBMIT" button. A "GO BACK" button is located below the form.

TechSoup

- Create account on TechSoup
- Check to see if your church is listed
- Check off "Religious organization"
- Check off "Group"
- Select your state and zip code
- Select your organization



techsoup United States ▾ PRODUCT CATALOG SERVICES ▾ COMMUNITY ▾ RESOURCES ▾ HELP

Existing TechSoup Accounts

[Save for later](#)

You entered 52-0643036. [Try a different EIN.](#)

We found the organization(s) listed below for EIN 52-0643036 in California for zip code 90006.

SELECT YOUR ORGANIZATION'S ACCOUNT

Branches and satellite offices with the same EIN might have separate accounts

FILTER California ▾ 90006 [SUBMIT](#) [I DON'T SEE MY ORGANIZATION](#)

SELECT	ORGANIZATIONS	LOCATIONS
<input type="radio"/>	Central Spanish Seventh-day Adventist Church	Los Angeles

[← GO BACK](#) [I DON'T SEE MY ORGANIZATION](#)

TechSoup

- Add your organization

No Match Found. Let's Add Your Organization

[Save for later](#)

Organization Details

LEGAL NAME

Please enter the name exactly as it is recorded with the IRS or in the IMLS database (for public libraries). This helps us verify your eligibility for donation programs. If your organization has tax-exempt status through a parent organization or is part of a group ruling, enter the official name designated by your parent organization

EIN OR FSCS ID

52-0643036

ANNUAL BUDGET (US\$)



ORGANIZATION EMAIL

Used for messages about product donations, including product keys and important account information.

CONFIRM EMAIL

WEBSITE

STREET ADDRESS

We cannot ship physical products (discs or hardware) to a P.O. box address. For more information, see our [Product Donation FAQ](#).

ADDRESS LINE 2

CITY

STATE | ZIP

COUNTRY

PHONE NUMBER

FAX NUMBER

TechSoup

- Add your organization
- Submit requested documentation

No Match Found. Let's Add Your Organization

[Save for later](#)

Organization Details

LEGAL NAME

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ADDRESS LINE 2

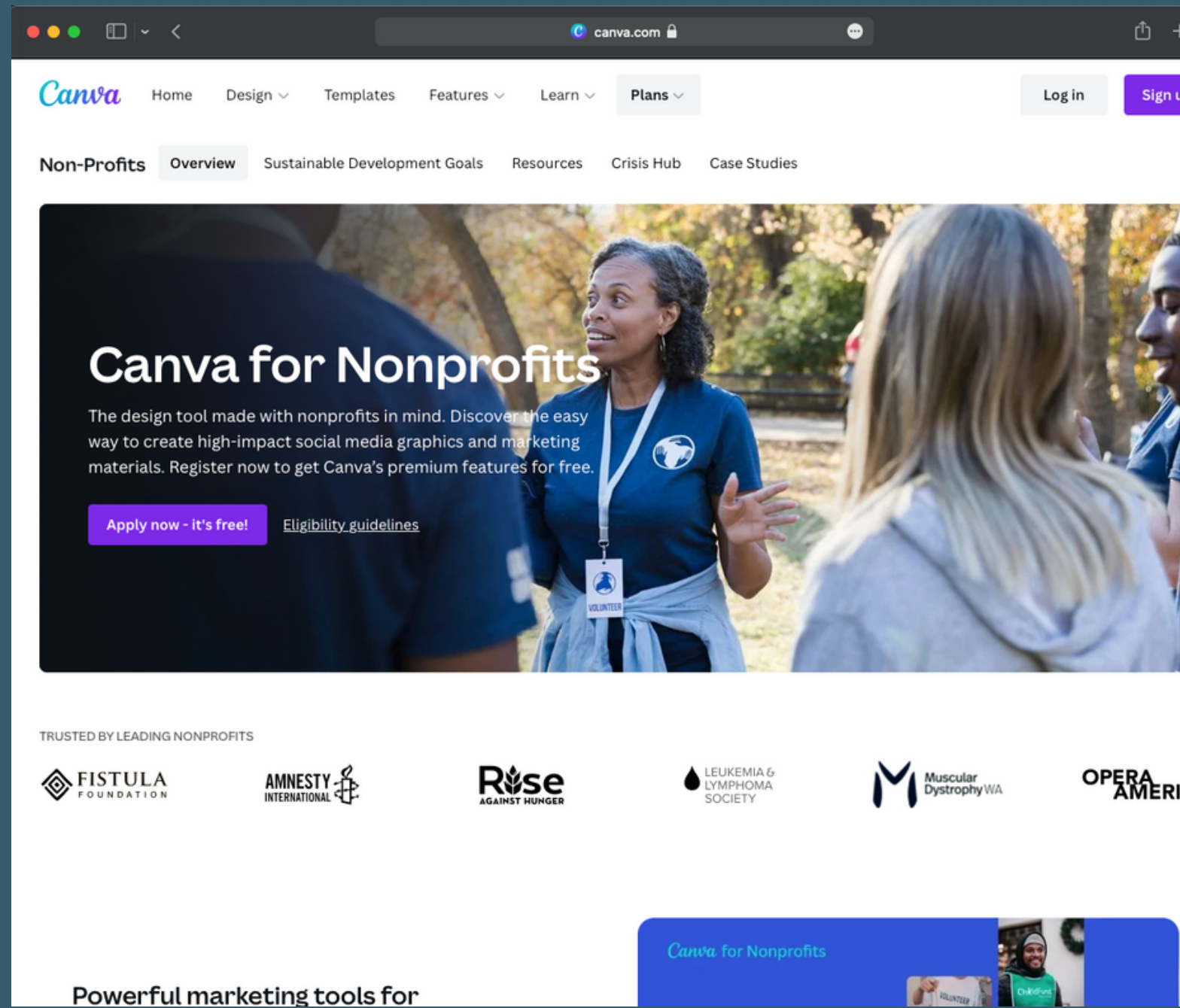
CITY

STATE | ZIP

COUNTRY

PHONE NUMBER

FAX NUMBER



Canva

- Create an account





The screenshot shows the Canva website interface. At the top, there's a navigation bar with the Canva logo and various menu items. Below the navigation bar, there's a search bar and a grid of design categories. A modal window is open in the foreground, titled "Receive Canva for Nonprofits free". The modal contains the following text:

Receive Canva for Nonprofits free

Canva for Nonprofits includes all the premium features of Canva Pro and is 100% free for registered nonprofits, social impact and public health organizations.

- 75 million+ premium photos, videos and elements, 3000+ premium fonts, 420,000+ premium templates
- Create with ease thanks to Magic Resize, Background Remover and premium animations
- Stay organized with Brand Kit and content

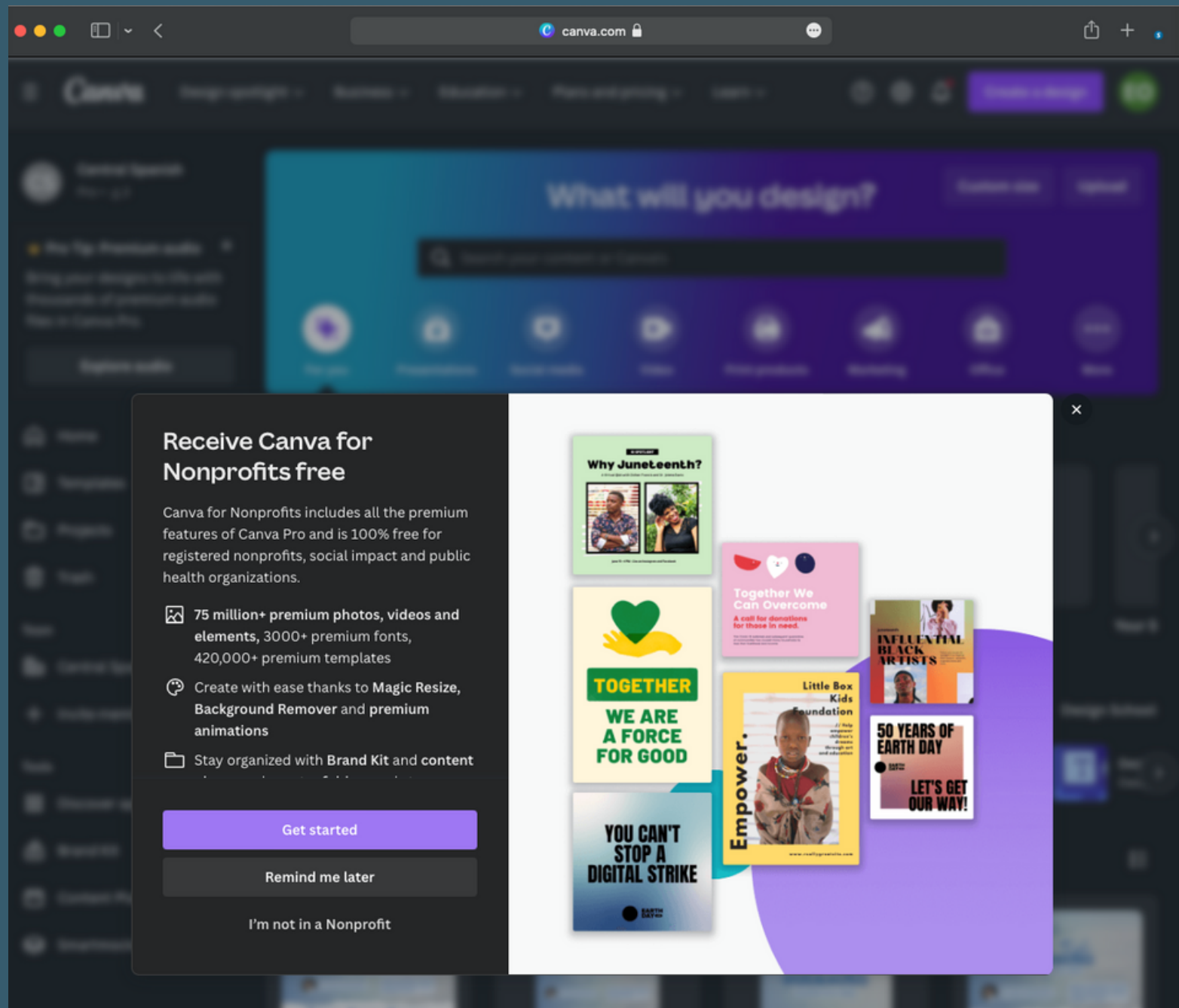
At the bottom of the modal, there are three buttons: "Get started" (highlighted in purple), "Remind me later", and "I'm not in a Nonprofit".

The modal also displays a collection of social media templates for nonprofits, including:

- "Why Juneteenth?"
- "Together We Can Overcome" (with a call for donations)
- "INFLUENTIAL BLACK ARTISTS"
- "Little Box Kids Foundation"
- "50 YEARS OF EARTH DAY" (with "LET'S GET OUR WAY!")
- "WE ARE A FORCE FOR GOOD"
- "YOU CAN'T STOP A DIGITAL STRIKE"
- "Empower."

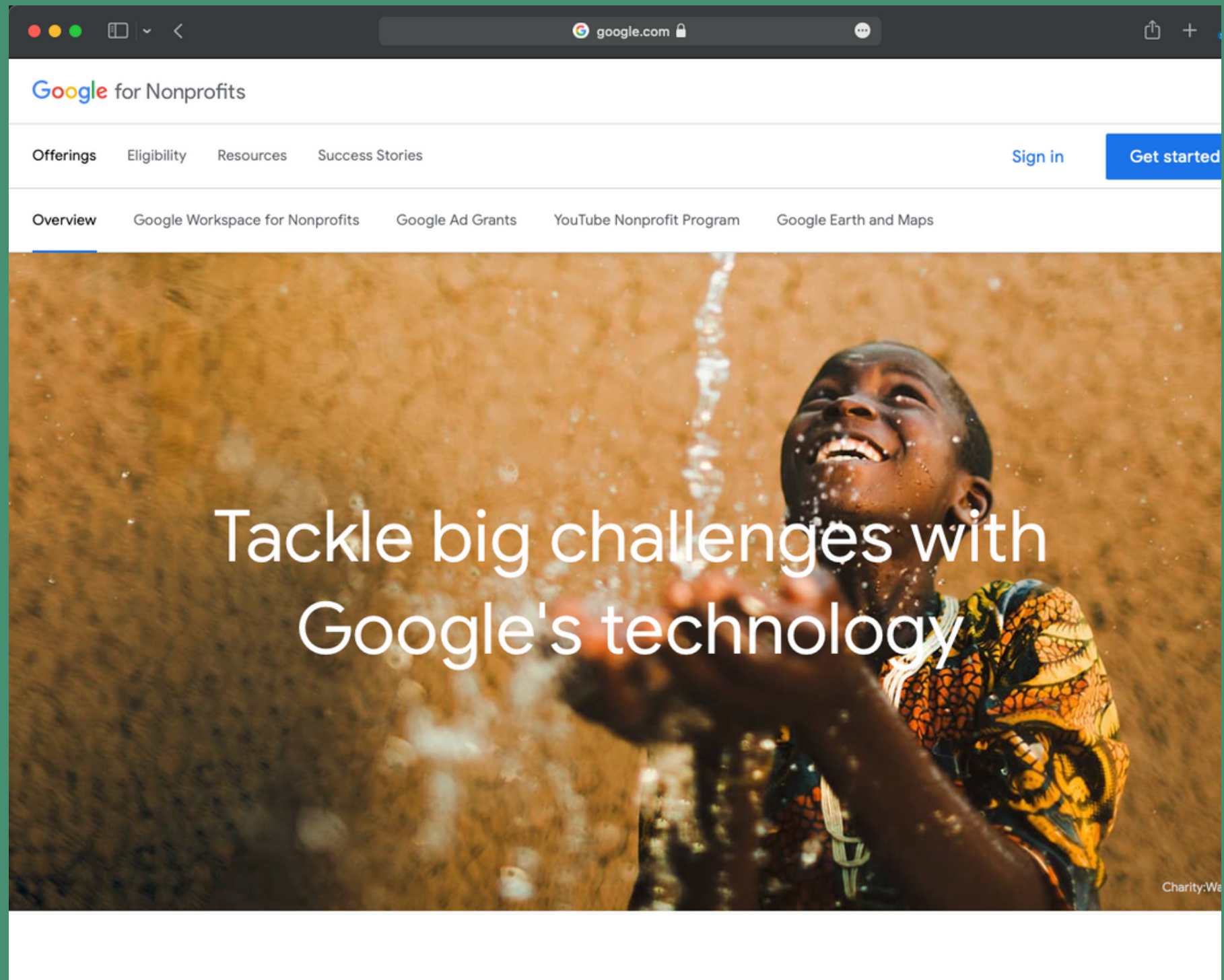
Canva

- Create an account



Canva

- Create an account
- Submit documentation for verification



Google

- Create an account or sign in to an existing account








Nonprofit Manag... google.com

gle for Nonprofits

Google for Nonprofits

Before getting started...

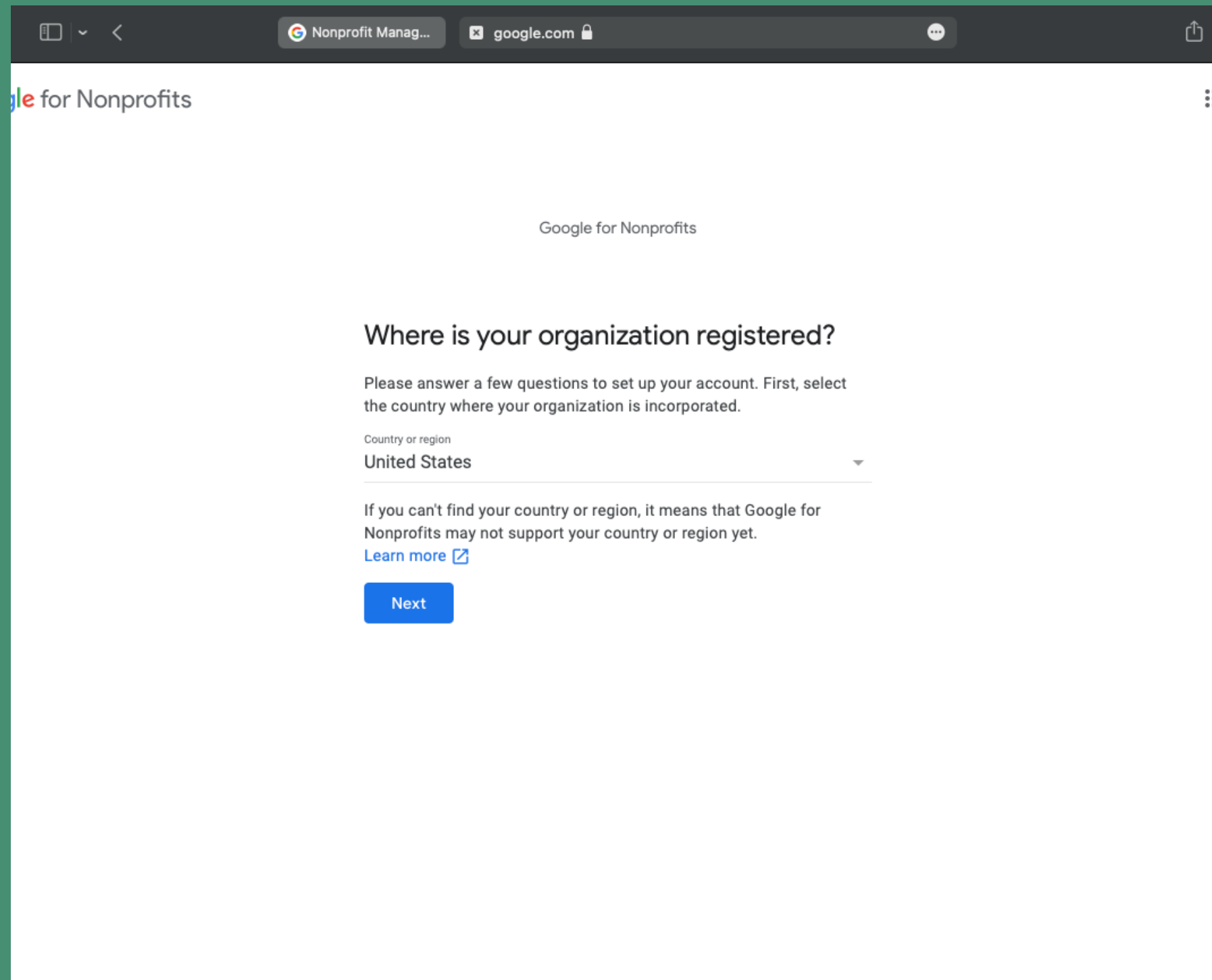
Some types of organizations are not eligible and will not be verified.
Please confirm your organization is:

-  Not a school, academic institution, or university
Visit [Google for Education](#) instead
-  Not a hospital or healthcare organization
Ineligible for Google for Nonprofits
-  Not a governmental entity or organization
Ineligible for Google for Nonprofits

[Next](#)

Google

- Create an account or sign in to an existing account



Google

- Create an account or sign in to an existing account
- Provide information about your church



Google for Nonprofits

Google for Nonprofits

1 Answer a few questions to determine your eligibility

Before continuing, make sure you have the following:

- Your organization's EIN (Nonprofit ID)
- Your organization's physical address
- Your organization's online contact information

This step usually takes about 10 minutes

Begin

2 Wait for verification

3 Activate products

Google

- Create an account or sign in to an existing account
- Provide information about your church



Nonprofits

Google for Nonprofits

Do you have a TechSoup account?

TechSoup is Google's partner. They help confirm you're affiliated with your organization and that it's eligible for Google for Nonprofits. [Learn more](#)

Yes, I already have one

Great, that might help speed things up. You'll need your validation token from TechSoup. It looks similar to this: 111a222b@Nonprofit123.

No, I don't think so

Next

Google

- Create an account or sign in to an existing account
- Provide information about your church
- Make sure you have a TechSoup account



The screenshot shows a web browser window with the address bar displaying "Nonprofit Manag..." and "google.com". The page title is "Google for Nonprofits". The main heading is "Enter your TechSoup validation token". Below the heading, there is a message: "Great! Looks like you already have a TechSoup account. That will greatly speed up the process." A link is provided: "Learn more about TechSoup validation tokens and where to find yours". A note states: "Note: validation tokens are different from association codes." There is a red text prompt: "Copy your TechSoup token here" above a red-bordered input field. Below the input field, it says "Enter a valid token". A "Next" button is located at the bottom of the form.

Google

- Create an account or sign in to an existing account
- Provide information about your church
- Make sure you have a TechSoup account
- Get validation token from TechSoup

Microsoft

- Register your organization

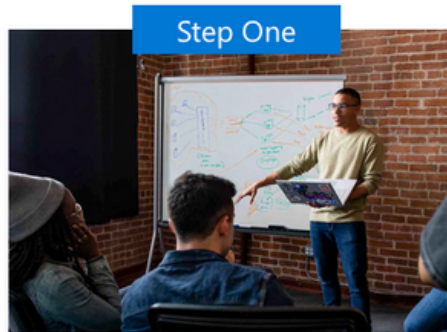


Get access to discounted and donated solutions for nonprofit organizations

Register Now
Empower your organization with Microsoft tools and services



To access Microsoft's nonprofit offers, please register and confirm your organization's eligibility. We offer step-by-step instructions to make this process as easy as possible.



First learn about the [registration and eligibility process](#) and how to get nonprofit offers from



Microsoft will evaluate your potential eligibility. Registration review may take up to 7 days. You



Once your registration is approved, you can access the Nonprofit Hub to take advantage of

Microsoft

- Register your organization

The screenshot shows a web browser window with the URL `signup.nonprofit.microsoft.com`. The page is titled "Microsoft | Nonprofits" and features a progress bar with four steps: 1. Welcome & Policies (highlighted), 2. Organization Info, 3. Verify Phone, and 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 * Middle name Last name *

First name is required

Job Title * Contact email *

Contact location *

Nonprofit discount and donation policies

By registering, you affirm that you are in compliance with [Microsoft's policies](#) and have read the [Microsoft Privacy Statement](#). Microsoft contracts with TechSoup and their worldwide partner network to validate eligibility for nonprofit offers. As part of validation, (1) you agree Microsoft may share your registration information with TechSoup (and vice versa) and (2) you consent to being contacted by TechSoup for eligibility determination, information about product fulfillment, and outreach.

I would like information, tips, and offers about Solutions for Businesses and Organizations and other Microsoft products and services.

Microsoft may share my information with select partners to provide me with information about their relevant products and services.

To learn more or to unsubscribe at any time, view the [Privacy Statement](#).

[Continue](#)



Microsoft

- Register your organization

Microsoft | Nonprofits

1 Welcome & Policies 2 Organization Info 3 Verify Phone 4 Create Account

< 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 *

How is your organization registered?

IRS EIN Number * Documentation (Optional)

[Continue](#)



Microsoft

- Register your organization
- Upload the documentation

Microsoft | Nonprofits

1 Welcome & Policies 2 Organization Info 3 Verify Phone 4 Create Account

< 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 *

How is your organization registered?

IRS EIN Number * Documentation (Optional)

[Continue](#)

Steps

GuideStar



TechSoup



Canva

Google

Microsoft