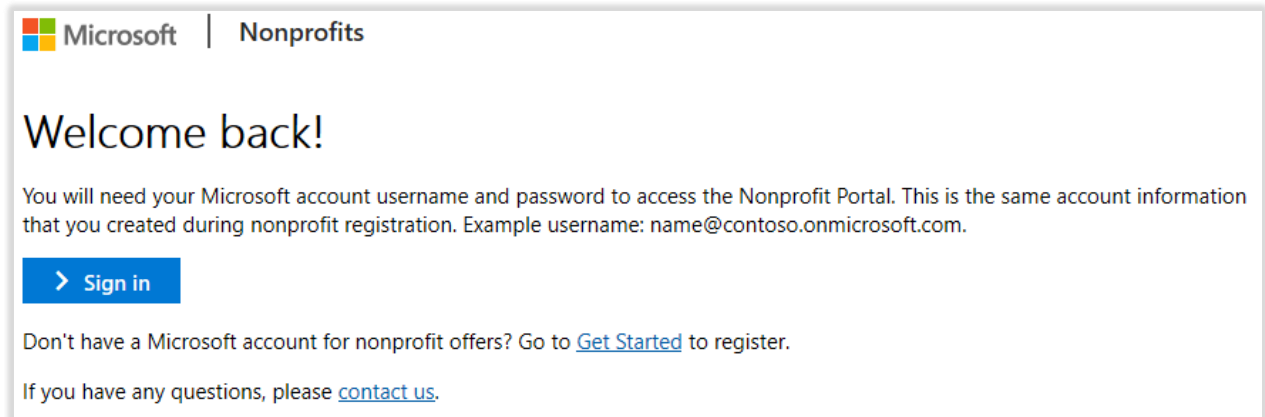


How to register for Microsoft nonprofit offers with an existing Office 365 tenant account

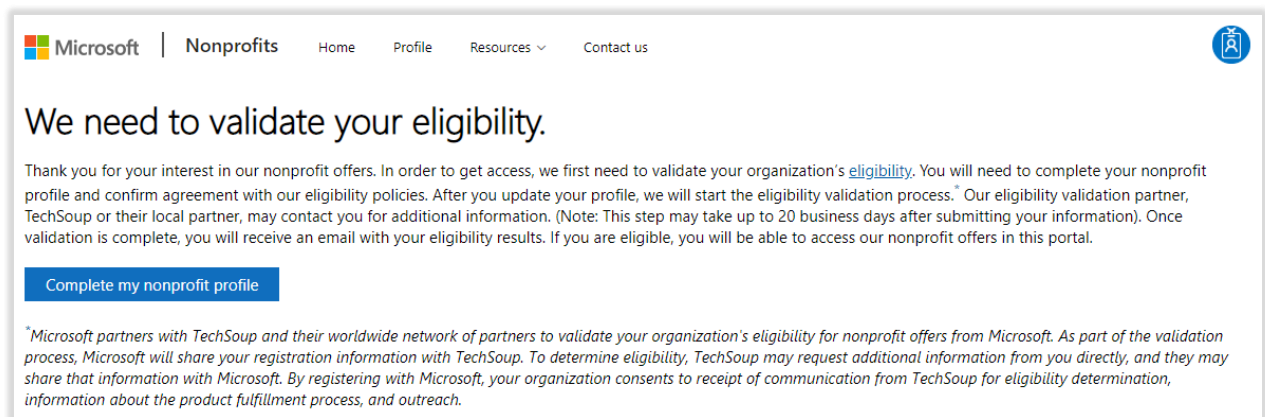
Click to <https://nonprofit.microsoft.com/signin>

Click **Sign in** and enter your Microsoft O365 account username and password.



The screenshot shows the Microsoft Nonprofits sign-in page. At the top left is the Microsoft logo followed by the text "Nonprofits". Below this is a large heading "Welcome back!". Underneath is a paragraph explaining that a Microsoft account username and password are needed to access the Nonprofit Portal, with an example username: name@contoso.onmicrosoft.com. A blue button with a right-pointing arrow and the text "Sign in" is prominently displayed. Below the button, there is a link to "Get Started" for those without a Microsoft account, and another link to "contact us" for questions.

Upon login you will see message to complete nonprofit profile. Click **Complete my nonprofit profile**.



The screenshot shows the Microsoft Nonprofits eligibility validation page. At the top left is the Microsoft logo followed by "Nonprofits". The navigation menu includes "Home", "Profile", "Resources" (with a dropdown arrow), and "Contact us". A user profile icon is visible in the top right corner. The main heading is "We need to validate your eligibility.". Below this is a paragraph explaining the validation process, mentioning TechSoup as the eligibility validation partner and noting that the process may take up to 20 business days. A blue button labeled "Complete my nonprofit profile" is centered on the page. At the bottom, there is a small asterisked footnote explaining the validation process and data sharing with TechSoup.

Enter the requested information and click **Continue**.

- Note: the following fields will be pre-populated for you:
 - Legal Name
 - Address (if available)
 - Country Code (not editable)
 - Primary contact first name, last name and email

Microsoft | Nonprofits Home Profile Resources Contact us

Nonprofit profile

Legal name

Mission statement

Activity

Operating budget (USD)

Organization size

Contact information

Primary contact first name

Primary contact last name

Primary contact email

Phone

Website

Notification email(s)

Address information

Address Line 1

Address Line 2

City

State or region

Postal code

Country

Registration information

Legal identifier

Regulatory Body

Continue

Click **Confirm and save** to attest to compliance with our policies.

Microsoft | Nonprofits Home Profile Resources Contact us

Microsoft's nonprofit discount and donation policies.

To ensure that your organization complies with Microsoft's policies, including our non-discrimination policy, please certify the following:

My organization does not have a policy or mission of discriminating in hiring, compensation, promotion, termination, retirement, training, programs, and/or services based on race, color, sex, national origin, religion, age, disability, gender identity or expression, marital status, pregnancy, sexual orientation, political affiliation, union membership, or veteran status. Or my organization is a religious organization that is exempt from laws that otherwise prohibit such discrimination.

AND

My organization is providing nonprofit licenses and subscriptions only to eligible employees and strategic volunteers of my nonprofit, as defined at <https://aka.ms/nonprofiteligibility>.

By clicking **Confirm and save**, I certify that the above statements are true.

Confirm and save Cancel

You will receive a confirmation message. Click **Continue to portal** to see your eligibility status.

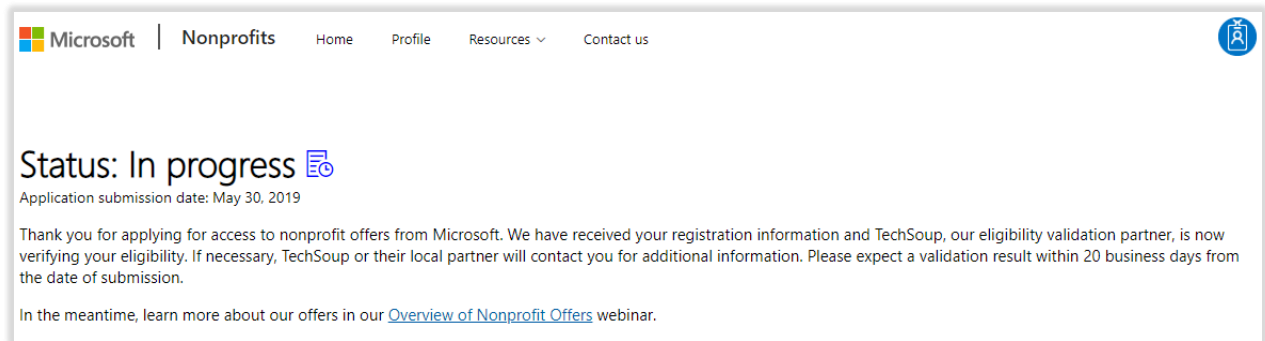
Microsoft | Nonprofits Home Profile Resources Contact us

Nonprofit profile saved!

Thank you for updating your nonprofit profile. Your profile will be locked for editing while we update our records. Once we complete the update, the edit option will be enabled again.

Continue to portal

Once the eligibility validation process is complete, you will receive an email auto-notification with the validation result. If eligible, you will be able to access our nonprofit offers in the [Nonprofit Portal](#).



The screenshot shows the Microsoft Nonprofits portal interface. At the top, there is a navigation bar with the Microsoft logo, the word "Nonprofits", and links for "Home", "Profile", "Resources" (with a dropdown arrow), and "Contact us". A user profile icon is visible in the top right corner. The main content area features a heading "Status: In progress" with a calendar icon. Below this, it states "Application submission date: May 30, 2019". A paragraph of text follows: "Thank you for applying for access to nonprofit offers from Microsoft. We have received your registration information and TechSoup, our eligibility validation partner, is now verifying your eligibility. If necessary, TechSoup or their local partner will contact you for additional information. Please expect a validation result within 20 business days from the date of submission." At the bottom, there is a link: "In the meantime, learn more about our offers in our [Overview of Nonprofit Offers](#) webinar."