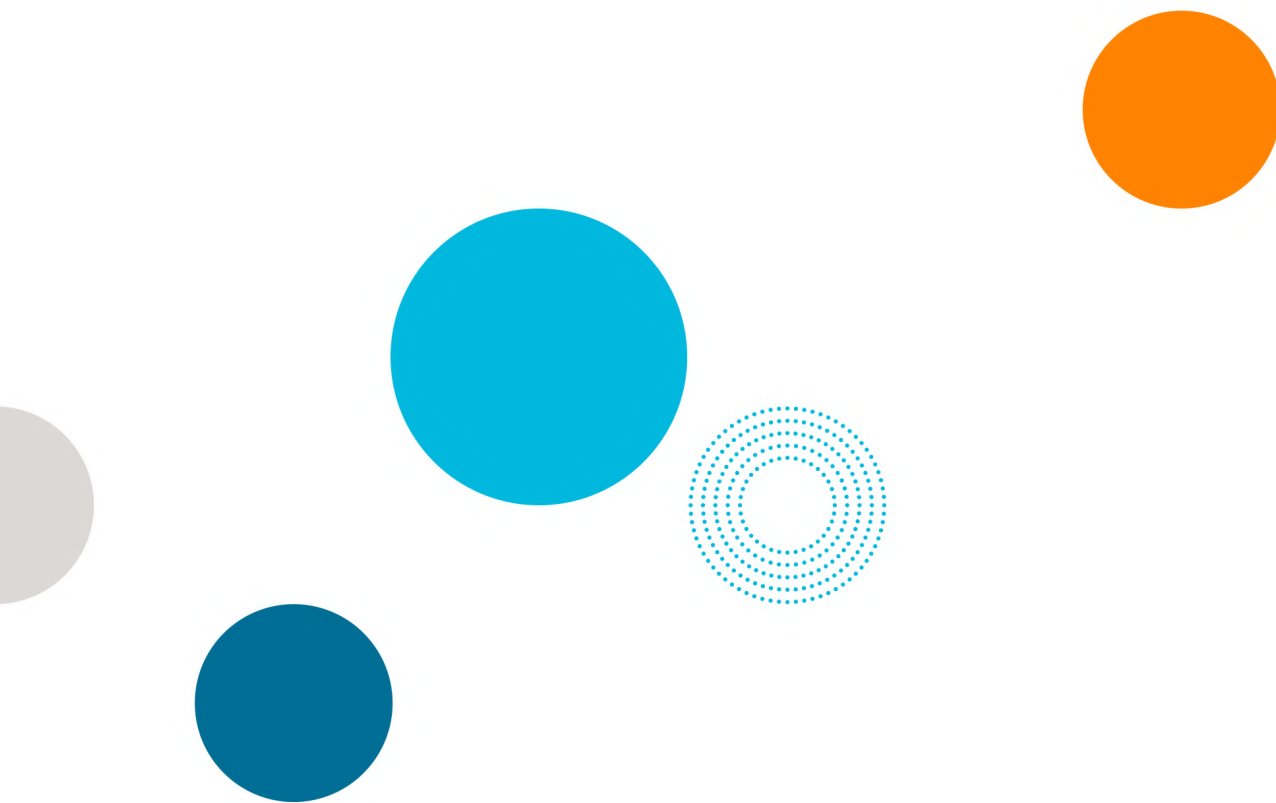


Microsoft Nonprofit Portal

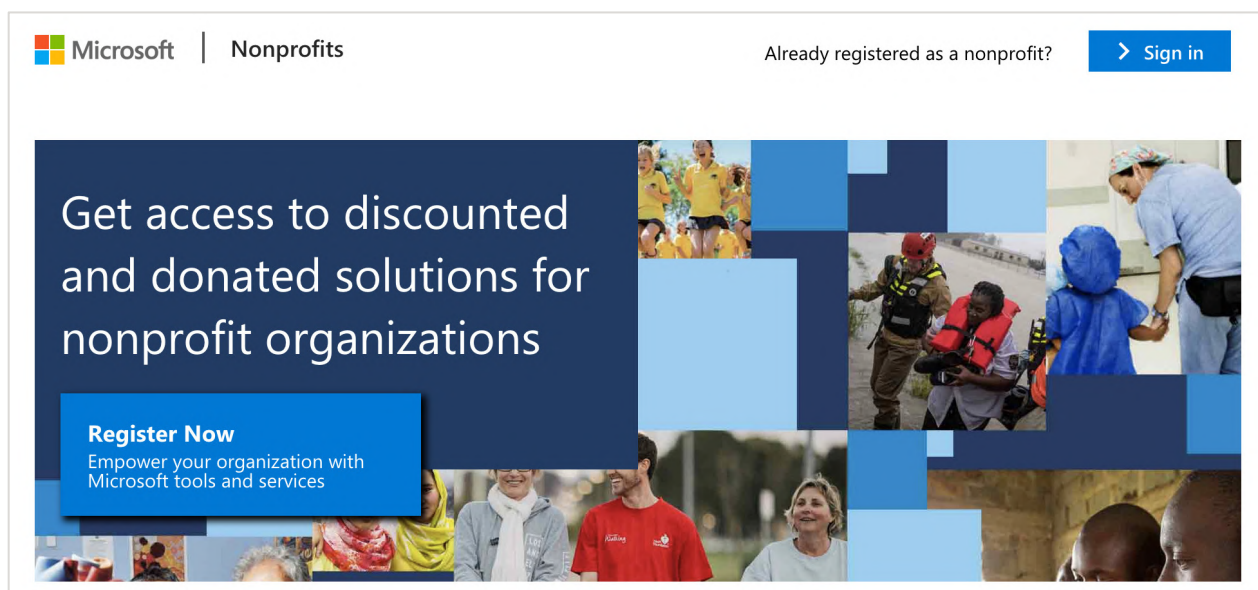
Guide to Creating Your Account

Updated January 5, 2021



1. Go to nonprofit.microsoft.com

Select **Register Now** to begin.



2. Provide your contact information

Enter your personal information including your email address which will be verified in the next step.

1

2

3

4

Welcome & PoliciesOrganization InfoVerify PhoneCreate Account

Step 1 - Tell us about yourself

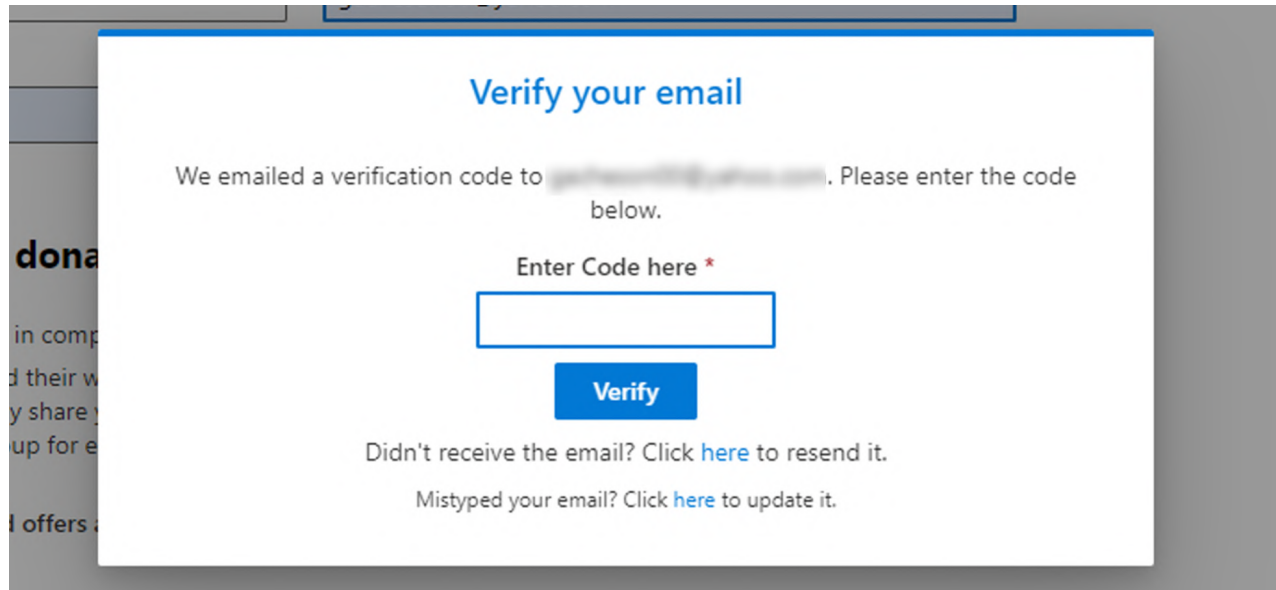
Please provide the following information which will be used to register your nonprofit for Microsoft's nonprofit program. We will only use the information provided for this purpose.

Organization Point of Contact

First name *	Last name *
<input type="text"/>	<input type="text"/>
Job Title *	Contact email *
<input type="text" value="Select your title..."/>	<input type="text"/>
Contact location *	
<input type="text" value="Select your country..."/>	

3. Provide the email verification code

Find the code which Microsoft has sent to your email address and enter it here.



The screenshot shows a white dialog box with a blue border. At the top, the title "Verify your email" is in blue. Below it, a message states: "We emailed a verification code to [redacted email address]. Please enter the code below." The email address is blurred. In the center, there is a text prompt "Enter Code here" followed by a red asterisk. Below this is a white rectangular input field with a blue border. Underneath the input field is a blue button with the word "Verify" in white. At the bottom of the dialog, there are two lines of text: "Didn't receive the email? Click [here](#) to resend it." and "Mistyped your email? Click [here](#) to update it."

4. Provide your organization information

Enter your organization information, including your organization name as written in legal documentation.

< 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 *

5. Add government registration information

Provide details about the type of government identification your organization has.

How is your organization registered?

IRS EIN Number * 

Documentation (Optional) 

6. Provide a phone number

To prove to Microsoft that you are not a robot, enter a phone number.

✓

Welcome & Policies

✓

Organization Info

3

Verify Phone

4

Create Account

< Step 3 - Help us verify it's you

We require your phone number to make sure you are not a robot. Your phone number data will not be saved.

Country Code *

(+1) United States (US) ▾

Phone Number *

Text me

Call me

7. Create your account

Create an account by specifying a username and an onmicrosoft.com domain name for your organization.

Note: You'll need to provide your onmicrosoft.com domain name when you request cloud services through TechSoup.

✓

Welcome & Policies

✓

Organization Info

✓

Verify Phone

4

Create Account

Step 4 - Create your account

Username *

Your company *

.onmicrosoft.com

@

Create password *

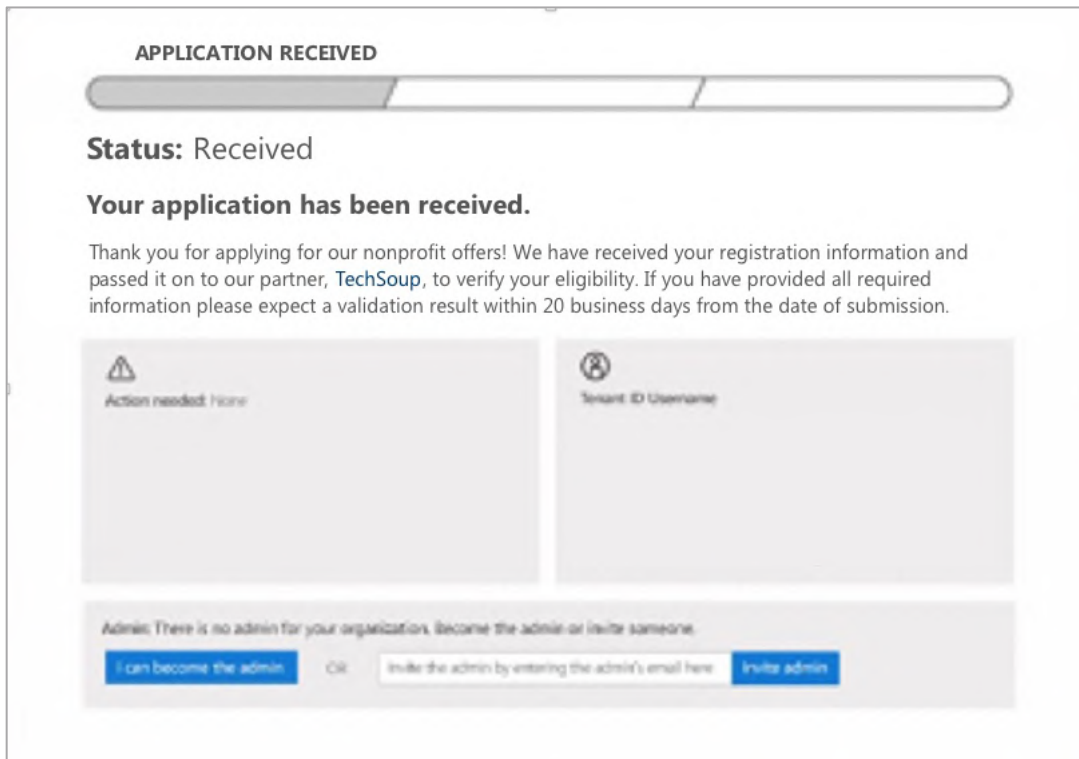
Confirm password *

By clicking Create my account you agree to our [terms and conditions](#) and [trial agreement](#).

8. Review your submission

You may return to the Microsoft nonprofit portal at any time to check your validation status. You will receive an email from Microsoft when your organization's eligibility has been verified.

Note: The image below may not represent the page you see.





APPLICATION RECEIVED

Status: Received

Your application has been received.

Thank you for applying for our nonprofit offers! We have received your registration information and passed it on to our partner, [TechSoup](#), to verify your eligibility. If you have provided all required information please expect a validation result within 20 business days from the date of submission.


Action needed: None


Tenant ID Username

Admin: There is no admin for your organization. Become the admin or invite someone.

[I can become the admin.](#) OR Invite the admin by entering the admin's email here [Invite admin](#)