

## **Instructions for Registration Paid Solicitors – Online Filing**

*These instructions are for filing Paid Solicitor Annual Registration forms with the Department of Law online. You can use these instructions to file either an initial registration or renew a registration if you submitted your registration online last year. There are separate instructions for paid solicitors that are filing paper registration forms.*

- Paid solicitor registration forms are public documents that will be made available for public review.
- Under AS 45.68.010(g), it is unlawful to knowingly provide false statements in a registration form.

### **How do I register online?**

#### **STEP 1 – PAYMENT**

- The first thing you will be asked to do is pay the \$200 registration fee by credit card.
- You will be asked for the registration period.

**Online registration for the registration period September 1, 2019 – August 31, 2020 will be available beginning July 1, 2019.**

**Select “Registration Period Ending 8/31 2019”** if you are filing an initial registration for the registration period ending August 31, 2019. *Your registration will be valid from the date your registration is complete through August 31, 2019.*

**Select “Registration Period Ending 8/31 2020”** if you are filing an initial registration for the registration period ending August 31, 2020, or if you are renewing a registration. *Your registration will be valid from September 1, 2019 (or if you file after September 1, the date your registration is complete) through August 31, 2020.*

- Once your credit card payment is accepted, you will receive an email message with a link to the website where you will enter your registration information, select the link for paid solicitor registration. Please note, it may take a couple minutes to process your credit card payment.

#### **STEP 2 – COMPLETE THE REGISTRATION FORM**

##### **INITIAL REGISTRATIONS**

*For paid solicitors who are: 1) registering for the first time, or 2) have registered in the past year using a paper registration form but are registering online for the first time*

- Enter the registration information for the paid solicitor. See the Line by Line Instructions below for details about how to complete each section of the online registration form.
- Between July 1, 2019 and August 31, 2019 you will be able to register through August 31, 2019 or August 31, 2020. Please be sure that you select the correct registration end date. Once your registration has been submitted, the registration period cannot be changed. See the line by line instructions below for the “Information” page for details.

### **REGISTRATION RENEWALS**

*For paid solicitors who registered online in the last year and received a confirmation code.*

- To renew your registration online, enter your FEIN and 10 digit confirmation code, which has this format 0-000-000-000.
- You should have received your confirmation code on the confirmation screen and by email when you completed your last online registration form. You will also receive an email message on July 31 of this year reminding you to renew your registration. The reminder email will contain your confirmation code.
- Once you log in using your FEIN and confirmation code, your registration form will be auto-filled with the registration information you submitted for your last registration. Review each page and update and/or add information as needed.
- See the Line by Line instructions below for details about how to complete each section of the online registration form.

### **NAVIGATION AND TERMINATION OF SESSION**

- Once you complete a page of the online registration form, hit “Next” to move to the next page. If you need to return to a page you completed, hit “Previous.”



- If your session is terminated, or you do not complete and submit your registration form, your information will not be saved and you will need to start over (do not pay the registration fee again, just use the link in your payment confirmation email). Your session will be terminated if you hit the cancel button or close your browser.

### **STEP 3 – KEEP YOUR CONFIRMATION NUMBER**

- After you complete and submit the registration form, you will see a confirmation screen that will include your confirmation number and allow you to print your registration form. You will also receive an email message that contains your confirmation number.

- Keep your confirmation number in your records. You will need the confirmation number to file contracts and paid solicitor financial reports online, and renew your registration online next year.

#### **STEP 4 – REGISTRATION COMPLETE**

- Your registration is complete when the Department of Law mails you a letter notifying you that your registration is complete. Your registration information will also appear on the Department's website when your registration is complete.
- If you submit a registration form that is not complete, you will receive a written request for the missing information.
- The Department of Law may not accept a registration form that is incomplete, not signed, not legible, or contains material misrepresentations or false information.

#### **Will I have to enter the same information again when I renew the registration next year?**

- No, as long as you file your registration online this year. For online filers:  
Filing Online Year One – the first year you file online, you will enter all of your registration information into the online form. You will receive a confirmation number when you submit your registration information.  
Filing Online Year Two – when you renew your registration the following year, you will log in using your FEIN and confirmation number from the prior year. Once you log in, the registration form will be auto-filled with the information you submitted the previous year, and you will only need to update the information as needed.
- If you submit a paper registration this year, and you register online next year you will have to enter all of your information when you register online. The fields will not auto-fill with information from your paper filing.

### **FREQUENTLY ASKED QUESTIONS**

#### **What is the registration deadline?**

- All Alaska registrations expire on September 1 each year regardless of the date the registration form is filed. To keep your registration from lapsing, you will need to renew your registration by filing an annual registration form by September 1.
- Paid Solicitors that file a registration form after September 1 will be registered effective the date their registration is complete.

#### **How do I fill out the registration form?**

- See the Line by Line Instructions for completing the online registration form below.

#### **Does the Department of Law grant extensions of the registration deadline?**

- No, the Department of Law cannot grant extensions of the registration deadline.

**Does the Department of Law charge late fees?**

- No, the Department does not charge late fees for registration forms submitted after September 1.

**How do I withdraw a registration?**

- Send a written request to withdraw a registration to the Alaska Department of Law by one of the following:
  - By mail: 1031 W. 4<sup>th</sup> Ave, Suite 200, Anchorage, AK 99501
  - Or, by email: [lawcharities@alaska.gov](mailto:lawcharities@alaska.gov)
- Include the paid solicitor's name, federal tax ID number (EIN/FEIN), and mailing address.

## **Line by Line Instructions**

### **Paid Solicitor Annual Registration Form – Online Filing**

*These instructions are for filing Paid Solicitor Annual Registration forms with the Department of Law online. There are separate instructions for paid solicitors that are filing paper annual registration forms.*

The section headings below match the tab headings at the top of each section of the online registration form.

#### **Welcome**

- The “Welcome” page with instructions for registration will be the first page you see. Once you have reviewed it, hit next to start entering registration information.

#### **Contact**

- Enter the name, title, company and contact information of the person the Department can contact about the organization’s registration.
- If you are a paid preparer or third party preparer that is submitting a registration form on behalf of a charity, enter your contact information here.

#### **Information**

- Select the registration end date (or registration period) you are registering for.
  - **Online registration for the registration period September 1, 2019 – August 31, 2020 will be available beginning July 1, 2019.**
  - **Select “register through August 31, 2019”** if you are filing an initial registration for the registration period ending August 31, 2019. *Your registration will be valid from the date your registration is complete through August 31, 2019.*
  - **Select “register through August 31, 2020”** if you are filing an initial registration for the registration period ending August 31, 2020, or if you are renewing a registration. *Your registration will be valid from September 1, 2019 (or if you file after September 1, the date your registration is complete) through August 31, 2020.*
- Enter the paid solicitor’s nine-digit Federal EIN (FEIN) or Tax ID Number.
- Enter the paid solicitor’s legal name, and all additional names the paid solicitor is identified or known as. Include any DBAs and distinctive names the paid solicitors uses to solicit donations.
- Enter the paid solicitor’s mailing address.
- Enter the paid solicitor’s location address if different than the mailing address, leave blank if the location address is the same as the mailing address.
- Enter the organization’s telephone number, email address, and website URL. If the organization does not have an email address or website, leave blank.

- Enter any additional Alaska addresses the paid solicitor uses to solicit donations, leave blank if there are no additional addresses.

### **Organization**

- Select the paid solicitor’s business entity type as it exists under the laws of the state where it was established. Enter the state where the entity was established, and the year it was established.

### **Officials**

- Officials Information – click “Add a Record” to add new individuals, and enter the names, titles and addresses of the paid solicitor’s officials including owners, officers, directors, partners, members, and the executive director (or individual with equivalent position).
- Individual Responsible – click “Add a record” to enter the name, address, telephone number, and email address of the individual (either an employee or officer) who is responsible for the paid solicitor’s activities in Alaska.
- *When entering the addresses of the Officials and Individual Responsible*—if the person’s address is the same as the paid solicitor’s mailing address, select “Same as Mailing” and the address fields will auto-fill with the paid solicitor’s mailing address.

The image shows a portion of a web form. It contains three rows of labels and input fields:
 

- The first row has the label "Title" followed by a light green rectangular input field.
- The second row has the label "Same as Mailing" followed by a small, unchecked checkbox.
- The third row has the label "Mailing Address" followed by a yellow rectangular input field with the word "Required" written inside it.

### **Solicitation Methods**

- Select all of the methods the paid solicitor uses to solicit contributions. If you select “other” please enter a short description of the solicitation method in the space provided. You can select more than one solicitation method.

### **Registration**

- (A) Select “**Yes**” if the paid solicitor has registered to solicit contributions in any other state(s), and click “Add a Record” to enter a state. Only enter states where registration is complete.
- (B) Select “**Yes**” if the paid solicitor has been enjoined or prohibited by any government agency or court in any jurisdiction from soliciting charitable contributions, and provide an explanation.
  - “*Jurisdiction*” means federal, state, county, city/municipal, or other government agency or court.

- *“Enjoined or otherwise prohibited”* means prohibited by a court order, administrative order, cease and desist order, assurance of voluntary compliance, assurance of discontinuance, formal settlement agreement, consent decree, consent judgment, or other similar agreement or order.

### **Convictions**

- Select **“Yes”** if the paid solicitor or any of its owners, officers, directors, or principal employees has ever been convicted of a crime involving charitable solicitations in any jurisdiction, and click the individual’s first name, last name, title, type of court, location of the court, nature of the offense, and the date of the conviction/disposition.
  - *“Jurisdiction”* means federal, state, county, or city/municipality.
  - The “Note” section is not required, and can be used to enter any additional text.

### **Surety Bond**

- **Initial Registration:** you will need to submit a State of Alaska Paid Solicitor Surety Bond on the form referenced in 9 AAC 12.060 with the registration. You can find the bond form on the [Department’s website](#).
- **Registration Renewal:** you will need to provide evidence of the continuation of a State of Alaska Paid Solicitor Surety Bond at the time of registration. You can do this one of the following ways:
  - Submitting a notice of continuation of the bond from the bond issuer.
  - Submitting a new State of Alaska Paid Solicitor Surety Bond form.
  - If the paid solicitor has already sent a surety bond form or notice of bond continuation to the Department of Law, you can verify that the bond on file with the Department will remain in effect for the registration period.

### **HOW TO SUBMIT A NEW PAID SOLICITOR SURETY BOND FORM**

- Select *“Upload New Bond.”*
- Enter the name and address of the company that issued the bond.
- Enter the effective date of the bond.
- Upload the bond form, file types accepted are .pdf, doc, and docx.

### **HOW TO SUBMIT A NOTICE OF BOND CONTINUATION**

- Select *“Continuation of Bond”*

- Enter the name of the company that issued the notice of bond continuation.
- Enter the effective date of the bond continuation.
- Upload the bond continuation notice, file types accepted are .pdf, doc, and docx.

**HOW TO VERIFY THAT A BOND REMAINS IN EFFECT**

- Select “Verification of Bond.”
- Check the box to verify that the bond on file with the Department and will remain in effect for the registration period.

**Contracts with Charitable Organizations**

- Paid solicitors are required to submit copies of their contracts with charitable organizations they plan to solicit for in Alaska to the Department of Law at the time they register, and as new contracts are executed.
- When your registration is complete, you can log in to the Submit Paid Solicitor Contracts and Financial Reports section of the [Department’s website](#) to upload contracts. You will need the organization’s FEIN and registration confirmation number.

**Signature**

The registration form can be signed by either the paid solicitor (if an individual), or an authorized owner, officer, director, or employee of the paid solicitor (if an organization).

If a paid preparer or third party preparer is submitting the registration form on behalf of a paid solicitor, the preparer can enter the signature information of the individual who is signing the registration form on behalf of the paid solicitor. Check the box below if this is the case.





The contact person for this registration is a paid preparer that is filing this registration form on behalf of the organization. The individual signing this registration has authorized the paid preparer to enter their signature information below.