

Your organization is already listed on GuideStar. GuideStar lists all 501c organizations registered with the IRS. You may request permission to associate yourself with the listing and fill out the GuideStar Exchange Form (GX), which will allow you to provide additional information about your organization. GuideStar reports are Web pages displaying information on a single nonprofit organization. Reports are found by searching the site and selecting one of the organizations on a search results page. The amount of information available on these pages depends on each organization's participation level. The most active nonprofits provide information for their reports, as well as upload documents.

### Claim Your Organization's Report

1. [Sign in or create an account](#) on GuideStar at [www.guidestar.org](http://www.guidestar.org).
2. Click the "Update Nonprofit Report" link at the top of the home page, click #2 "Claim and update".
3. On the Manage Nonprofit Reports page:
  - o Enter your organization's Employer Identification Number (EIN). Note: Be sure to include the hyphen in the EIN (xx-xxxxxxx).
  - o Click on the **Request Permission** button.
  - o Make sure that you complete all of the required fields. Use NTEE code B82.
  - o Click **Submit Request**.

*Please note: the e-mail address used in the request must be associated with the organization; otherwise the request will be declined. If you do not have an e-mail address associated with the organization, please [contact Customer Service](#) in order to provide them with additional information about your relationship to the organization.*

Your request will be approved within 24 to 48 business hours. Once it has been approved, you will receive notification from GuideStar.

### Update Your Nonprofit's Report

1. Once you have claimed your nonprofit's report, [sign in](#) to GuideStar and return to the **Update Non-Profit Profile** page.
2. When you are signed in, you should see your organization listed on the page. Click on your organization's name. You will be taken to a form to update your organization's profile page.
3. Fill in the required fields to earn one of the [GuideStar Exchange Logos](#) and please *be sure to click the **Save and Continue** button at the bottom of each page after you have added or changed information in the form.*
4. Once you have completed all required fields on the form, click the **Confirm and Submit** button to visit the "Program Terms" page; click the **Publish Changes** button there. Your information will be posted on GuideStar within 48 hours.

Please send an e-mail to [NPOServices@guidestar.org](mailto:NPOServices@guidestar.org) with any questions.