

# EAN Onboarding Steps for Foundations



## STEP 1:

### Sign Up

Go to [app.emergencyactivationnetwork.com](https://app.emergencyactivationnetwork.com) and click **Create organization**.

A screenshot of a login interface. At the top, it says "Welcome back!". Below that are two input fields: "Email" with a placeholder "Enter Email Address" and "Password" with a placeholder "Enter Password" and a small eye icon to toggle visibility. A link "Forgot Password" is positioned below the password field. At the bottom, there is a large green button labeled "Login" and a link "Create Organization" below it.

## STEP 2:

### Create Your EAN Account

Input the following information for the primary admin user:

- Contact information
- Date of birth
- Username (email address)
- Password (capital letter, one number, and one special character)
- Location details

Click **Create Account**. You'll be directed back to the Login screen where you'll input your new credentials and login to your EAN account.

A screenshot of a registration form titled "Create EAN Account". It is divided into two columns: "Base info" and "Location". The "Base info" column includes fields for "First Name", "Last name", "Phone" (with a country code dropdown and a placeholder "(555) 555-5555"), "Date of Birth" (with a calendar icon), "Email", and "Password" (with a "Create Password" placeholder). The "Location" column includes fields for "Address line 1", "Address line 2 (optional)", "City", "State", and "Postal Code". A large green button labeled "Create Account" is at the bottom.

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## STEP 3:

### Create Your Organization

Once logged in, you'll create your organization profile by inputting the following:

- Legal business name
- Organization type (Foundation)
- Division name
- Location name and details
- Required Approvals Number
- Customization options

Click **Create organization**.

The screenshot shows a web form titled "Create organization". It is divided into several sections: "Base info" (Legal business name, DSA, Business type), "Location" (Address line 1, Address line 2, City, State, Postal code), "Organization type" (Foundation, Non-profit), "Email" (Email address), "Division name", "Location name", "Brand details" (Website, Network name), and "Config" (Required approvals number). A green "Create organization" button is at the bottom.

## STEP 4:

### Submit Payment

After creating your organization, select Make Payment and complete your monthly subscription payment to proceed.

The screenshot shows a web page titled "Organization payment". It displays the organization name "Test Business" and the "Amount Due" as "\$300.00". Below this, it states "Monthly subscription payment for Foundations." and features a green "Make payment" button.

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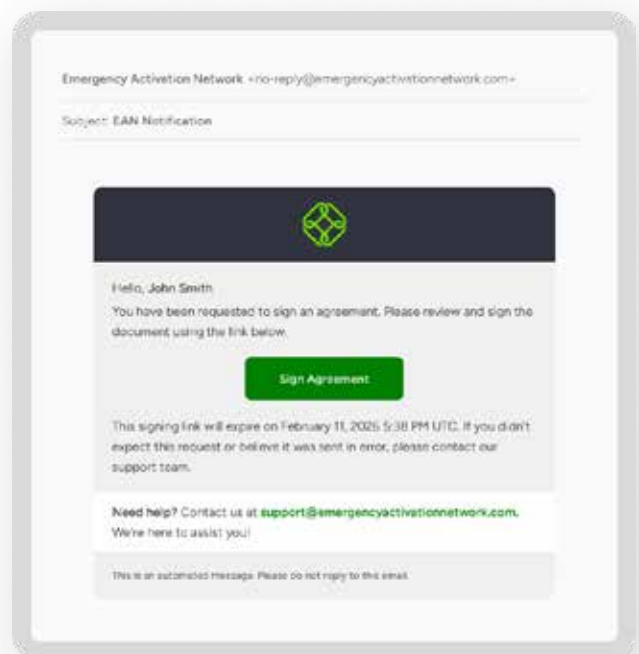
## STEP 5:

### Sign Onboarding Agreements

Once you've submitted your payment, you'll receive an email with a link to sign your onboarding agreements (please be sure to check your spam folder).

Onboarding Agreements include:

- EAN Foundation Agreement
- Banking Agreement



## STEP 6:

### Upload Onboarding Document

You'll need to upload the following:

- Signed W-9
- Articles of Incorporation
- Certificate of Good Standing
- Banking Onboarding Form

Verification typically takes two weeks. Once you've been verified, your account will be active and ready for you to use.

