

EAN Onboarding Steps for Non-Profits



STEP 1:

Sign Up

Go to app.emergencyactivationnetwork.com and click **Create organization**.

A screenshot of a login screen titled "Welcome back!". It features two input fields: "Email" with the placeholder "Enter Email Address" and "Password" with the placeholder "Enter Password" and a toggle icon. Below the password field is a link for "Forgot Password". At the bottom, there is a prominent green button labeled "Login" and a link for "Create Organization".

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". The form 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 prominent 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 or Non profit)
- Division name
- Location name and details
- Required Approvals Number
- Customization options

Click **Create organization**.

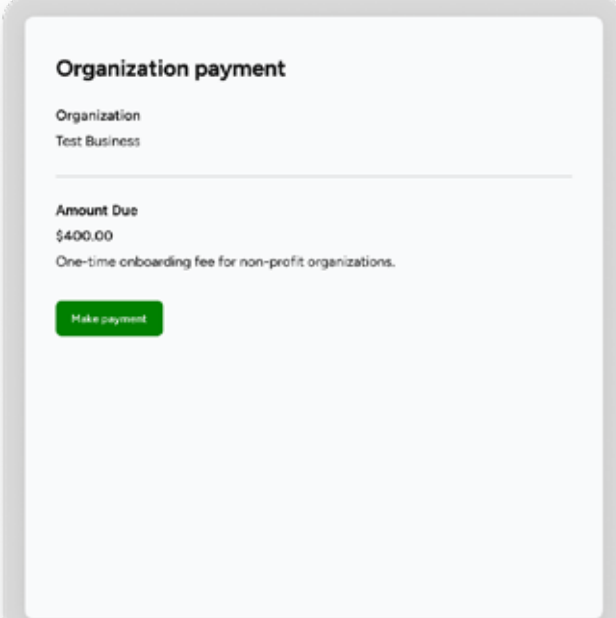


The screenshot shows a web form titled "Create organization". It is divided into several sections: "Base info" (Legal business name, DSA, Business type), "Location" (Address line 1, Address line 2, City, State, Postal code), "Organization type" (Foundation, Non profit), "Email" (Email address), "Division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

STEP 4:

Submit One-Time Payment

After creating your organization, select Make Payment and complete your one-time onboarding fee to proceed.



The screenshot shows a payment screen titled "Organization payment". It displays the organization name "Test Business" and the "Amount Due" as "\$400.00". Below this, it states "One-time onboarding fee for non-profit organizations." and features a green "Make payment" button.

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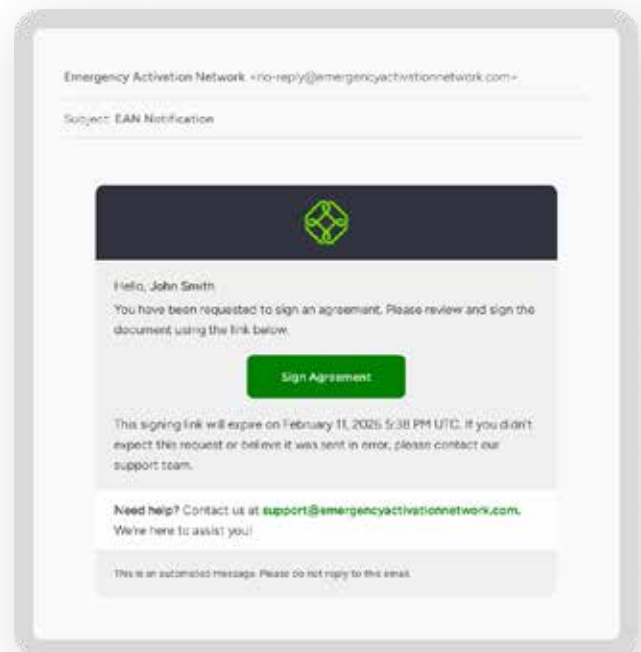
STEP 5:

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 Access Agreement
- GreenDot Bank Onboarding 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.

