



Housekeeping Checklist

Please email the following items to Julia Collins at jcollins@caringcent.com:

- Images for website
 - See examples [here](#).
 - Main image 600x400 px (or thereabouts, we can crop as needed)
 - Logo (max 250x250 px)
- Text for home page, 1000 to 1500 characters max (including spaces). See examples [here](#).
- ACH information to transfer donations to you: provide us with an image of a voided check that includes: Bank name, bank address, account number and routing number (one simple way is to snap the image with your phone and email it). See attached FAQ for more information.
- EIN
- URL preference: <http://donate.caringcent.com/#/go/xxxxx>; What would you like in place of the "xxxxx"?

NEXT STEPS:

- We will provide you a link to review your account home page on our platform; once approved, it will be live and ready for registrations!
- We strongly recommend that staff and board members register on CaringCent so that they can understand and respond to questions, and show their support for the program.
- Get marketing materials ready (get started here)
- We are always available for any questions or concerns!

Contact information:

- **Julia Collins**
 - Your primary point of contact for all questions
 - Send images, text, voided check image to: jcollins@caringcent.com

FAQ for Nonprofit Banking Credentials

CaringCent requires the following information in order to be activated:

1. The nonprofit's bank account number and routing number.
2. An image of a check from the nonprofit bank account where funds are to be transmitted.
3. The bank name and address.

Why does CaringCent need our banking information?

CaringCent requires the banking information for two purposes. The first purpose is for security reasons. CaringCent is collecting donations for registered nonprofits, and therefore has an obligation to verify the bank account to which funds will be remitted in order to ensure that the account matches the nonprofit organization. A physical check allows us to verify those banking credentials.

The second purpose is that CaringCent will transmit donations to the nonprofits via electronic means such as automated clearing house (ACH). Electronic payment is more reliable than sending checks through the mail and provides efficiencies for all parties which is key in keeping costs low.

How do I submit the image of the nonprofit's check?

The image of the canceled check can be provided electronically in a number of different ways. The image can be scanned in and emailed, or photographed with the photo being emailed to CaringCent. The check image should be emailed to: jcollins@caringcent.com