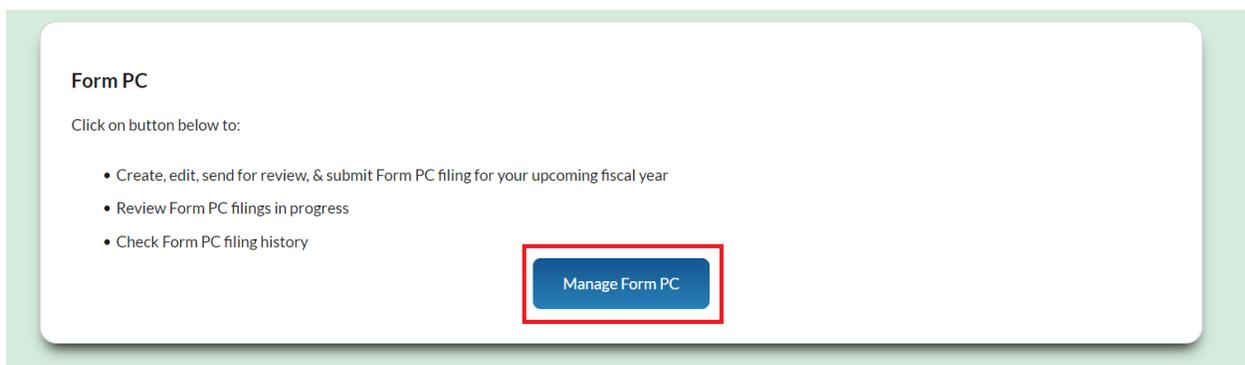


How to Electronically Sign the Annual Form PC Filing/Schedule A2

1. If the Annual Form PC Filing/Schedule A2 preparer is an Authorized Signatory for the charity, then the preparer can input their signature on the final tab “Form Submission.”
2. If additional signatures are required, the preparer will enter names and email addresses in the Reviewer’s Data tab.
3. If you are a Reviewer/Authorized Signatory (and non-preparer), you should navigate to your email inbox and search for the email titled ‘Annual Filing/Schedule A2 Filing for [Charity Name] Is Waiting for Your Review.’
4. Click on the link provided to you in the email. This will bring you to the Portal.
5. If you do not have a Portal account, create one now. Refer to ‘How to Sign Up’ instructions. If you do have a Portal account, log in.
6. Click ‘Manage Form PC’ or ‘Manage Schedule A2’ button.



7. Type in either the Attorney General Account Number or Employer Identification Number of the charity for which you must review the filing. Click ‘Search Charity.’
8. Scroll down to the ‘Submitted Filings for Your Review and Signature’ section.

Submitted filings for your review and signature

Preparer	Filing Year	Filing Status	Last Modified	Click to review
Arun	2022	In-Review	8/4/2022, 9:47 PM	▼

9. Click on the arrow all the way to the right of the record you would like to open in the ‘Click to review’ column. Select ‘View.’
10. A new page will open where you can view the Form PC draft as well as the attachments included in the Form PC.

Form-PC Filings for asf

AGO Charity Nur

068130

EIN

sfg

Preparer

Arun

Filing Year

2022

[Click here to view the Form-PC data.](#)

Supporting Documents

File Name	Uploaded By	File Size	Download
 Principal Executives.docx	 Arunsriram Jeyaprakash	11.68 KB	Download 
 Financial Statement.docx	 Arunsriram Jeyaprakash	11.68 KB	Download 
 Federal Revenue Support.docx	 Arunsriram Jeyaprakash	11.68 KB	Download 

Under penalty of perjury, I declare that the information furnished in this report, including all attachments, is true and correct to the best of my knowledge.

- Select -

Submit

11. Review the data & documents and record your review decision of either 'Accepted' or 'Needs Corrections.' If it needs corrections, communicate with the eFiler offline what needs to be corrected, as they will not be notified at this time.

Under penalty of perjury, I declare that the information furnished in this report, including all attachments, is true and correct to the best of my knowledge.

- Select -

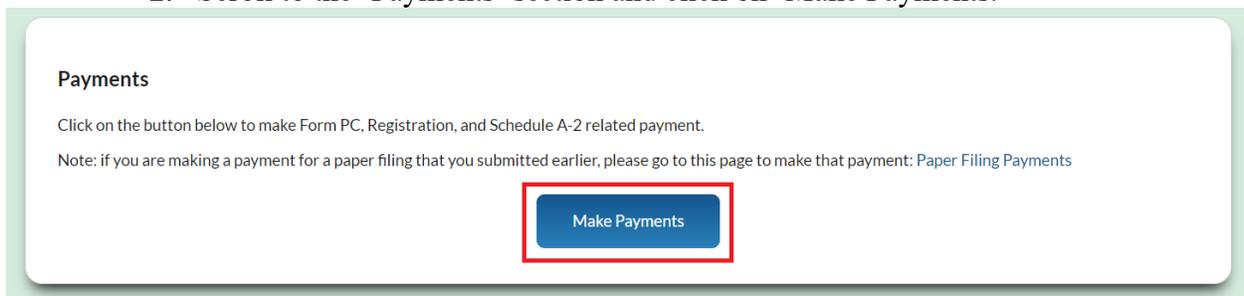
Submit

- Select -
Accepted
Need Corrections

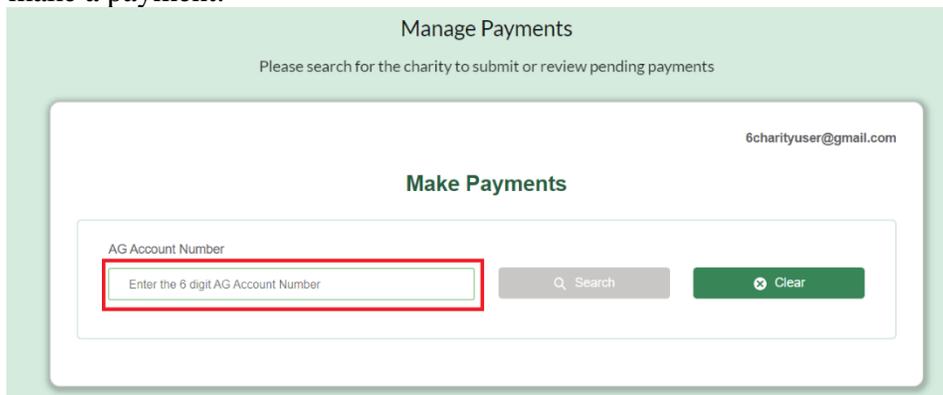
How to Submit a Payment for a Charity's Registration/Annual Form PC Filing/Schedule A2

Note: when completing a Form PC or Schedule A2, you must make a payment before the AGO can review the charity's filing. You will receive an email notifying you that the filing has been approved by all signatories and is pending payment before official submission. For the registration, you are not required to make a payment until after the AGO's review.

1. Navigate to the Portal and sign in.
2. Scroll to the 'Payments' section and click on 'Make Payments.'



3. Type in the AG Account Number for the charity for which you would like to make a payment.



4. If any payments are owed, they will be shown under 'List of Pending Payments.' This will include Form PC, Schedule A2, and Registration fees.

AG Account Number

068134

Q Search

✕ Clear

 **Test Charity 999 PP**

AG Account Number	Tax ID	Type
068134	00-0000009	Corporation

 **List of pending payments**

Fee For	Fee Amount	Filing Year	
Form-PC	\$35.00	2022	<input type="button" value="Pay"/>

5. Click on the 'Pay' button, and you will be redirected to the payment processing site.

 **List of pending payments**

Fee For	Fee Amount	Filing Year	
Form-PC	\$35.00	2022	<input type="button" value="Pay"/>

6. Fill out the billing and card information. Double check to ensure accuracy and click 'Submit Payment.'

7. You will receive an electronic receipt from payment processor nCourt to confirm that the payment was submitted. If this is a Form PC/Schedule A2 payment, you will also be notified by the AGO that the charity's filing was submitted successfully.