

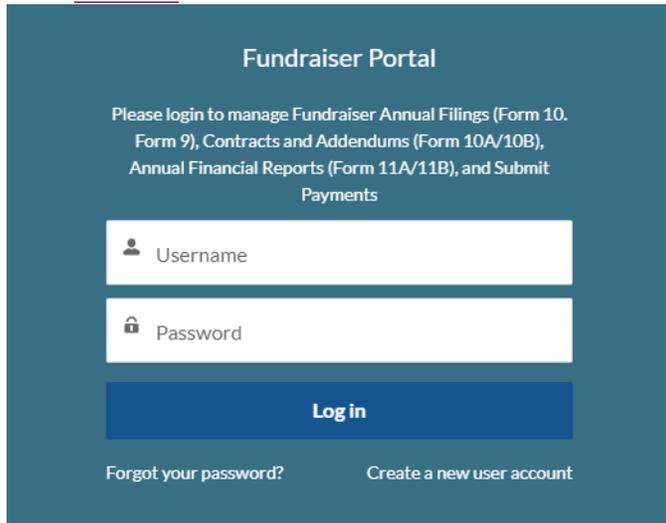
Massachusetts Attorney General's Office Fundraiser Portal Instructions

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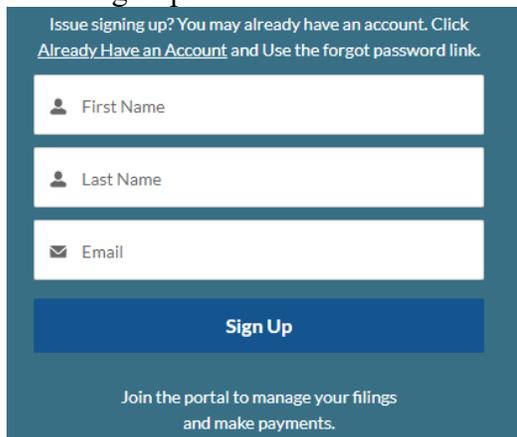
How to log into the fundraiser portal

1. Visit [this link](#) to access the Fundraiser Portal:



The screenshot shows the Fundraiser Portal login interface. At the top, it says "Fundraiser Portal". Below that, a message reads: "Please login to manage Fundraiser Annual Filings (Form 10, Form 9), Contracts and Addendums (Form 10A/10B), Annual Financial Reports (Form 11A/11B), and Submit Payments". There are two input fields: "Username" and "Password". Below the fields is a blue "Log in" button. At the bottom, there are two links: "Forgot your password?" and "Create a new user account".

2. If you already have a Charity Portal account (for submitting annual Form PC filings), then you can log in with the same username and password.
3. If you do not yet have an account, click "Create a new user account" under the log in button. You will be taken to the page below, where you will enter your name and email. You will receive an email with a link to set up a password and complete your Fundraiser Portal sign-up.



The screenshot shows the Fundraiser Portal sign-up page. At the top, it says "Issue signing up? You may already have an account. Click [Already Have an Account](#) and Use the forgot password link." There are three input fields: "First Name", "Last Name", and "Email". Below the fields is a blue "Sign Up" button. At the bottom, it says "Join the portal to manage your filings and make payments."

How to Create / Register a Fundraiser:

1. After you log into the [Fundraiser Portal](#) click on the "New Registration" button in the first section – Register your fundraising company. **This step is only required if you have never filed with the Division previously and do not exist in our system.**

Register your fundraising company

Please note: If you have filed with our office in the past, you do not need to complete a Registration even if this is your first time using the Portal.

Click on the button below to:

- Register a new fundraising company
- Enter general company details
- Select which type of fundraising company (e.g., Professional Solicitor, Commercial Co-Venture, Professional Fundraising Counsel)

[New Registration](#)

2. Enter all required details about your company, and choose the Fundraiser Type from the drop-down menu

Fundraiser Type *

Select an Option

- Professional Solicitor
- Commercial Co-venturer
- Professional Fundraising Counsel

3. Click “submit”

Submitting an Annual Registration Form (Form 10/Form 9)

1. After you log into the [Fundraiser Portal](#) click on the “Manage Filings” button in the second section – Manage filings and make payments

Manage filings and make payments

Click on the button below to:

- Create, upload and submit annual registration (Form 10, Form 9)
- Create, upload and submit new Campaigns (Form 10A, Form 10B)
- Create, upload and submit new Financial Report (Form 11A, Form 11B)
- Review what filings are missing / required
- Check form filing history (10, 9, 10A\B, 11A\B)
- Make payments related to filing

[Manage Filings](#)

2. Enter your company’s fundraiser name to locate your record

Fundraiser Name

Please enter at least 3 characters to proceed

[Q Search](#)

[X Clear](#)

3. Select your company from the drop-down list of results and click “Get Filings.”

Select a Fundraiser

-- Select --

-- Select --

Ample Test Fundraiser (Type: Fundraising Council)

Get Filings

4. Scroll down to the bottom section of the page where it states, “Start a new filing” and select the year you wish to file for, then click “start filing”

Start a new filing

-- Select a year --

-- Select a year --

2025

2024

2023

2022

2021

Start Filing

5. On the next page, select “Annual Filing” for form type.

Filing Year: 2025

Form Type

Annual Filing Report a Campaign

Submit Cancel

6. Upload required documents by clicking on “Upload Files.”
7. You may also upload any other required document here.
8. If uploading other documents in the future, go back to the Manage Filings page and select the red button to upload (ex. below “File Form 9”).

Submitted Filings

FY	Filing Type	Forms	Action
2020	Annual Filing	FORM 10	Pay File FORM 9

Submission of Campaigns/Financial Documents

1. Login to the portal and select “Manage Filings.”
2. Enter your company’s fundraiser name to locate your record and then select your company from the drop-down list of results list and click “Get Filings.”
3. At the bottom of the page select the year of campaign and click “Start Filing”

Start a new filing

2024

Start Filing

4. On the following page, select the “Report a Campaign” button under Form Type
5. Enter the name of the Campaign and upload necessary forms.

Filing Year: 2024

Form Type

Annual Filing Report a Campaign

* Campaign Name

6. Click Submit in the bottom right corner.
7. To file other necessary documents, go back to the Manage Filings page of the same fundraising company.
8. In red is displayed the forms pending filing

Show All Years Filings

Submitted Filings

FY	Filing Type	Forms	Action
2024	trse	FORM 10A	File FORM 11A
2023	test 2	FORM 10A	File FORM 11A

9. Select the red File Form 11X to upload financials for campaign year (11A/11B)
10. Click “Submit” in the bottom right corner.

Making Payments

1. Login, click “Manage Filings” and search fundraiser by name.
2. Under “Payment” next to a previously uploaded form, you will see a blue button marked “Pay”.

Updated 6/2025

Submitted Filings

Status	Fiscal Year	Filing Type	Forms 10, 10A, ...	Forms 9, 11A, a...	Payment	Pending Forms
	2025	Annual Filing	FORM 10	FORM 9	Pay	

3. Select “Pay” and a new page will open to display the payment amount. Click “Pay” once again and you will be taken to our third-party payment processor, where you will enter payment information. You can pay by ACH transfer/electronic check (no fee) or with a credit/debit card (small processing fee).
4. Note: once payment is completed, the “Pay” button under “Payment” will disappear

Still having issues? Submit a help ticket through the Portal