

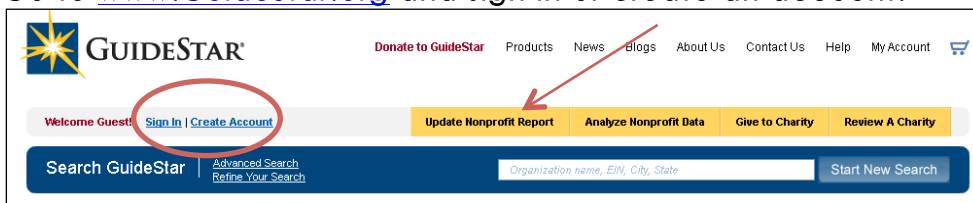
How To Provide Required Information On GuideStar

Health Foundation of South Florida requires nonprofit applicants to have their current organizational information available through the GuideStar Exchange program. The following items are required:

1. Board of Directors List
2. IRS Letter of Determination
3. IRS Form 990
4. Current Annual Operating Budget
5. Balance Sheet or Auditor's Report

Please follow the steps below to add or update this required information.

1. Go to www.GuideStar.org and sign in or create an account.



2. Once signed in, click "Update Nonprofit Report".
3. "Claim and update" your nonprofit's report.

Are You with a Nonprofit? Here's What You Can Do on GuideStar

As a nonprofit manager, here are a few of the things you can do on GuideStar:

1. Read below to learn about the GuideStar Exchange.
2. **Claim and update** your nonprofit's report.
3. See [what materials](#) you might want to have handy when you update your GuideStar Exchange report. (You can also review the [complete list](#) of data fields collected through the GuideStar Exchange.)
4. Earn a [GuideStar Exchange logo](#) to show your level of participation.
5. Take advantage of additional opportunities and initiatives to benefit your organization, including [Charting Impact](#) and [reviews](#).
6. Read the [GuideStar Exchange FAQs](#).
7. Review the [GuideStar Exchange terms of use](#).

4. Manage Nonprofit Reports

Click on your organization's name. If your organization's name does not appear here, you will need to enter the Employer Identification Number (EIN) in the field provided and click on the "Request Permission" button to update the nonprofit report. Note: getting permission from GuideStar may take up to one week.

Manage Nonprofit Reports

Update an Existing Nonprofit Report

You can update the following nonprofit report(s). Click on the nonprofit's name to update its report. If you are having trouble updating your nonprofit report, please check the [FAQs](#) for some helpful tips.

Organization Name	EIN	Manage
HEALTH FOUNDATIONS OF SOUTH FLORIDA INC	65-0005384	<ul style="list-style-type: none">• Edit Form• Assign Managers

1

Request Permission to Update a Nonprofit Report

Enter the nonprofit's employer identification number (EIN) in the box below and click Request Permission.

EIN:

(ex: 11-1111111)

[Learn the process for updating Nonprofit reports on GuideStar](#)

5. Upload documents

Board of Directors List

To upload information on board members, click on "Board Members" under the "People" section. Enter or upload your information. Click "Save".

GuideStar Exchange Profile for HEALTH FOUNDATIONS OF SOUTH FLORIDA INC

Donors and funders want to know more about your organization. Tell them what they want to know and show your organization's commitment to transparency by keeping your nonprofit report on GuideStar up to date.

Quick Tip: Click [here](#) to see what you might want to have handy when updating your GuideStar Exchange record.

Review

Review the required fields for achieving the Bronze, Silver, or Gold Participation Levels.

[Minimum Required Fields](#) [Bronze Required Fields](#) [Silver Required Fields](#) [Gold Required Fields](#) [AmazonSmile Fields](#)

General

Share basic information about your organization, such as addresses and telephone numbers, e-mail and Web addresses, when your organization was founded, and more.

[Basic Information](#) [Additional Names](#) [Additional Addresses and Telephones](#) [Organization Founding](#) [Categorization](#) [Logo](#) [Web and Social Media](#) [Photos and Videos](#)

Financials

Provide the details of your organization's finances, such as revenue, expenses, assets, and liabilities.

[Fiscal Year](#) [Revenue](#) [Expenses](#) [Assets and Liabilities](#) [Funding Sources & Needs](#) [Financial Documents](#)

People and Governance

Tell us who works or volunteers for or serves on the board for your organization.

[Primary Contact](#) [Leadership](#) [Board Members](#) [Board Leadership Practices](#) [Other Staff](#) [Organizational Demographics](#)

IRS letter of determination

To upload your IRS letter of determination, click on "Organization Founding" in the "General" section. Enter or upload your information. Click "Save".

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IRS Form 990

To upload your IRS Form 990, click on "IRS Documents" in the "Additional Documents" section.

Additional Documents

Upload additional documents such as IRS forms or certifications your organization has received.

[IRS Documents](#) [Certifications](#) [Other Documents](#)

Annual Operating Budget

To upload your annual operating budget, click on "Revenue" in the "Financials" section. Enter your revenue information. Click "Save and Continue". Enter your expense information. Click "Save and Continue". Enter your assets and liabilities information. Click "Save".

→ **Financials** Start Section

Provide the details of your organization's finances, such as revenue, expenses, assets, and liabilities.

[Fiscal Year](#) [Revenue](#) [Expenses](#) [Assets and Liabilities](#) [Funding Sources & Needs](#) [Financial Documents](#)

Balance Sheet or Auditor's Report

To upload your balance sheet or auditor's report, click on "Financial Documents" in the "Financials" section.

→ **Financials** Start Section

Provide the details of your organization's finances, such as revenue, expenses, assets, and liabilities.

[Fiscal Year](#) [Revenue](#) [Expenses](#) [Assets and Liabilities](#) [Funding Sources & Needs](#) [Financial Documents](#)

6. Review

Click on "Minimum Required Fields" under "Review".

→ **Review** Start Section

Review the required fields for achieving the Bronze, Silver, or Gold Participation Levels.

[Minimum Required Fields](#) [Bronze Required Fields](#) [Silver Required Fields](#) [Gold Required Fields](#) [AmazonSmile Fields](#)

GuideStar requires more information than Health Foundation of South Florida in order for your organization's profile to be published. Please provide any missing information so you may move on to the last step.

Confirm and Submit

Click "Program Terms" under "Confirm and Submit".

→ **Confirm and Submit** Start Section

This is the final step before submitting your report—confirm your information is accurate and up to date.

[Program Terms](#)

7. Program Terms

After agreeing to GuideStar's terms and conditions, click on "Publish Changes".

Program Terms

GuideStar has many partners throughout the nonprofit sector. We want to help you reach more donors and supporters through these channels. If, however, you would prefer GuideStar not to share your information through our partners, you may opt out here.

When you have completed your GuideStar Exchange Form, please confirm that you agree to our terms and conditions, then submit the form to publish your information to the GuideStar Exchange.

Participation Level

In order to qualify for the Bronze Participation Level, you must certify that your organization's information is up to date and accurate.

I certify that the [Bronze Required Fields](#) for my organization are up to date and accurate. ⓘ

If you would like to qualify for the Silver or Gold Participation Level, please complete the [Silver Required Fields](#) and [Gold Required Fields](#).

Options

Yes, I want donors to be able to easily give to my organization through GuideStar partners like Network for Good and JustGive.
\$600 million and counting has been sent to charities through these channels.

Yes, I give GuideStar permission to add a Donate button to my GuideStar report page to enable donors to give to my organization through GuideStar.

Terms and Conditions

This organization has given me permission to update the information in their GuideStar Exchange Form. ⓘ

I accept the [GuideStar Exchange Terms of Use](#) ⓘ

[Publish Changes](#)