Process as of August 2017

Should you be the recipient of an Ecolab Foundation grant, you must sign up with Good Done Great so that you have an account and are ready to receive potential future grant awards.

Please note: THIS IS A DIFFERENT AND SEPARATE SITE FROM THE GRANT APPLICATION SITE. You will need to CREATE AN ACCOUNT on the gooddonegreat.com site.

1. On [www.gooddonegreat.com](http://www.gooddonegreat.com), click on “Create a Good Done Great Account.” Then select the type of account you are creating from the list provided (probably Charity Organization). Click NEXT which will take you to the page to "Claim Your Charity Profile" to fill in your name, email, and password. Carefully follow the requirements listed for password set-up.
2. Review and check the box next to “I agree to the End User Agreement.”
3. Once you submit that information a confirmation email will be sent so you can Confirm your Account. A message will appear to let you know that a "verification email” has been sent to your email address to provide you with instructions on how to complete your registration.  (Please note that your email provider may route this email to spam or junk mail, so if you don’t see it in your inbox, check there.)
4. You will click the link in the email you receive to complete the registration and then be able to log-in using your email address and password back on [gooddonegreat.com](http://donatewell.com).

**To become a Charity Administrator** (Charity Administrators have access to the Good Done Great site to see payment information for your organization):

1. From your Good Done Great dashboard, click your name in the upper right corner. A drop down menu will appear. Click “Become a Charity Administrator.”
2. Select the country your organization is located in.
3. Select the appropriate option as an administrator. Do you represent a Nonprofit or School?
4. Enter your organizations EIN or NCES ID.
5. Follow the prompts to select your relationship to your Nonprofit or School and update contact information. Leave the claim code field BLANK.
6. Read and agree to Good Done Great’s Terms and Conditions and Terms of Service.
7. Review the Summary page to ensure all information is accurate and select "Click here to send your request" when you are finished.
8. Your request to become an administrator will be approved within 72 hours. You will receive an email when that process is complete.

**To add Banking Information: Ecolab community partner grant awards will be distributed via ACH wire payments, so make sure you add your banking information to ensure delivery of any awards. The funds will come from Donate Well (the donor-advised fund of Good Done Great). If you do not include banking information a check will be sent instead.**

1. Once signed into gooddonegreat.com, hover over your name at the top right of the screen
2. A new window will appear on the right side; Click on the name of your organization which will bring you to a new screen with the name of your organization at the top left under the Good Done Great logo
3. Hover over Account tab and click on Bank Information
4. Fill in all fields and click on Update Bank Information

For more support information for charities, visit <https://support.gooddonegreat.com/hc/en-us/categories/115000631847-For-Charities>

For all log-in or technical questions, please contact [ecolab@gooddonegreat.com](mailto:ecolab@gooddonegreat.com). 1.855.910.8501. For other questions, please contact the Ecolab Foundation office at [EcolabFoundation@ecolab.com](mailto:EcolabFoundation@ecolab.com). Please feel free to distribute this information to others within your organization as you deem appropriate.

Kind regards,

Ecolab Foundation staff