



**To:** Nonprofit administrators

**Subject:** Process for receiving funds from Ecolab Foundation and/or Ecolab donors (employee giving campaign)

Ecolab's disbursements are managed through our vendor partner YourCause (formerly Good Done Great).

Nonprofits can access the NPOConnect Nonprofit Platform at <https://nonprofit.yourcause.com> to find donation details such as amount, check or ACH number, donor, designations, etc.

- If your organization **previously received funds** from Ecolab and had an account set up with [www.gooddonegreat.com](http://www.gooddonegreat.com), you will automatically be migrated to our new partner **YourCause** at <https://nonprofit.yourcause.com>.
  - Your user name (email) and password will remain the same.
  - If you forgot your password, click on "Forgot your password?" to have it reset.
- If this is your **first time** to this site, you will be asked set-up an account as a Charity Administrator for your organization. You will be asked to provide proof of employment and your organization's IRS determination letter to protect the confidential financial information on the site.
  - If there is a **current Charity Administrator** from your organization who has already signed up on the site, she/he may invite you to be an additional user for your organization and you may bypass the employment and IRS determination letter verification process.

**To receive your funds securely and in a timely manner via ACH/wire transfer, click on ADMINISTRATION and then DISBURSEMENT INFORMATION to set up your organization's bank information.**

**If you need to update the organization's mailing address, click on ADMINISTRATION, then DISBURSEMENT INFORMATION, and then the small pencil icon on the right of the screen to edit the mailing address. Use "Address line 2 – Optional" to add a department mail stop, department name or "Attn: Person's Name" to help ensure the check is delivered properly.**

**If you need help while on the site, click one of the "Need assistance?" options at the bottom of the log-in screen. Once signed into the site, click on "Help and Support" on the left side of the screen.**

*For additional information, please review the NPOConnect User Guide: <https://yourcausenpo.zendesk.com/hc/en-us>*

**Thank you!**