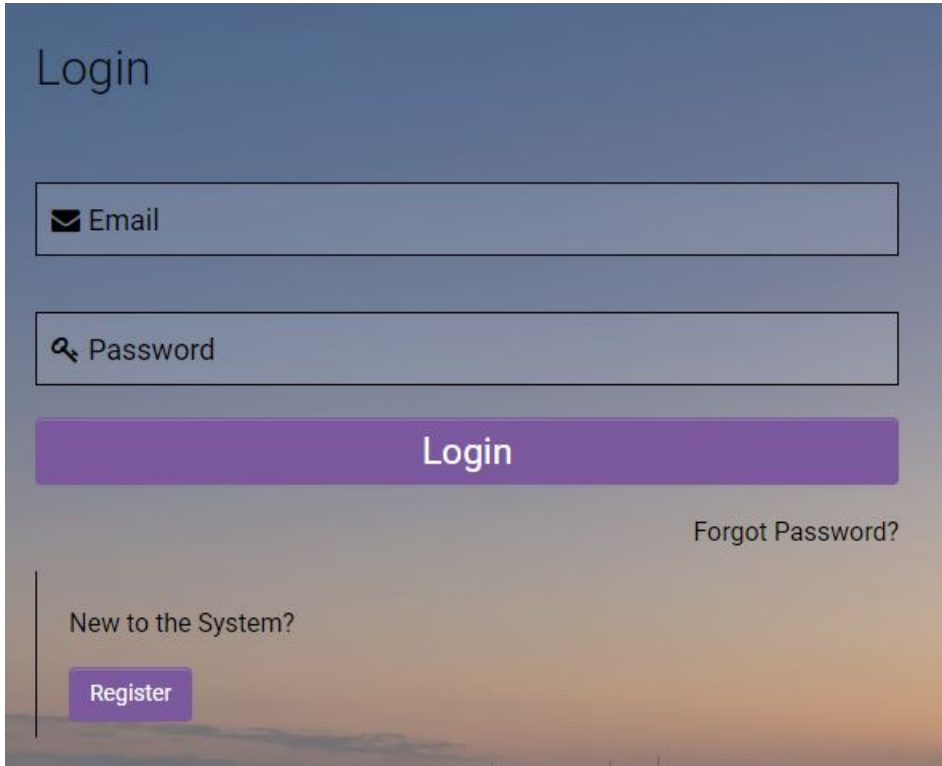


Wisconsin Arts Board SmartSimple Registration Steps

- Point your browser to wab.smartsimple.com.
- Under the large 'Login' button you will see "New to the System?" and a smaller button labeled 'Register. Click the Register button



- Next comes the 'Registration Options' screen. Click 'An Individual' only if applying for our Folk Arts Apprenticeship Program. All others must choose one of the other options. Most will choose 'A Non-Profit Organization'. Contact us if you're not sure which to choose.

Registration Options

I am applying as:

A Non-Profit Organization

An Individual

A School/School District

A Unit of Government

A University/College

A Non 501(c)(3) Organization

- After you choose the registration option, the 'Organization Search' page appears. Here you will search for your organization against the IRS database. Use the organization's EIN number for an exact match. If that is not available, try part of the organization name. You are searching here, so don't try to fill all the fields.

Organization Search

Instructions:

- Enter your organization **name** (keyword search is sufficient, example: "Waco" instead of "The Waco Foundation") or Enter your organization **EIN** (do not include spaces or dashes, example: 123456789).
- Click "Search"

EIN ?

Name

Arts Wisconsin ?

Address

City

State ?

Search

- When you click the 'Search' button, a list appears with only your organization (if you supplied the EIN) or several organizations that contain your keyword(s).

Organizations

Q Refine Search

Instructions:

- Click on the chevron of the desired organization to select that organization.

#	EIN	Legal Name of Organization	Street Address	City	State	Zip
1.	113780884	WISCONSIN PYROTECHNIC ARTS GUILD INC	4374 MEADOW LN	AMHERST	WI	54406-9117
2.	237233319	WISCONSIN FINE ARTS ASSOCIATION OZAUKEE ART CENTER	W62 N718-A RIVEREDGE DRIVE	CEDARBURG	WI	53012-0000
3.	391054856	WISCONSIN ACADEMY OF SCIENCES ARTS & LETTERS	1922 UNIVERSITY AVE	MADISON	WI	53726-4013
4.	391388835	THE WISCONSIN FOLK ARTS ASSOCIATION	40 FULLER CT	MADISON	WI	53704-5923
5.	391763871	ARTS WISCONSIN INC	PO BOX 1054	MADISON	WI	53701-1054
6.	391787705	WISCONSIN MUSEUM OF QUILTS & FIBER ARTS INC	PO BOX 562	CEDARBURG	WI	53012-0562
7.	391882903	PIANO ARTS OF WISCONSIN INC	2642 N SUMMIT AVE	MILWAUKEE	WI	53211-3849
8.	471277900	WISCONSIN ARTS TRAIL	630 4C STONEHEDGE LANE	APPLETON	WI	54914-4492
9.	811467912	WICA WISCONSIN INDIAN CLASSICAL ARTS	620 RED TAIL CT	BROOKFIELD	WI	53045-6315

Record searched : 1,880,934. Records found : 9. Time used : 2 milliseconds

- Click on your organization to display the 'Organization Information' screen. You can't edit the data from the IRS database, but as you scroll through the form there are other fields that require your input. All fields with a red * are required before you may submit the form.

* State

Wisconsin

* Zip

53701-1054

* Mailing Address same as Physical Address?

Yes No

* Phone

608-222-2222

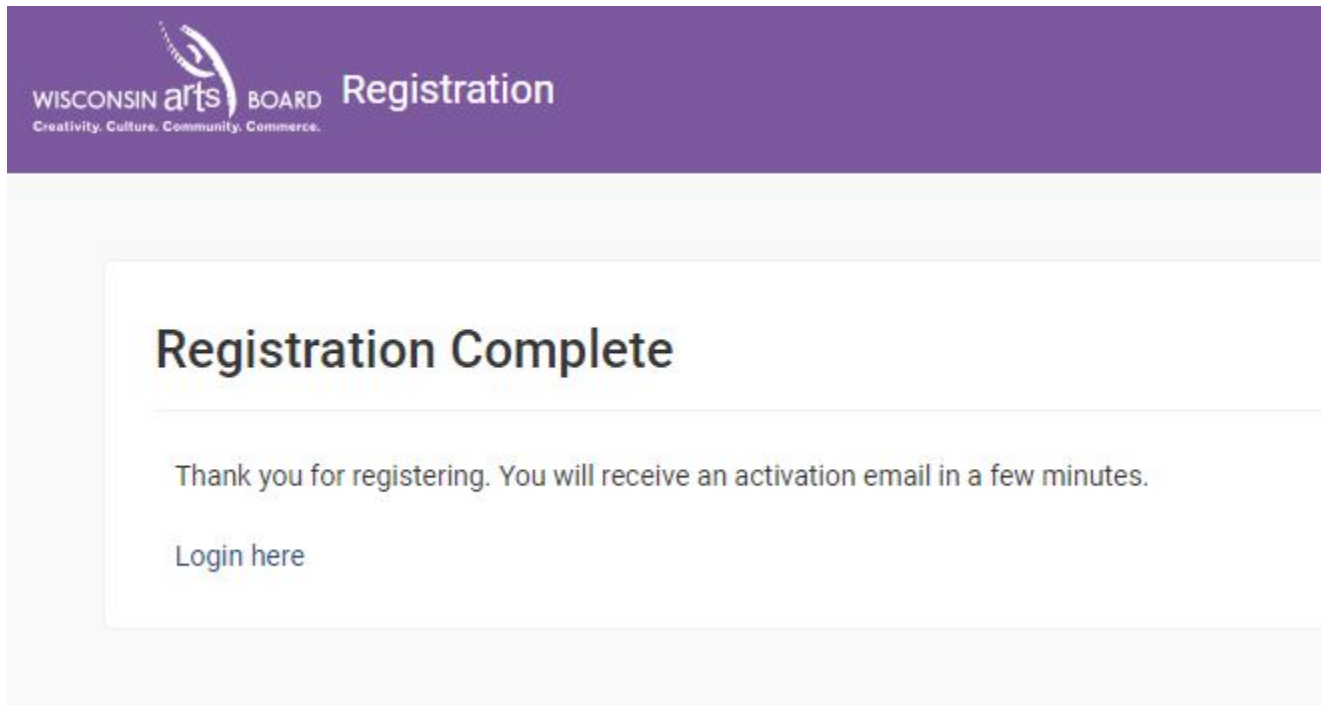
Phone Ext.

* Email

carol@fakemail.fake|

Submit

- After you submit the registration form you will see the 'Registration Complete' message. An activation email will arrive shortly to the email address provided for the organization's contact person.



- Once the activation email arrives, follow the instructions to login to your new account and set a password. The link in the activation message expires, so please use it right away.