



Registration Guide How to Create a User Account

Olympus Grants Team- Americas | grants-americas@olympus.com

i Important Information

- The Olympus Medical Grants Portal accepts grant applications for eligible healthcare events taking place in the Americas and/or events coordinated by organizations based in the Americas.
- In order to access our system, you must create a user account.
- Only registered users can submit grant requests. This Registration Guide provides step-by-step instructions to create your account.
- Before submitting a request, review our <u>program website</u> for detailed information about the types of support we offer, additional eligibility requirements and an overview of the application process.
- For step-by-step instructions for creating a request in our system, download our <u>Application Guide</u>.
- Applications must be submitted at least 60 calendar days before your event start date.
- Olympus sales and marketing personnel are not permitted to participate in the grants process and will not have any information regarding the status of your request. Please direct all grant inquiries to the Olympus Grants Team-Americas.

E Quick Checklist

To complete a Registration, you will need:

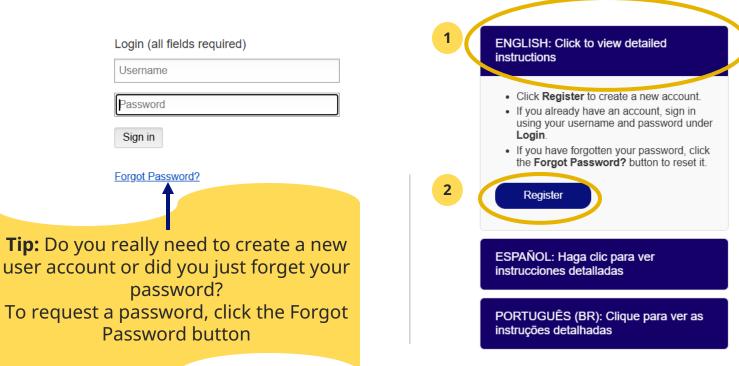
- ✓ A working email address you can access.
- ✓ Organization details (legal name, EIN/Tax ID if applicable)
- ✓ A phone number and job title for your user profile.
- ✓ Ability to receive email (registration confirmation / password setup).

Reminder: Registration is only the first step in the process. You must complete your account setup before you can submit grant requests.

Creating an Account

OLYMPUS

Medical Grants Portal: Americas & Interregional



- To create a user account, begin by selecting your Preferred Language on the right side of the window
- 2) Click the **Register** button.

Organization's Information Section

OLYMPUS

Medical Grants Portal: Americas & Interregional

Required fields are in bold

Please complete the below form fields for your system registry.

Organization Inf	ormation	
Country		
3		

3) From the drop-down, select the Country where your Organization is located.

4) Complete the Organization's information

Please complete the below form fields for your system registry.

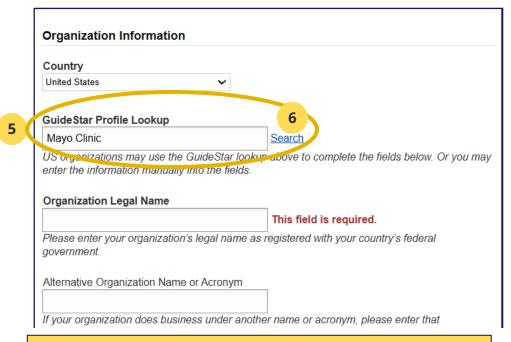
Organization Information Country United States GuideStar Profile Lookup US organizations may use the GuideStar lookup above to complete the fields below. Or you may enter the information manually into the fields. Organization Legal Name **Tip:** United States- based organizations may use the GuideStar lookup to Please enter your organization's legal i government. complete the relevant fields. Please see the next page for instructions. Alternative Organization Name or Acro enter that If your organization does business und information.



GuideStar Look Up: U.S.-based Organizations only

Required fields are in bold

Please complete the below form fields for your system registry.

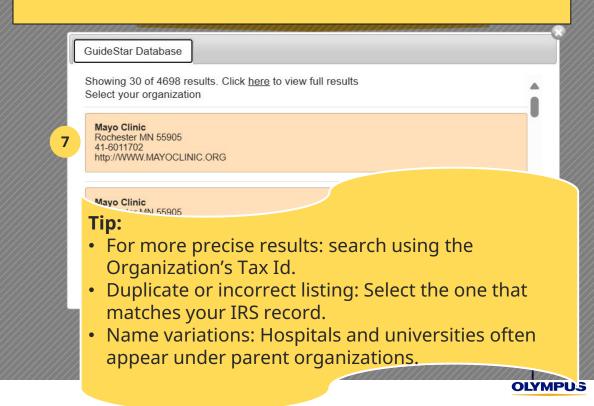


- 5) Type your organization's Tax ID or Organization's name into the GuideStar Profile Lookup field.
- 6) Click Search.

7) The system automatically queries GuideStar's database and displays a list of matching organizations.

Select your organization from the list of search results.

Once selected, the form will auto-fill with verified details such as the official name, address, and EIN.



Confirm Organization's Information and Enter Missing Fields

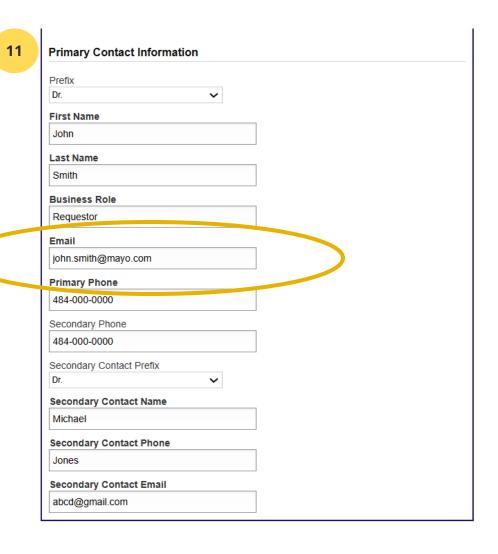
, ,	GuideStar Profile Lookup
1	Mayo Clinic <u>Search</u>
	US organizations may use the GuideStar lookup above to complete the fields below. Or you may
	enter the information manually into the fields.
	Organization Legal Name
	Mayo Clinic
	Please enter your organization's legal name as registered with your country's federal government.
	Alternative Organization Name or Acronym
	If your organization does business under another name or acronym, please enter that information.
	Street Address 1
	200 1st St SW
	Street Address 2
	City
	Rochester
V	State/Province
4	State/Flovince V
	Postal Code (Zip)
	55905
	Tax ID / EIN
	41-6011702
	Tax Status
	501(c)(3)
	Only designated non-profit organizations are eligible to register.
	Website

- 8) Review and confirm the pre-filled information. If your organization doesn't appear in the lookup:
 - Confirm that your is registered with the IRS and listed on GuideStar.org.
 - If it's brand new or international, you may need to manually enter your organization information
- 9) Ensure that you select the State/ Province field as this will not be pre-populated.
- 10) Enter the organization's website and Organization's Description

Organization Description		
Mayo Clinic Health System is a fami health care facilities with physical pr regions in Minnesota and Wisconsin patients each year in facilities rangir centers with hospitals to rural primar	esence in 39 communities . We serve more than 600 g from large regional me	es in four 00,000
Characters in 15 - field: 174		



Contact Information Section

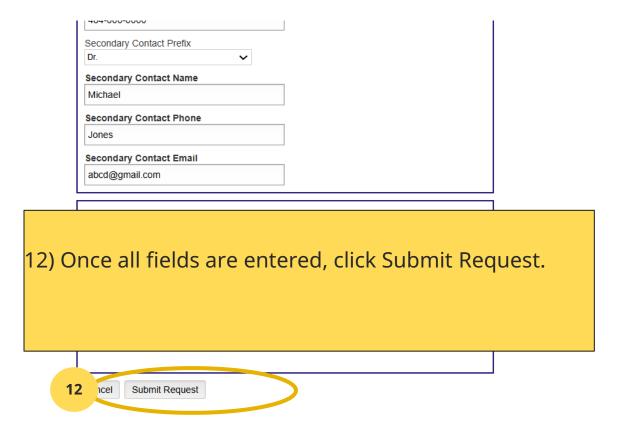


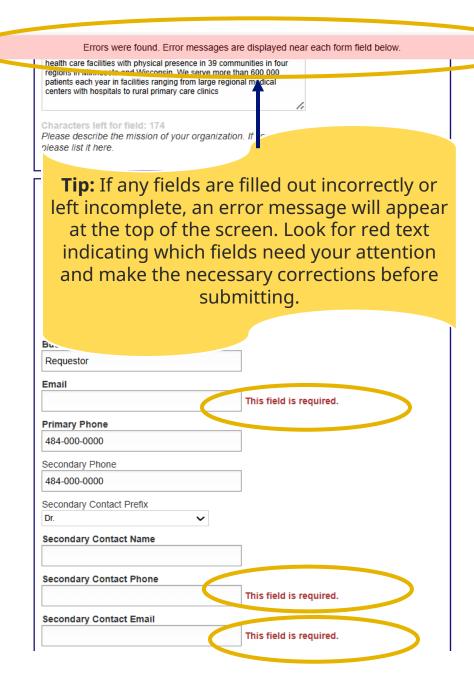
11) Provide complete information for both the primary and secondary contacts of the organization.

The email address of the primary contact is especially important, as it will serve as the username for account setup.

Important: All required fields are indicated in bold. This form does not support saving drafts—please ensure all fields are filled and submitted in a single session.

Submit Registration







Confirmation Screen

Thank you for completing your registration. You will receive an email confirmation.

Gracias por completar su registro. Recibirá un correo electrónico de confirmación.

Obrigado por concluir seu cadastro. Você receberá um e-mail de confirmação.

Return to login screen

13) Once you have successfully submitted your Registration request, you will see a confirmation message.

Important:

If your Organization has not previously been registered in our Medical Grants Portal, you will be required to submit the following documentation:

- U.S.-based organizations: IRS Determination Letter
- Organizations outside the U.S.: Documentation from a local taxing authority and governance documents

The Olympus Grants Team will contact you directly to request this information, if needed.

What Happens Next

- After submitting your registration, you will receive an email from Olympus Corporations of the Americas, confirming your registration request submission.
- The Grants Team Americas will review your request, and within two business days, you will receive an approval email with instructions to complete your account setup.
- Follow the instructions outlined on the email.
- If you do not receive this email within that timeframe, please check your spam or junk folder. If it's not there, contact grants-americas@olympus.com for assistance.
- After your account is set up, you'll be able to log in and begin submitting grant applications.

Questions?



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