OneStop Applicant Guide - Charities

Maryland Office of the Secretary of State

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Introduction

This is a comprehensive guide for those who wish to apply to be a registered charity in the State of Maryland, Office of the Secretary of State. This guide provides instructions on all related applications, both public and restricted, and all the information you will need to keep your charitable solicitation registration current in the State of Maryland.

[Please click here](#) to access the Maryland OneStop Homepage. When you're logged into OneStop you can access the help widget to find this information as well.

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Completing the Charities Registration

Before you can complete the charity registration application, you must be logged into Maryland OneStop on your organization's entity account. If you are unsure how to login or create an account, please use the OneStop Accounts Guide (https://sos.maryland.gov/Documents/OneStop_Documentation/SoS-Charities-Applicant-Guide-OneStop-Accounts.pdf). You can also search for this information in the Help widget when you are logged in.

1. **Accessing the Profile Page**

a. There are two ways to navigate to the Charity Registration Public Profile Page
    i. [Click Here](#) to navigate to the profile page
    ii. Go to onestop.md.gov and use the search bar or the Secretary of State agency tag to locate the **SOS Charities Initial Registration Form**
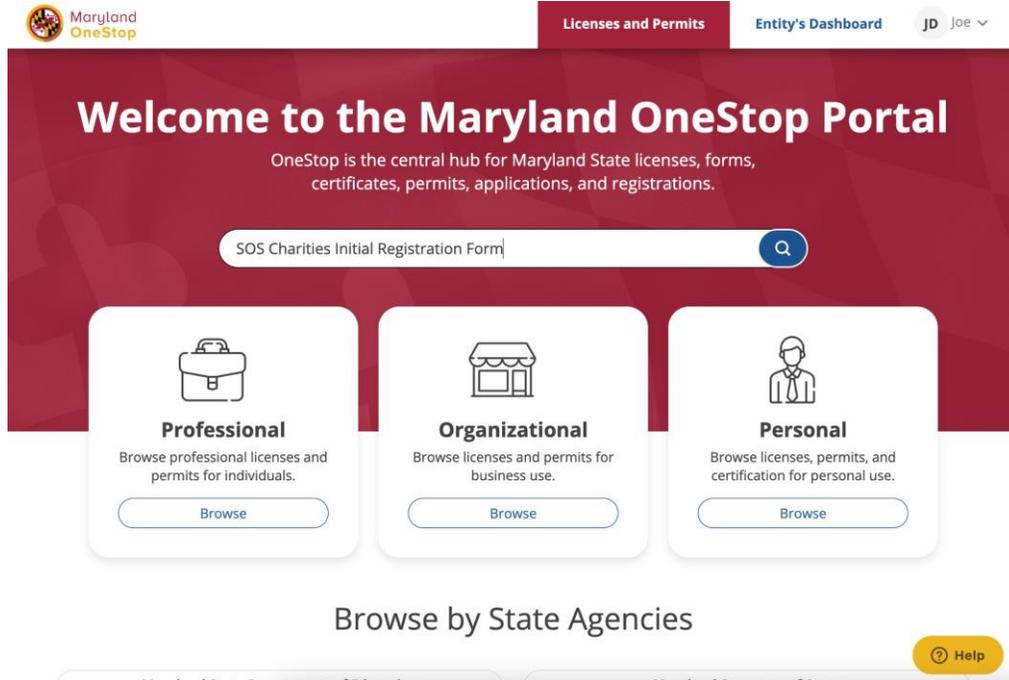
Browse by State Agencies

Maryland State Department of Education — 9 Applications Available	**Maryland Secretary of State** — 3 Applications Available
Maryland Medical Cannabis Commission — 1 Application Available	**Maryland Higher Education Commission** — 9 Applications Available
Maryland Department of Transportation — 6 Applications Available	**Maryland Department of State Police** — 1 Application Available
Maryland Department of Environment — 3 Applications Available	**Maryland Department of Assessments & Taxation** — 4 Applications Available

⊙ Help

Maryland OneStop   Licenses and Permits   Entity's Dashboard   JD Joe ⌄

Search all Maryland forms, licenses, permits and registrations 🔍

Maryland Secretary of State

OneStop / Departments / Maryland Secretary of State

3 results (3 Forms)

📋 **SOS Charities Initial Registration Form**   📅 1 - 10 day approval
Distributed by Office of the Secretary of State   💵 $0.00 - $300.00

Online registration/filing portal for charitable organizations that solicit charitable contributions in Maryland.
View Details

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b. You are now on the Public Profile page for the Charities initial registration application. This page provides helpful details and information about the application and approval process; ensure that you review it in full before clicking "Apply Online" and completing the application

2. **Completing the Application**
   a. This application is a fully custom solution that incorporates all possible registration outcomes in a single form. You will be asked to provide certain information based on your organization's purpose and financial status. Answer each question carefully and complete all required fields.
   b. If you are not eligible to complete the application or you have not provided a correct response when you select submit, the application will not allow you to proceed until you have addressed the fields highlighted in red. If there are no errors with your application, please only click "Submit" once and wait to be directed to your payment step if there is a fee associated with your application.
   c. All fees will be submitted online via OneStop and you must use a credit card to complete the payment. If you have any questions or concerns about payment,

please contact the SoS Division of Charity Management at
dlcharity_sos@maryland.gov.

d. Once you have submitted the application and any required payment, you will receive a confirmation email that your application has been submitted. The SoS Charity Officers will also be notified of your submission and will review and process your application in due course.

The Approval Process

Once your application has been submitted, SoS Charity Officers will review your submission for completeness and validity.

1. If everything is in order, SoS will approve your application and you will receive a confirmation email from the system. <u>You will save this confirmation email for your records.</u> At that point you will have a record associated with your OneStop account and you can use the [Navigating your Charity Record](#) section of this guide to familiarize yourself with your new record.
2. If revisions are required, you will receive a notification from OneStop outlining the revisions that the SoS staff require for approval of your application. You will then be able to resubmit your application for review after the changes have been made.
   a. For example, you are able to request Exempt status as a religious organization in the State of Maryland, but you must include evidence that you qualify for this exemption
      i. If you do not provide sufficient evidence, the Charity Officer will return your application and ask that you apply as a non-Exempt organization instead
      ii. You will then be able to return to the application, make the required changes, and resubmit as a non-Exempt organization
      iii. This revision process may require several rounds of changes depending on the situation. If you have any questions about your revisions process that are not answered here, please reach out to **dlcharity_sos@maryland.gov**
3. Throughout the approval process, you will receive automatic reminder emailsfrom the OneStop system. Make sure these emails are not going into your spam folder. You may receive additional communications from SoS Charity Officers from their official Maryland email addresses regarding your application.

Navigating your Charity Record

Once your application is approved, your charity will have a new record in OneStop where you will go to complete additional forms related to your charity and make updates to your registration as needed. This section provides information on navigating to your record and the actions you can take from your record. You will not be able to access all of these actions if your charity becomes delinquent in registration or if your application is still pending approval from SoS.

1. **Navigating to your Dashboard**
   a. Login to OneStop and switch to the appropriate Entity account
      i. As a reminder, you can click on your name in the upper right corner and select "Switch Accounts" to change to a different Entity account
   b. In the upper right corner of the page, select the tab labeled "Entity's Dashboard"
   c. Once you are in your Entity's Dashboard, scroll to the bottom of the page where you will find the section labeled "[Your Entity Name]'s Licenses, Permits, & Registrations"
   d. Click on the hyperlinked charity ID number in the leftmost column of the table
   e. You are now in your charity record
   f. In your record, you will have 3 tabs: General Information, Organization Details, and Historical Data
      i. In General Information you will find: your charity's contact details and DBA names
      ii. In Organization Details you will find: lists of Branches, Officers, and Individuals with Custody of Financial Documents
      iii. In Historical Data you will find: links to applications submitted via OneStop, lists of payments in OneStop, and annual charity financial data

![Maryland OneStop]

Licenses and Permits   **Entity's Dashboard**   JD Joe ⌄

Welcome to the Maryland OneStop Portal

OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.

    Search for licenses and permits...   🔍

✉ J. Doe Foundation's Licenses, Permits, & Registrations

Maryland Charity Organization Record

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
📄 49235		Pending

Privacy   Accessibility

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SOS Charity Record Detail View

Home > My Dashboard > **SOS Charity Record Detail View**

SOS Charity Organization Record for J. Doe Foundation   ⬤ Actions ⌄

You can manage your charity's registration from this record. Click the "Actions" button to edit your organization contact details, submit annual updates of registration, enroll in the Maryland Charity Campaign (MCC), or submit the organization's Intent to Close.

If you have any questions about your charity's registration, please contact dlcharity_sos@maryland.gov.
If you have any technical issues with the OneStop portal, please contact onestop.support@maryland.gov.

General Information   Organization Details   Historical Data

General Information

2. Taking Actions on your Record
   a. You can take several actions on your record. In order to take any of these actions, you must select the Actions dropdown menu at the top of your record

b. Each action will help you to manage your registration in the state of Maryland
   i. **Edit**: allows you to update some of your contact information included in the General Information tab of your record
   ii. **Generate Certificate**: allows you to download a PDF of your most recent certificate of registration. You will not be able to access historical certificates so make sure you download and save a copy of your certificate for your records
   iii. **Complete Renewal Application**: allows you to submit your annual renewal up to 3 months before your registration expiration date, which can be found on your Dashboard using the steps above in Navigating to your Dashboard. For more information on submitting your annual renewal, reference the Submitting your Annual Update section of this guide.
   iv. **Submit MCC Application**: allows you to apply to the Maryland Charity Campaign. This action will only be available if you meet minimum qualifications for the MCC. For more information on the MCC, use this link. For more information on submitting the MCC Application, reference the Submitting a MCC Application section of this guide.
   v. **Submit Intent to Close**: allows you to alert the SoS Charity Officers that you no longer intend to collect contributions in the State of Maryland. This action will require approval from the SoS Charities Officers.

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Submitting your Annual Update

Your charity is required to submit an annual update of your registration (unless your organization has an Exempt status). The annual update form has been modernized so that it will now auto-populate some information on the form with data from your existing record. Please carefully review the auto-populated data for accuracy, and please update any information that may have changed over the course of the year. Use the steps in the Navigating your Charity Record section of this guide for steps to access the Annual Update form.

1. **Completing and Submitting the Online Form**
    a. Select Complete Renewal Application from the Actions dropdown in your Charity Record
    b. Review the form; some of the pre-populated fields will be editable (i.e. organization address) and some will not be (i.e. expiration date, charity ID)
    c. Complete all required fields and upload all required documents
    d. Select "Submit" at the end of the form
    e. If there is a fee associated with your application, you will be directed to a payment step
    f. All fees will now be submitted online via OneStop and you must use a credit card to complete the payment. If you have any questions or concerns about payment,

please contact the SoS Division of Charity Management at
dlcharity_sos@maryland.gov

g. Once you have submitted the application and any required payment, you will receive a confirmation email that your application has been submitted. The SoS Charity Officers will also be notified of your submission and will review and process your application in due course.

Submitting a MCC Application

Please note, only eligible organizations will have access to the Complete MCC Application Action on their record, and this application is **voluntary**. If your organization is not yet eligible, you will not be allowed to complete an application. At a minimum, your organization must have been registered with the state of Maryland for two years. If you have questions on MCC eligibility, please visit the MCC information page.

1. **Completing and Submitting the Online Form**
    a. Select Complete MCC Application from the Actions dropdown in your Charity Record
    b. Review the form, some of the pre-populated fields will be editable, and some will not be
    c. Complete all required fields and upload all required documents
    d. Select "Submit" at the end of the form
    e. There is no fee associated with the MCC application

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Accessing the Public List View (list of charities)

- There is a publicly available list of registered charities and their status that can be accessed via OneStop.
- If you would like to provide the link to this page to your donors or other stakeholders, please copy this link: https://onestop.md.gov/list_views/62f3e1797f7e3200016a3dab
- This list will be automatically updated with the most recent fiscal year data that you submit and is approved via OneStop. If you see an error on this list, please contact the SoS Charities Office at dlcharity_sos@maryland.gov.