Illinois Charities Bureau Website – Public User Guide

1. Welcome to the Charities Bureau Online Filing Public Portal

1.1 About the Charities Bureau

The mission of the Illinois Attorney General's Charitable Trust Bureau ("Bureau") is to preserve and protect charitable assets across the State of Illinois. One of the ways the Bureau performs its mission is to oversee charitable organizations' registration and reporting pursuant to the Charitable Trust Act and the Illinois Solicitation for Charity Act. Charitable organizations are required to register and file annual financial reports with the Bureau. These annual reports require charities and others soliciting on their behalf to remain accountable for their use of charitable assets. Potential donors may then have access to important information about a charity, including income, expenditures, program details, and administration costs, before deciding to give.

1.2 What You Can Do on This Website

The online portal allows users to:

- Register new charitable entities
- File annual reports
- Request extensions and submit re-registrations
- Pay fees securely online
- Manage account access for filings

1.3 Supported Entity Types

The system supports filings for:

- Charitable Organizations
- Co-Commercial Venturers (CCVs)
- Professional Fundraisers, Fundraising Consultants, and Solicitors (Phase 2)
- Non-Profit Hospitals

1.4 Do You Need to File?

Entities soliciting contributions and/or holding charitable assets in Illinois may be required to register and file annual reports. Non-profit hospitals may be required to register and report annually but also must file annual Community Benefits reports. Consult Illinois law to determine if your organization should be registered.

2. Getting Started: Creating a User Account

2.1 Who Needs an Account

Anyone registering or filing on behalf of a charitable organization, CCV, or non-profit hospital must create an account.

2.2 Required Information

To register, users need:

- Valid email address
- Name and contact info
- Organization details
- Role within the organization

2.3 Creating an Account

Follow the prompts to:

- 1. Provide required information
- 2. Verify your email
- 3. Set up your dashboard and organization profile

2.4 Logging In and Dashboard Overview

Once registered, users access a personalized dashboard showing:

- Filing status
- Outstanding requirements
- Account management tools

3. Overview of Filing Packages & Intake Process

3.1 Parent-Child Filing Structure

Filings are grouped as packages. The primary form (parent) may require additional (child) forms that must be submitted together. For example, an organization that registers late may be required to file a CO1 Registration Statement (parent forms) along with previous years AG990-IL Annual Reports (child forms.)

3.2 Form Intake Logic

Intake screens help determine:

- Registration type (Trust Act, Solicitation Act)
- Required child forms (CO-2, AG990-IL, CO-3, IFC)
- Filing exemptions (e.g., religious orgs)

3.3 Hospital Community Benefits Intake

Hospitals are not registered through CO-1. Instead, an intake determines:

- Existing hospital identity
- New hospital creation
- Filing of annual Community Benefits form (AG-CBP-4)

3.4 Required Attachments & Format

All forms may require attachments such as tax returns, bylaws, and financial statements. Uploads must be in PDF format.

3.5 Mandatory Fields

Fields marked with a red asterisk (*) are mandatory. The system will not allow submission until all required data is entered.

3.6 Fee Calculations

Fees (registration, annual, late, re-registration) are calculated automatically based on:

- Filing type
- Organization revenue/asset thresholds
- Statutory requirements

3.7 Re-Registration

Cancelled organizations must re-register by submitting a new CO-1 package. This includes all associated child forms and fees.

3.8 Signature Requirements

All filings must be attested by appropriate individuals (e.g., officer, trustee). Electronic signatures are collected via secure email links.

4. Entity Filings – Phase 1

4.1 Charitable Organizations

Charitable organizations must file an initial CO-1 Registration Statement. Based on intake, they may also be required to submit:

- CO-2 (for financial activity less than one year from formation)
- Up to 3 AG990-IL forms (if required due to history)
- One or more IFC forms (if professional fundraisers were used)
- CO-3 (if religious and seeking exemption from annual reporting)

All required forms and attachments must be submitted as a complete package.

4.2 CCVs

Co-Commercial Ventures (CCVs) register through a simplified CO-1 process. During intake, they must:

- Upload a copy of the contract with the charitable organization
- Submit either a CO-2 or AG990-IL (but not both)
- File annual AG990-ILs thereafter until a final report is submitted

4.3 Non-Profit Hospitals

Not-for-Profit Hospitals may be registered as a charitable organization via CO-1. They also may be required to file Community Benefit Reports., they:

- Are located or created using the hospital intake screen
- File the AG-CBP-4 Community Benefits Form annually
- May associate additional affiliated hospitals
- Upload all required attachments
- Are not subject to registration fees

5. Filing Annual Reports

5.1 Entity Search

To begin filing an annual report, users must:

- Search for the charitable organization or CCV by name, FEIN, or registration number
- Select the appropriate entity (status may be current, delinquent, or expired)

5.2 AG990-IL

- Used by charitable organizations and CCVs
- Includes automatic calculation of:
 - o Required attachments (financial statements, tax returns)

- o Whether IFC forms are required based on past use of professional fundraisers
- AG990-IL cannot be submitted until all child forms (IFCs) and attachments are complete
- Trustee banks or trust companies may upload a federal return instead of filing an AG990-IL annual report
- Payment of filing and late fees can be done online or via mail (must be received within 15 calendar days)

5.3 CO-3 Standalone

- Filed by religious organizations seeking financial reporting exemption
- User searches for charitable orgs in good standing

5.4 CCV AG990-IL Annual Reports

- Filed annually by registered CCVs
- Follows the same requirements for attachments

5.5 Hospital Community Benefits Form

- Filed using AG-CBP-4 form
- Annual submission with required attachments
- No fee required
- Allows association of affiliated hospitals
- Includes electronic signature process

5.6 Extensions

- Users may request up to two extensions for AG990-IL or CCV Annual Reports
- One extension is granted automatically
- Another extension is reviewed and must be approved
- Filing deadlines are extended according to Illinois law
- Users must file within the extended window to maintain compliance

6. Payment and Invoicing

6.1 Fee Types

The system calculates and displays all fees during the filing process, including:

- Registration fees
- Annual report fees
- Late fees (based on delinquency and statutory deadlines)
- Re-registration fees (for expired entities restarting their registration)

6.2 Payment Options

Users can pay fees via:

- Secure online payment portal (credit card or ACH transfer)
- Mailing a check to the Charities Bureau (must include invoice and reach within 15 calendar days to avoid invalidation)

6.3 Receipts and History

After online payment:

- Users receive email confirmation and a downloadable receipt
- Payment history is accessible in the dashboard's billing section

6.4 Non-Payment Consequences

If payment is not received (especially for mailed payments):

- The filing is considered incomplete
- The entity must restart the filing process
- Late fees may accrue, and compliance status may be affected

7. Requesting Filing Extensions

7.1 When Extensions Are Available

Filing extensions are permitted for:

- AG990-IL annual reports
- CCV Annual Reports
- Extensions are not applicable to initial registrations or other form types.

7.2 Automatic Extension Process

Users may request a first extension directly through the portal. This request is automatically granted if submitted before the original due date.

7.3 Requesting a Reviewed Extension

A second extension may be requested if more time is needed. This request is manually reviewed by the Charities Bureau and may be approved or denied.

7.4 How Extensions Affect Deadlines

- Each granted extension provides additional time as allowed by Illinois law.
- Deadlines are recalculated automatically in the user dashboard.

7.5 Filing After Extension Approval

Users must still submit a complete, timely filing by the extended due date to avoid penalties. The extension does not waive any requirements for fees or documentation.

8. Managing Your Account

8.1 Profile Updates

Users can edit contact information and update email addresses directly from their dashboard.

8.2 Filing History Access

All filings—completed and pending—are stored and searchable within the dashboard.

8.4 Resetting Access

Users who lose access may:

- Use email reset tools
- Contact support for secure account recovery

9. Help & Support

9.1 FAOs

Browse common questions on topics like account setup, payment issues, and document upload formats.

9.2 Contacting the Bureau

Use the Help page to:

- Submit a support request
- Call or email the Charities Bureau team

9.3 Technical Troubleshooting

Find answers for:

Login or password issues

- Browser compatibility
- Upload or form errors

9.4 Upload and Format Tips

The system accepts PDF attachments only. Use clear filenames and ensure files are not encrypted or password-protected.

Appendices

- **Appendix A**: Step-by-Step Filing Guides
- **Appendix B**: Intake Diagrams & Filing Flowcharts
- Appendix C: Required Attachments per Form
- **Appendix D**: Glossary
- Appendix E: Checklists by Filing Type
- Appendix F: Signature & Attestation Visual Guide

Appendix A: Step-by-Step Guide for Filing in the Illinois Attorney General's Public Charities Portal

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- A.7 Payment Submission
- A.8 Filing Submission and Next Steps
- A.9 Filing an Extension

A.1 – Creating an Account and Logging In

This section explains how to create a user account and log in to begin a registration or filing. If you encounter any issues while enabling Okta during the registration process, assistance is available. You can contact the Office of Illinois Attorney General Kwame Raoul at +1(312) 814-3000 and request to speak to someone about Okta.

Step 1: Access the Portal and Create Account

- 1. Open your browser and go to the Illinois Attorney General's Public Charities Portal:
 - charitable.illinoisattorneygeneral.gov
- 2. Click the "Create an Account" button on the portal homepage if this your first time using the public portal.

Welcome to the Illinois Attorney General Charitable Trust Online Filing System

This portal provides an easy, secure way for:

Charitable organizations
Professional fundraisers, solicitors, or consultants
Nonprofit hospitals

to fulfill their filing obligations in compliance with Illinois law.

The new online filing system is where you can ...

Start a New Filing

If this is your first time using the portal, please create an account by clicking
"Create Account"

Need an Account?

Create Account

- 3. Complete the automatic CAPTCHA challenge:
 - a. A CAPTCHA challenge will automatically appear. Once it finishes, click the **Next** button to proceed.

Captcha challenge Please complete the captcha challenge below to create a new user account. Tenting only, above pass. Success! CLOUDFLARE Emission - Sums Next Cancel

4. From there, you will need to complete the online registration process by entering the information requested. **Pro Tip**: any data field with a red asterisk means you have to enter data into that field or the form will be incomplete.

First Name *	Middle Name	Last Name *	Suffix
nail (this will be your username) *		Confirm Email *	
Phone Number *			
ATTN			

To register an account please provide the information below. The Email Address provided will be the username for the account and will be sent an email

Enter the following information:

- **Organization Name** Name of the charitable organization or non-profit hospital.
- Full Name, First, Middle, Last This is the name of the person who is creating the account for the charitable organization or the non-profit hospital. The user's full name is associated with the email address, and the user creating the account must be able to access the email in order to complete the registration and to log back in to the portal to complete all current or future filings for the charitable organization or the non-profit hospital.
- **Email** this email is for the user creating the account on behalf of the charitable organization or the non-profit hospital.
- Address and Phone number contact information for the charitable organization or the non-profit hospital.

Then click "Next." You will get an indication that an email has been sent to the one provided:

"Thank you for registering! Your account registration was successful. You will receive a confirmation email from the Illinois Attorney General's Okta Single Sign-On platform within a few minutes. The email will come from noreply@okta.com with the subject "Welcome to Okta." Please check your inbox for this email, and be sure to look in your junk or spam folder if you do not see it

within 1-5 minutes. Follow the instructions in the email to complete your account setup. If you encounter any issues while enabling Okta during the registration process, assistance is available. You can contact the Office of Illinois Attorney General Kwame Raoul at +1 (312) 814-3000 and request to speak to someone about enabling Okta."

• Step 2: Verify Your Email

1. Next, you will receive a message indicating that an email confirmation is required. It will be in an email from the Illinois Attorney General's Okta Single Sign-On platform:

a. Sender: noreply@okta.comb. Subject: Welcome to Okta

2. The email typically arrives within 1–5 minutes. Check your junk/spam folder if you do not see it in your inbox.

[EXTERNAL] Welcome to Okta!





i If there are problems with how this message is displayed, click here to view it in a web browser.

You don't often get email from noreply@okta.com. Learn why this is important



charitable - Welcome to Okta!

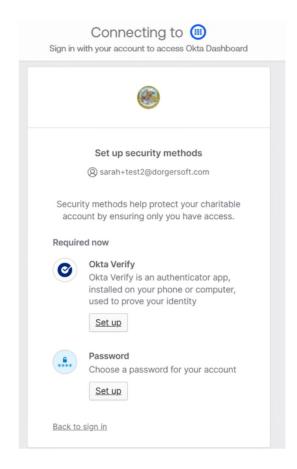
Hi sarah,

3. Click the "Activate Okta Account" in in the email to activate your account. This will open a new browser for you to complete your Okta Account.

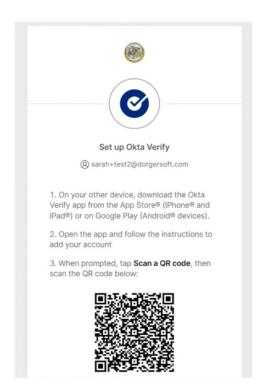
? Tip: If you don't see the email within a few minutes, check your spam or junk folder.

Step 4: Activate Your Okta Account

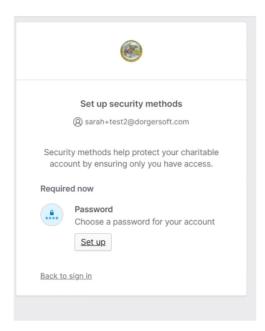
1. You will have to set up Okta Verify and a Password.



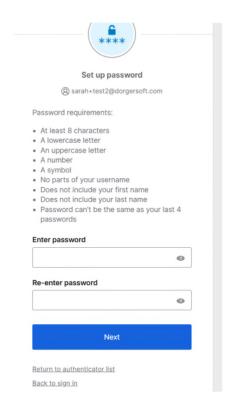
2. To set up Okta Verify, you will need to download the Okta App, open it and follow the instructions, and then scan the QR code provided.



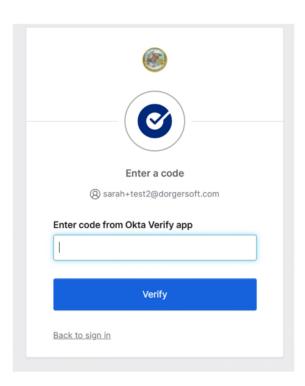
3. After you follow the instructions for using the Okta app to verify your account, you will then need to set up a password for your user email.



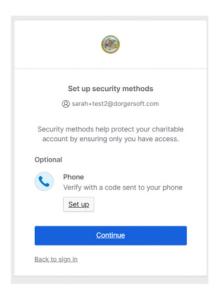
4. You will need to follow the instructions for how to create your password and the criteria to use for such password.



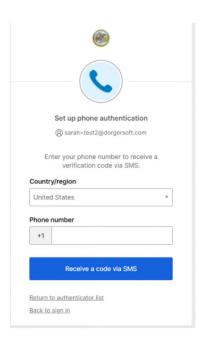
5. Once you create your password, you then will be prompted to use the Okta Verify app to enter the verification number from Okta. Use the app to find the 6 digit code to enter in the space provided.

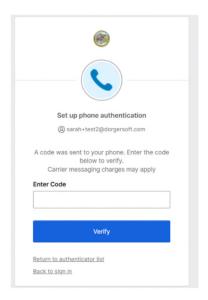


6. From there, you will need to verify again with a code sent to your phone. Choose Set Up to continue.



7. Enter your phone number where you can receive a text message to get the verification code needed.



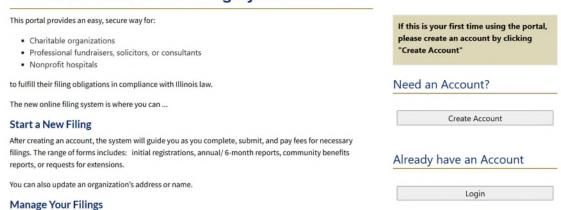


8. You now should be able to access the portal and begin a new filing.

A.2 Log In to Your Account

1. If you already have an account, you will log in on the portal's homepage.

Welcome to the Illinois Attorney General Charitable Trust Online Filing System



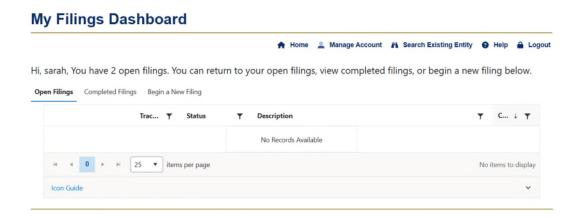
- 2. Click "Log In" and enter your:
 - o Email Address as your user name

- Follow the Okta prompt if it displays to enter the Okta verification code that you get from the Okta app or
- Enter your password.

Click "Sign In."



Once logged in, you'll land on your user dashboard. From here, you can begin a new filing or manage existing filings.



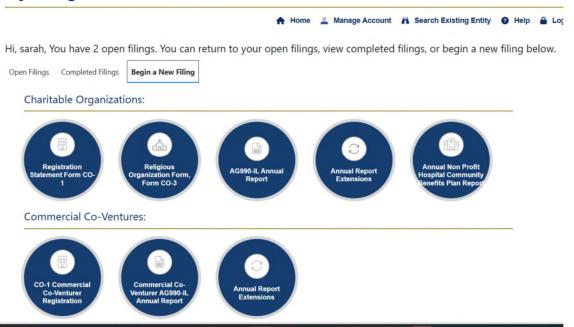
A.3 – Starting a Filing or Registration

Once you're logged into your account, you can begin a filing or registration based on the type of entity and action required.

Step 1: Navigate to the Filing Dashboard

From your dashboard, click the "Begin a New Filing" button.

My Filings Dashboard



Step 2: Choose a Filing Type

You will be prompted to select what kind of filing you want to initiate. Click the blue button to proceed with the filing you want to start.

Options may include:

- **CO-1 Registration Statement** To register a new charitable organization.
- **AG990-IL Annual Report** For annual report filings by existing organizations.
- **CO-3** For religious exemption from financial filings.
- **Community Benefits Annual Report (AG-CBP-4)** For non-profit hospitals.
- **CCV Registration** For co-commercial ventures.
- **CCV Annual Report** Annual report filing for an existing CCV.
- Extension Request For AG990-IL or CCV annual reports.

Charitable Organizations:



A.4 – Navigating the Intake Screen

After you select your filing type, the system will guide you through an **intake** wizard. This intake determines which forms, attachments, and fees are required for your filing package.

• Step 1: Intake Questions

Answer a series of questions designed to route you to the correct set of forms. These questions vary based on the filing type, but may include:

- **Organization type** (e.g., charitable organization, religious entity, hospital, for-profit entity for CCV)
- Date of incorporation or formation
- Fiscal year end
- Prior activity in Illinois
- Use of a professional fundraiser
- Request for exemption (religious/CO-3)

CO-1 Registration Form Intake Screen for a New Registration:

To register or re-register a charitable organization in Illinois, you will be required to complete a Charitable Organization Registration Statement (Form CO-1). A registration fee of \$15.00 is required for all new registrations. A re-registration fee of \$200 is required for all re-registrations. An AG990-IL is due within six months after the organization's fiscal year end (see instructions for AG990-IL). Organizations which have been in operation less than one (1) year, and are not yet required to file an AG990-IL, must attach a completed Financial Information Form CO-2. If you are a religious organization, seeking a religious exemption from filing annual financial reports, you must also submit a Charitable Organization Religious Exemption Form (Form CO-3) as part of this registration process. Before proceeding with the registration process, please ensure that you review the registration instructions and the Illinois Charitable Organization Laws, administrative rules for Charitable Trust Act and administrative rules for Solicitation for Charity Act. To begin the registration process, answer the following questions. After you answer these questions, this site will identify the Form(s) you will need to submit, and you can then proceed to complete those Form(s) through this website. Is this a Re-Registration? (If the registration of your organization was canceled for failure to timely file complete annual reports with our office, re-registration will be required.) * ☐ Yes ☑ No 1. Is your organization holding assets in Illinois for charitable purposes? * Is this a Re-Registration? (If the registration of your organization was canceled for failure to timely file complete annual reports with our office, re-registration will be required.) 1. Is your organization holding assets in Illinois for charitable purposes? * ☑ Yes □ No 2. Does your organization engage or intend to engage in fundraising activities or solicit charitable contributions from the public, either directly or through third parties (like professional fundraisers) or is located in this State? 3. Are you an organization established for religious purposes? If yes, you must complete the CO-1 Registration Statement and the CO-3 Religious Exemption Form. * ☐ Yes ☑ No 4. If you are not an organization established for religious purposes, what type of entity is your organization? * 5. What state is your organization created? *

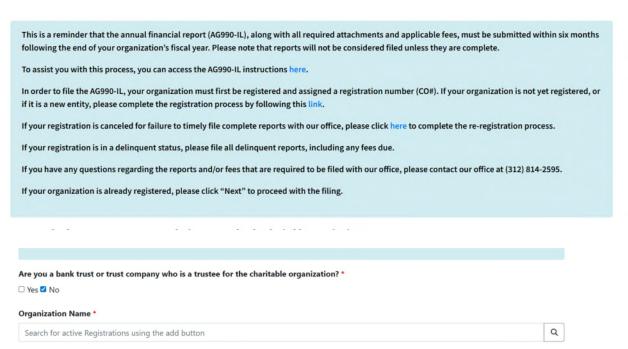
CO-1 Registration Form Intake Screen for a Re-Registration:

6. What date was your organization created? *

7. Month which the annual accounting period of the organization ends? * 1

To register or re-register a charitable organization in Illinois, you will be required to complete a Charitable Organization Registration Statement (Form CO-1). A registration fee of \$15.00 is required for all new registrations. A re-registration fee of \$200 is required for all re-registrations. An AG990-IL is due within six months after the organization's fiscal year end (see instructions for AG990-IL). Organizations which have been in operation less than one (1) year, and are not yet required to file an AG990-IL, must attach a completed Financial Information Form CO-2. If you are a religious organization, seeking a religious exemption from filing annual financial reports, you must also submit a Charitable Organization Religious Exemption Form (Form CO-3) as part of this registration process. Before proceeding with the registration process, please ensure that you review the registration instructions and the Illinois Charitable Organization Laws, administrative rules for Charitable Trust Act and administrative rules for Solicitation for Charity Act. To begin the registration process, answer the following questions. After you answer these questions, this site will identify the Form(s) you will need to submit, and you can then proceed to complete those Form(s) through this website. Is this a Re-Registration? (If the registration of your organization was canceled for failure to timely file complete annual reports with our office, re-registration will be required.) ✓ Yes □ No Charitable Organization * Q Search for previously registered Charitable Organizations using the add button

AG990-IL Annual Report Intake Screen:



Religious Organization Form, Form CO-3 Intake Screen:

If you are registering a new organization and want to apply for a religious exemption, please first complete the online registration process for a new registration by clicking on the "Registration Statement Form CO-1".

If you are an existing organization that is already currently registered, and are seeking a religious exemption, please begin by searching below for either the name of your organization or by the CO number of your organization. From there, you can complete this online form. You will also need to include or upload Articles of Incorporation and all amendments and By-laws to be reviewed with the Form CO-3.

Charitable Organization Name *

Search for active Charitable Registrations by clicking the magnifying glass button

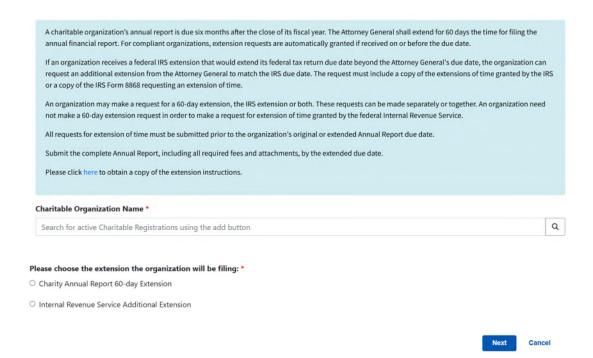
Cancel

Cancel

Annual Non-Profit Hospital Community Benefits Plan Report Intake Screen:



AG990-IL Annual Report Extension Requests:



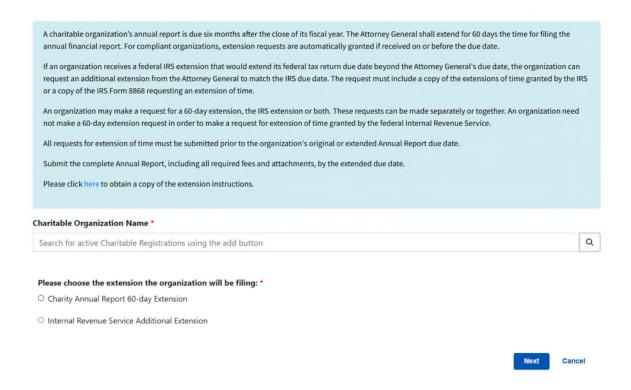
Commercial Co-Venture (CCV) Registration CO-1 Form Intake Screen:

A separate Commercial Co-Venture Registration is required for each promotion. A \$15.00 registration fee is required when submitting this Commercial Co-Venture Registration. Either a CO-2 Form or an AG990-IL Form will be required when submitting this Commercial Co-Venture Registration. You must also submit with this Commercial Co-Venture Registration a copy of the contract with the charitable organization. The charitable organization must be registered with this Office in order to complete the Commercial Coventurer registration. To begin this registration process for a Commercial Co-Venture Registration, please answer the following questions. Your answers will determine the forms you will need to file for a Commerical Co-Venture Registration. Once you complete the questions, you can then proceed with filing the required forms through this website. Is this a Re-Registration? * ☐ Yes ☑ No 1. Has the promotion started? 4. Is the charitable organization registered with this Office? ✓ Yes □ No Charitable Organization Name * Search for active Charitable Registrations by clicking the magnifying glass button A CO-2 Form will be required later in the filing process.

Commercial Co-Venture (CCV) AG990-IL Annual Report Intake Screen:



CCV AG990-IL Annual Report Extension Request Intake Screen:



Non-Profit Hospital Community Benefits Plan Report Intake Screen for existing organization:



Non-Profit Hospital Community Benefits Plan Report Intake Screen for a new organization:

Have you filed a Non-Profit Hospital Community Benefits Plan Report before? *

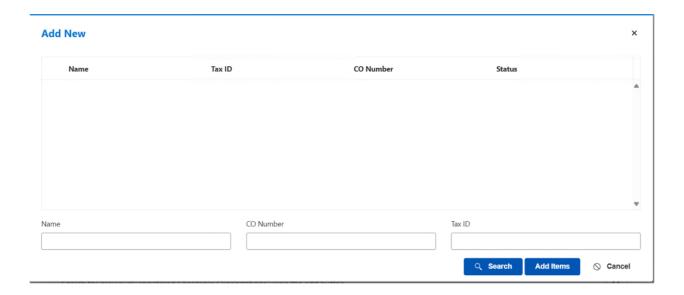
□ Yes ☑ No

Next Cancel

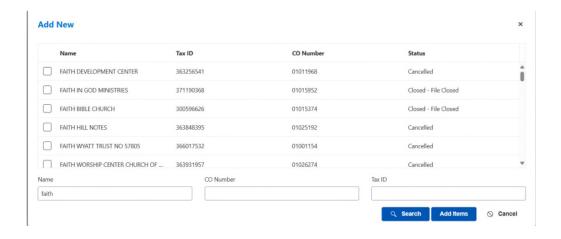
Note For ALL Forms. The system uses a universal search tool that allows a user to look up the name, FEIN, or CO number for the charitable organization or the non-profit hospital. To begin each such search, click the magnifying glass.



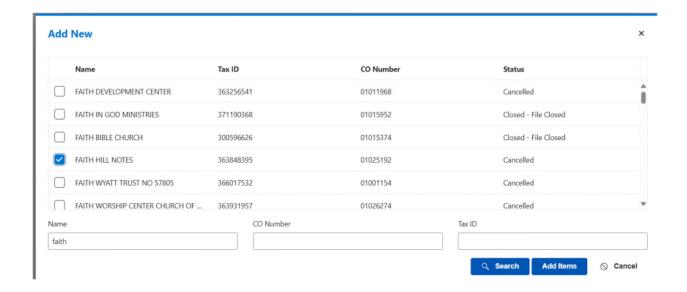
From there, a new screen will appear which allows the user to search by name, CO number, or by Tax ID/FEIN number:



Note that the name can be just one word; just type in and then hit the **Search** button:



Once you find your entity, simply click the box next to the organization and then click "Add Items" to proceed with the filing you need to complete.



Note now the organization will appear in the original search screen, and you will click **Next** to begin the filing. In this example shown, the display of a reregistration search was used. The same search capability will run for filing a CCV AG990-IL Annual Report, an AG990-IL Annual Report, for an existing Organization that wants to file a CO-3 Religious Exemption Form, for filing an Extension Request(s) for either a CCV AG990-IL or an AG990-IL, or for filing a Non-Profit Hospital Community Benefits Plan Report.

Step 2: System Determines Required Filings

Based on your answers, the portal will automatically generate your filing package. This may include:

• Parent Filing:

- CO-1 Registration Statement
- CO-1 Commercial Co-Venturer Registration

Child Filings (automatically required where applicable):

- CO-2 or AG990-IL (for AG990-IL, only 1–3 fiscal years based on entity age and fiscal history)
- o CO-3 (if religious exemption selected)
- o IFC (if a professional fundraiser was used)

The intake questions are interactive, and depending on your answers, you will be prompted for which forms are due. Below is an example list of the type of financial forms that will be due based on the answers to the intake questions for the CO-1 registration.

Your organization will be required to register under both the Illinois Charitable Trust Act and the Illinois Solicitation For Charity Act.

To complete this registration process online, you will need to complete the following forms:

- Form CO-1
- Form AG990-IL(1) for year 2024. For each AG990-IL that you will need to complete as part of this filing, you should start with the most recent time period for your organization and work backwards in time for each period thereafter.

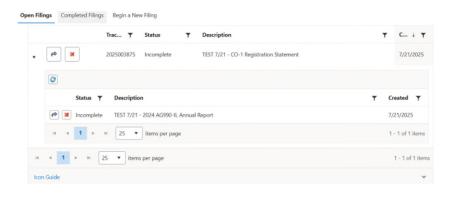
Fip: A CO-1 filing must include at least one financial form (CO-2 or AG990-IL) but never both. If an AG990-IL is required, up to three may be required with that CO-1. You should always begin with the most recent time period for an AG990-IL and work backwards for up to two more fiscal years. The system will generate automatically how many AG990-ILs will be required at the time of the new CO-1 registration.

On a CO-1 registration, the form itself is interactive, and it will advise the user of the types of attachments that will have to be filed with the filing. It also will prompt the user that other forms also have to be completed as part of the CO-1 registration. It will always prompt the user to return to the My Filings page when additional forms must be completed.

There is another form that needs to be completed before this filing may be submitted. Please return to your My Filings page and finish these filings.



Below is the example of the **My Filings** display of the CO-1 and the AG990-IL that is due also as part of the registration process.



Step 3: Attachments Required Per Form

For each form in your package, the system will also list the **required attachments**. The user will be prompted to upload all required attachments with each form as the user completes each form. See **Appendix C** for a complete list of attachments for each form. Common attachments include:

- Articles of Incorporation
- IRS Determination Letter
- Bylaws
- Recent IRS Form 990 or tax return
- Treasurer's Report or Financial Statements
- Annual contracts (for CCVs)
- Community Benefit documentation (for hospitals)

Tip: All attachments can be in PDF format and uploaded before submitting the entire parent child package.

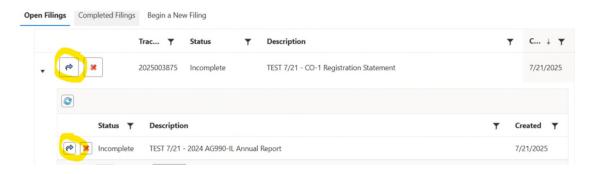
Step 4: Save Progress or Proceed

As you are completing the forms, you have the option to save your progress and come back later. To do so, you may save any form at the bottom by clicking on "Save Form."

• Click "Save Form" to return later to the form itself:



• Once saved, click "Resume Filing" in the My Filings grid to complete the saved the forms.



Your filing package will remain saved in your dashboard until you complete and submit it.

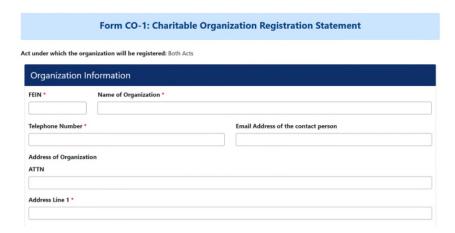
A.5 – Completing Each Form in the Filing Package

Once the intake wizard builds your filing package, you'll complete each form in order. The system guides you step-by-step through each one.

Step 1: Open the First Form

- 1. From either your new or saved filing package, click on the **form name** (e.g., "CO-1 Registration Statement") to open it.
- 2. Each form opens in a structured, tabbed layout with data fields for you to complete with the requested information (e.g., Organization Info, Contact Info, Financial Info, etc.).

Sample New CO-1 Form with some data fields displayed:



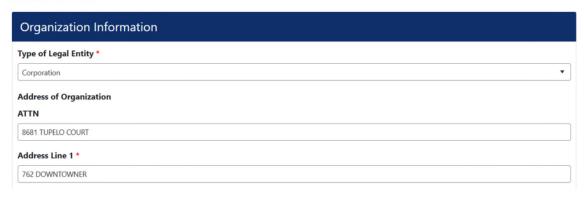
Sample CO-1 Form for a Re-Registration for a cancelled entity (random organization chosen to display data fields):



Form CO-1: Charitable Organization Registration Statement Organization Name: ADOPTION WORLD, INC. Previous CO Number: 01035947 Act under which the organization will be registered: Both Acts Organization Information FEIN * Name of Organization * Email Address of the contact person

Sample CO-3 Form with new CO-1 registration to display some of the data:

Organization Name: TEST RELIGIOUS 7/22
Fiscal Year End: 12-31
Federal ID #: 22-222222



Sample CO-3 Form with random *existing* organization chosen to display some of data fields:

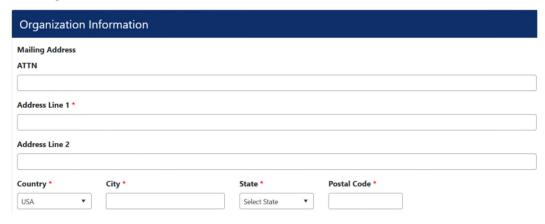


Sample CO-2 Financial Form for new registration of new charitable organization with some data fields for display:

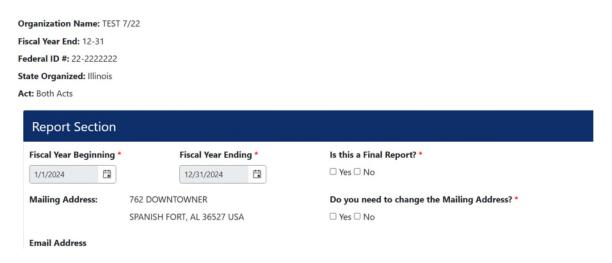


Sample IFC Form as part of *new* CO-1 registration with some data fields for display:

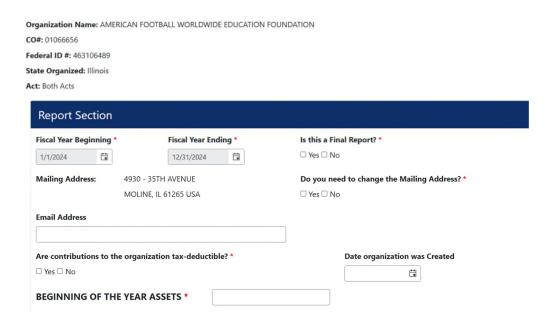
Charitable Organization Name: TEST FUNDRAISER 7/22



Sample AG990-IL Annual Report with *new* CO-1 registration to display some of the data fields:



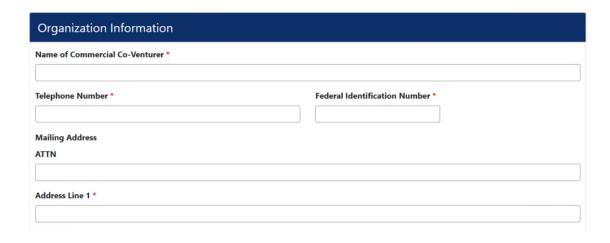
Sample AG990-IL Annual Report with random *existing* organization chosen to display some of the data fields:



Sample IFC Form submitted with AG990-IL Annual Report for an *existing* charitable organization chosen to display some of the data fields:



Sample Commercial Co-Venturer CO-1 Registration Statement with random charitable organization chosen to display some of the data fields:



Sample Commercial Co-Venturer AG990-IL Annual Report with random CCV selected to display some of the data fields:



Sample Non-Profit Hospital Community Benefits Plan Report for *existing* organization (random organization chosen to display data):



Sample Non-Profit Hospital Community Benefits Plan Report for *new* organization with some data fields displayed:



• Step 2: Enter Required Information

Each form has required fields marked with a **red asterisk** (*). You cannot submit the form without completing these.

Typical fields may include:

CO-1 (Registration Statement)

- Organization name, FEIN
- Officers and Directors
- Charitable purpose

AG990-IL (Annual Report)

- Fiscal year dates
- Contributions and expenditures
- Use of professional fundraisers
- Financial totals (the forms will automatically count totals)

IFC Form

• Details about professional fundraisers used during fiscal year

CO-2 (If required)

• Financial information

CO-3 (Religious Exemption)

- Organization information
- Explanation of religious purpose
- Reason for exemption request

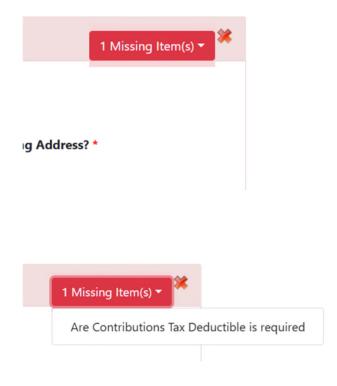
AG-CBP-4 (Non-profit Hospital Community Benefits Form)

- Facility name
- Community benefits provided
- Financial impact
- Affiliated hospitals

CCV or CCV Annual Report

- For-profit entity and charity partner info
- Description of the promotion
- Start/end dates of campaign
- Funds raised and distributed

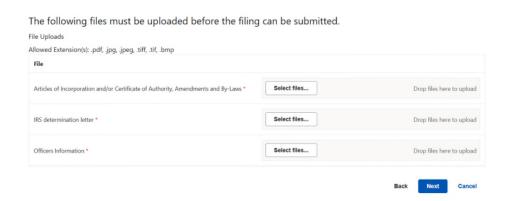
Pro Tip: If the user misses a data field with a red asterisk, i.e. a mandatory data field, when the user clicks Next at the bottom of the form to go to the next step, the system will not the user proceed until the missing data field(s) are fixed. A red alert prompt will appear on the form, and the user can click the arrow on the prompt to see which data field is missing:



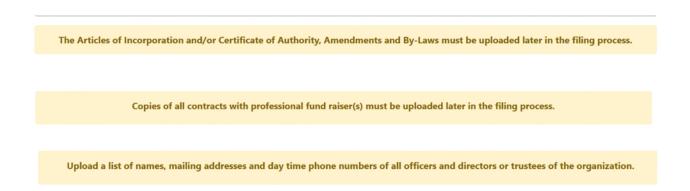
• Step 3: Upload Required Attachments

- 1. The system will prompt you to upload attachments required for each form.
- 2. Upload **PDFs**. File types such as .jpg, .jpeg, .tiff, .tif, and .bmp are also accepted.
- 3. Each attachment field includes a description of the required document (e.g., bylaws, IRS letter, tax return).

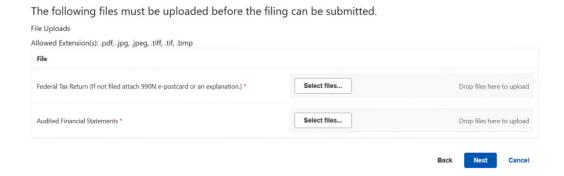
Upload screen for a new CO-1 Registration with sample attachments:



Sample of attachment reminders on a CO-1 Form:



Upload screen for attachments for an AG990-IL filing:



Sample of reminders on the form itself for various attachments for an AG990-IL:

A copy of the federal tax return must be attached later in the filing process. If no federal tax return is available, an explanation must be provided.

(If you are providing a 990PF, Schedule B is not required to be provided.)

You will be required to upload Audited Financial Statements with this filing. If you believe you should not have to provide Audited Financial Statements, you must submit an explanation instead.

Pro Tip: Use clear file names (e.g., "IRS Determination Letter.pdf") for easier reference during review.

Step 4: Save Progress

At any time, you can:

- Click "Save and Continue" to move to the next section of the form.
- Click "Save and Exit" to return later.

Each form saves independently, so you can complete them in stages.

Step 5: Repeat for All Forms in the Package

Follow the same steps for each additional form in your filing package. You will not be able to proceed to signature or payment until all forms are:

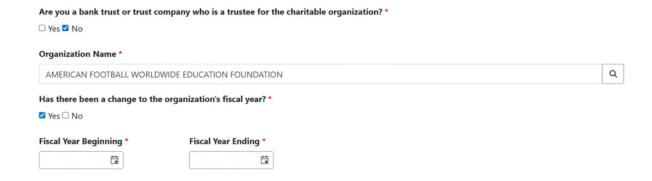
- Fully completed
- Validated (no errors)
- Required attachments uploaded

Pro Tips for Filing AG990-IL Annual Reports for different types of organizations with different statuses of registration:

A. For AG990-IL Annual Reports that are currently due, the system will ask if there has a been a change to the organization's fiscal year. If no change, the user proceeds with the filing (random organization chosen to display data):



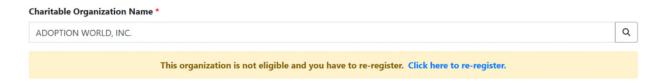
If there has been a change in the FYE, the user can enter the new information so that the system will automatically calculate the new FYE and new due date for the AG990-IL Annual Report going forward:



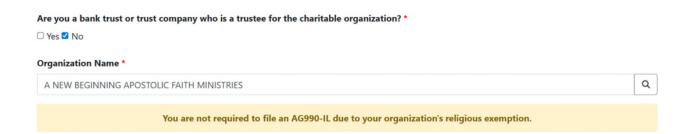
B. For users who are unsure if an AG990-IL Annual Report is due for existing organizations, the system will advise the user that a Report is not due yet. Also at that same time, if the Report is not yet due, the system will ask if the user wants to amend a prior Report. If the user wants to amend a prior Report, proceed with that filing by choosing yes, and the user can proceed accordingly. If the user does not need to amend the prior Report, the user can choose no, and the user does not have to file the Report at that time:



C. For organizations whose registrations are not in good standing, if the user tries to file an AG990-IL Annual Report, the user will be told that the organization has to re-register (random organization chosen to display data):



D. The user will be notified if the organization is a religious organization and is exempt from filing an AG990-IL Annual Report (random organization chosen to display data):



E. If the user filing the AG990-IL is a filing for a trust and the filer is either a Bank Trust or Trust Company, the user will be able to skip the form for filing the AG990-IL Annual Report and proceed directly to filing the required tax return instead:



Organization Name: TRUST U/A WIT	H AMARIAH G COX			
CO#: 01000780				
Federal ID #: 366011498				
State Organized: Illinois				
Act: Illinois Charitable Trust Act				
Due Date: 08/31/2025				
Fiscal Year Beginning: 01/01/2024				
Fiscal Year Ending: 12/31/2024				
Beginning Year Assets *	Year End Assets *	Total Revenues Amount *		
A copy of the organization's Fo	ederal Tax Return must be uploa	aded later in the filing process. Click the N	ext button to reach the atta	chment
		screen.		
Has the Address Changed? *				
☐ Yes ☐ No				
			Next Save Form	Cancel
Are you a bank trust or trust company	who is a trustee for the ch	aritable organization? *		
☐ Yes ☑ No				
_ 163 _ 110				
Organization Name *				
AMERICAN FOOTBALL WORLDWIDE ED	DUCATION FOUNDATION			Q
AMERICAN FOOTBALL WORLDWIDE EL	OCATION FOUNDATION			٩
Has there been a change to the organi	zation's fiscal year? *			
☐ Yes ☐ No	,			
- 165 - 140				

A.6 – Electronic Signatures and Attestation

Once all required forms are complete and attachments have been uploaded, the system guides you through the **attestation and signature process**. Signatures are required before any filing can be submitted.

• Step 1: Electronic signatures through email(s)

- 1. Each form that requires attestation under penalty of perjury will have its own separate electronic signature verification process. For a CO-1, any AG990-IL, a CO-2, any CO-3, any IFC Form, a CCV CO-1, a CCV AG990-IL, or a Non-Profit Hospital Community Benefits Plan Report, one or more individuals will need to attest to the accuracy of the forms and attachments under penalty of perjury in accord with Illinois law. The system will prompt the person(s) who will need to attest to each form that is required.
- 2. For each signer, ensure he or she carefully reads the form and attachments for accuracy and correctness.

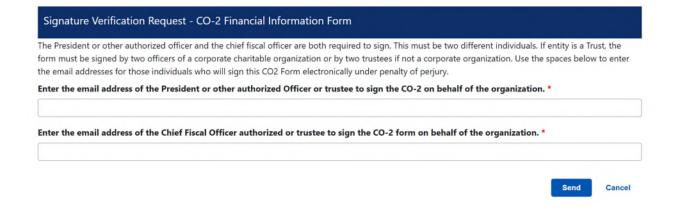
Step 2: Add Signers

- 1. Each form requiring a signature will have data fields for the user to enter email addresses for the person(s) who sign the form under penalty of perjury. Use the space provided to add the email addresses. He or she will receive the email and will click on a link from the email to complete the electronic signature verification process. In each instance, the user will click "Send" to distribute the emails to the signers. The system will confirm that emails were successfully sent.
- 2. See below samples for a CO-1, CO-2, AG990-IL, IFC form, CCV CO-1, CCV Annual Report, and a Non-Profit Hospital Community Benefits Plan Report signature verification screens for assigning emails and criteria for each signer:

Sample CO-1 for where to enter signers' information:

Signature Verification Request - CO-1 Registration Statement				
In the space below, please provide the email addresses for two authorized officers of the organization to sign this CO-1 Registration Statement under penalty of perjury. If entity is a Trust, the form must be signed by two officers of a corporate charitable organization or by two trustees if not a corporate organization. He or she will receive an email with instructions to electronically sign this CO-1 Registration Statement.				
Enter the email address of the President or other authorized Officer or Trustee to sign on behalf of the organization. *				
Enter the email address of the Chief Fiscal Officer or Trustee authorized to sign on behalf of the organization. *				
Send Cancel				
HOME ABOUT FILE A COMPLAINT NEWS ROOM PUBLICATIONS ALL DIVISIONS CAREERS CONTACT				
Signature Requests Sent				
Signature requests have been sent. All signatures must be collected before this filing may be submitted. You will receive an email with instructions once all signatures have been collected.				
Return to My Filings				

Sample CO-2 for where to enter signers' information:





Sample AG990-IL Annual Report for where to enter signers' information. Note that for an AG990-IL, if the signer is a trustee for the organization which is a Trust, there is the option for only one trustee to attest to the AG990-IL Annual Report if there is in fact just one trustee:

n the space below, please provide the email addresses of two authorized officers of the Organization or Trus Annual Report) under penalty of perjury. He or she will receive an email with instructions to electronically sig	
I hereby attest that there is only one trustee of the Organization, which is a Trust, who can sign this	Annual Report(s) under penalty of perjury.
Enter the email address of the President or other authorized Officer or Trustee to sign the Annual Rep	ort(s) on behalf of the organization. *
Enter the email address of the Chief Fiscal Officer or Trustee authorized to sign the Annual Report(s) o	n behalf of the organization. *
Signature Verification Request - ACOON II Appual Report	Send Cancel
n the space below, please provide the email addresses of two authorized officers of the Organization or Tr	ustees to sign the Annual Report(s) (AG990-IL
Signature Verification Request - AG990-IL Annual Report In the space below, please provide the email addresses of two authorized officers of the Organization or Tree Annual Report) under penalty of perjury. He or she will receive an email with instructions to electronically second and the Companization of the Organization, which is a Trust, who can sign the	ustees to sign the Annual Report(s) (AG990-IL ign the Annual Report(s).

Signature requests have been sent. All signatures must be collected before this filing may be submitted. You will receive an email with instructions once all signatures have been collected. Return to My Filings Sample IFC Form for where to enter signers' information: This filing requires two signatures: (1) from the PFR Campaign Manager and (2) an Officer or Director of the Charity. 🗆 Check this box if you prefer to upload a physical copy of such signatures. Otherwise, such persons will undergo the electronic signature verification process through emails. Save Form Cancel Signature Verification Request - Individual Financial Campaign In the space below, please provide the email address of either an Officer or Director of the Organization and the email address of the Manager of the Professional Fund Raiser who will each sign the IFC Report (Individual Financials Campaign(s)) under penalty of perjury. He or she will receive an email with instructions to electronically sign the IFC Report(s). Enter the email address of the Director or Officer of the charity to sign the IFC Form on behalf of the organization. * Enter the email address of the Professional Fund Raiser Campaign Manager to sign the IFC Report(s) * Cancel Signature Requests Sent

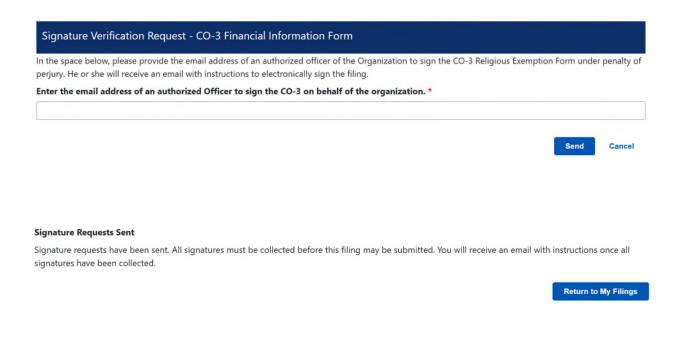
Signature requests have been sent. All signatures must be collected before this filing may be submitted. You will receive an email with instructions once all

Return to My Filings

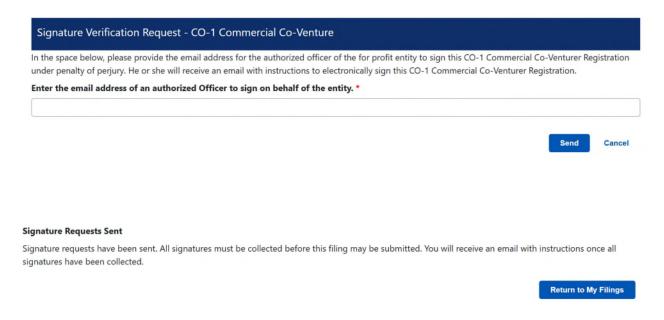
Sample CO-3 for where to enter signers' information:

Signature Requests Sent

signatures have been collected.



Sample CCV CO-1 for where to enter signers' information:



Sample CO-2 for CCV CO-1 for where to enter signers' information:

Signature Verification Request - CO-2 Financial Information Form Please enter the email address of an authorized officer of the for-profit entity who will sign this form electronically under penalty of perjury. He or she will receive an email with instructions to electronically sign this CO-2 that is filed with this CO-1 Commercial Co-Venturer Registration. Enter the email address of an authorized Officer to sign on behalf of the entity. Send Cancel

Signature Requests Sent

Signature requests have been sent. All signatures must be collected before this filing may be submitted. You will receive an email with instructions once all signatures have been collected.

Return to My Filings

Return to My Filings

Sample CCV AG990 Annual Report for where to enter signers' information:

Signature Verification Request - Commercial Co-Venture AG990-IL Please enter the email address of an authorized officer of the for-profit entity who will sign this form electronically under penalty of perjury. He or she will receive an email with instructions to electronically sign this Commercial Co-Venture AG990-IL. Enter the email address of an authorized Officer to sign on behalf of the entity. * Send Cancel Signature Requests Sent Signature requests have been sent. All signatures must be collected before this filing may be submitted. You will receive an email with instructions once all signatures have been collected.

Sample Non-Profit Hospital Community Benefits Plan Report for where to enter signers' information:

e President or other authorized person/officer is required to sign the <i>i</i> on this AG-CBP Form electronically under penalty of perjury.	AG-CBP. Use the space below to enter the email address for that individual who wil
ter the email address of the person/officer responsible for comple	eting the AG-CBP Form. *
	Send Cance
gnature Requests Sent	
nature requests have been sent. All signatures must be collected befo natures have been collected.	ore this filing may be submitted. You will receive an email with instructions once all
	Return to My Filing

₹ Tip: You can assign more than one signer if the filing requires signatures from more than one official.

Step 3: Signers Complete the Electronic Signature Verification Process

- 1. Click "Send" to trigger automatic emails to each signer.
- 2. Each signer will receive a secure link via email to electronically sign the form(s). The Blue displays will allow the user to view the form he or she is signing, and if there are any attachments to the form, he or she will be able to view the attachments as listed or with the form itself. The signer will click "Sign" after selecting the appropriate Title and entering his or her full name. Note the red asterisks on the form; the signer must complete all required fields before being able to complete the process.
- 3. It is important to note that if two signatures are required on the form, each person will receive his or he own email to complete this process.

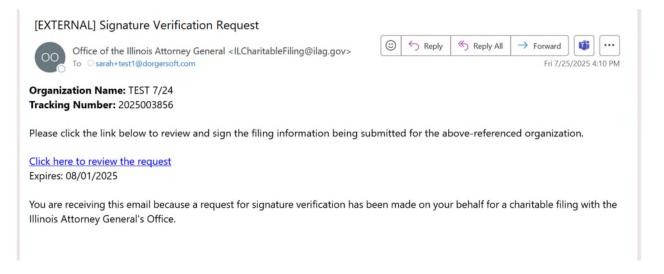
- 4. Also the user who input the email addresses will receive notices when the signer signs each time through email or by checking on the My Filings grid when the user is logged into the public portal.
- 5. The system will track the signature status for each signer. The user will be able to track the status of receipt of the signatures and resend the emails if necessary.
- 6. For an IFC form only, the user has the option to upload a scanned copy of both signatures in lieu of using the electronic signature verification process.
- 7. Also note: once the signer completes the link for the signature verification, he or she will not be able to use the link again. If he or she does try, he or she will get a message that the link is no longer valid. This is to prevent multiple attestations from one signer:

HOME ABOUT FILE A COMPLAINT NEWS ROOM PUBLICATIONS ALL DIVISIONS CAREERS CONTACT

Request Invalid

The verification request link is invalid or is no longer available to be completed.

Sample CO-1 Verification Email with Links Opened:



View Filing Form		
TEST 7/24 - CO-1 Registration Sta	tement	
Attachments		
Articles of Incorporation and/or C	ertificate of Authority, Ar	Copies of all contracts with professional fund raiser(s)
IRS Determination	Letter	Officers Information
	THE UNDERSIGNED DECLARE AND O	CERTIFY THAT THE INFORMATION CONTAINED IN THIS STATEMENT AND AL LEDGE.
Title*		
Select Title	•	
First Name*	Middle Name	Last Name*
		Sign
	THE UNDERSIGNED DECLARE AND CEI RRECT TO THE BEST OF OUR KNOWLEI	RTIFY THAT THE INFORMATION CONTAINED IN THIS STATEMENT AND ALL DGE.
Chief Executive Officer	•	
First Name*	Middle Name	Last Name*
Sample	B.	Signer
		Sign

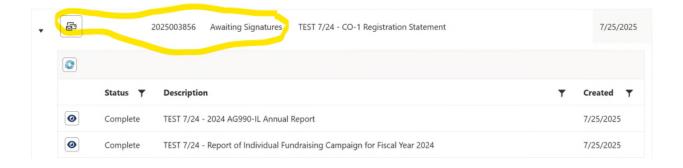
Signature Verification Request Complete!

ABOUT FILE A COMPLAINT NEWS ROOM PUBLICATIONS ALL DIVISIONS CAREERS CONTACT

An email has been sent to the filer.

Sample CO-1 confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid:





Sample AG990-IL Verification Email with Links Opened:

[EXTERNAL] Signature Verification Request





Organization Name: TEST 7/24 Tracking Number: 2025003857

Please click the link below to review and sign the filing information being submitted for the above-referenced organization.

Click here to review the request

Expires: 08/01/2025

You are receiving this email because a request for signature verification has been made on your behalf for a charitable filing with the Illinois Attorney General's Office.

View Filing Form TEST 7/24 - 2024 AG990-IL Annua	ıl Report	
Attachments		
Federal Tax Re	turn	Financial Statements
including all the schedules and state	ements, and the facts therei	e and certify that I (we) have examined this annual report and the attached documents, ein stated are true and complete and filled with the Illinois Attorney General for the upon I hereby authorize and agree to submit myself and the registrant hereby to the
Title*		
Select Title	•	
First Name*	Middle Name	Last Name*

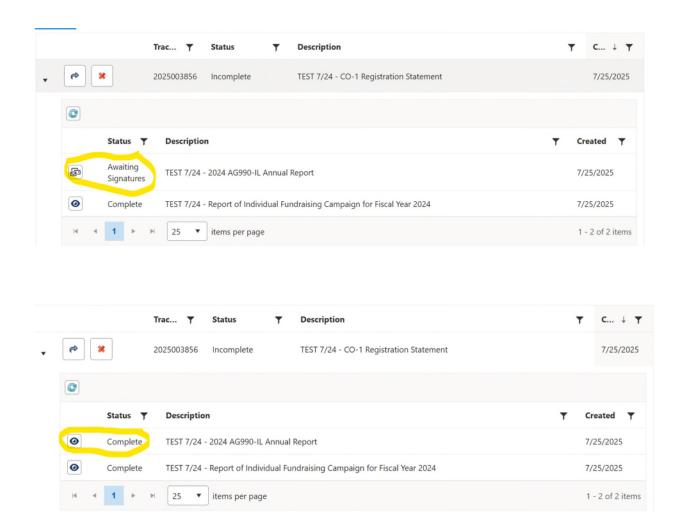
Attestations Under penalty of perjury, I (we), the undersigned declare and certify that I (we) have examined this annual report and the attached documents, including all the schedules and statements, and the facts therein stated are true and complete and filled with the Illinois Attorney General for the purpose of having the people of the State of Illinois rely thereupon I hereby authorize and agree to submit myself and the registrant hereby to the jurisdiction of the State of Illinois. Title* Chief Executive Officer First Name* Middle Name Last Name* Sample Signer PUBLICATIONS FILE A COMPLAINT **NEWS ROOM ALL DIVISIONS CAREERS** CONTACT

Signature Verification Request Complete!

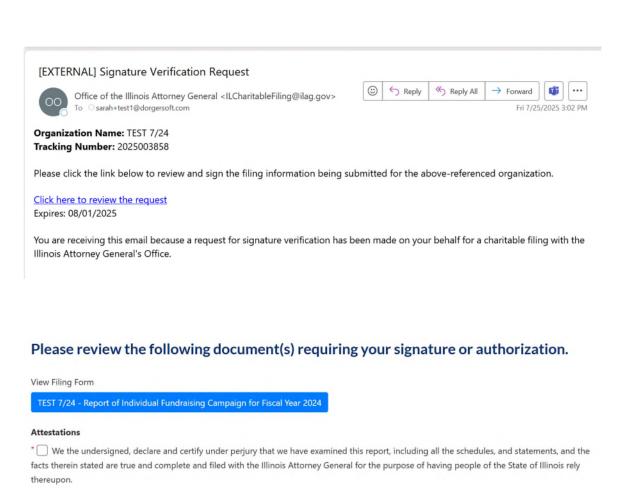
An email has been sent to the filer.

Sample AG990-IL Form confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid:





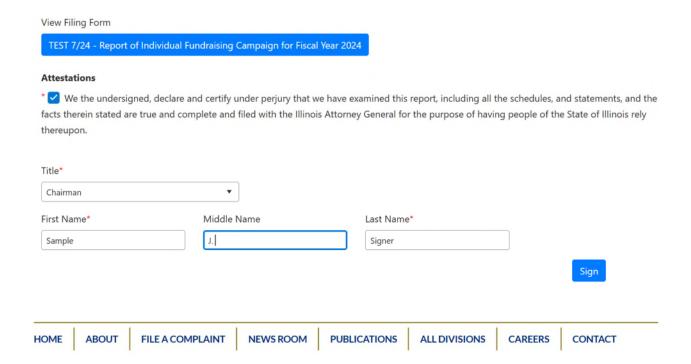
Sample IFC Signature Verification Email with Links Opened:



Last Name*

Title*
Select Title
First Name*

Middle Name

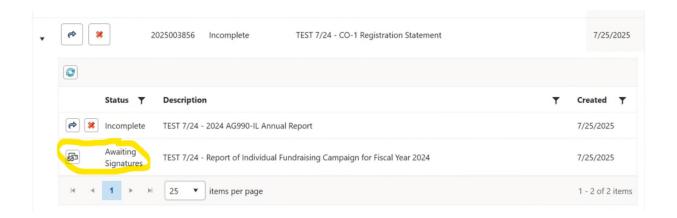


Signature Verification Request Complete!

An email has been sent to the filer.

Sample IFC Form confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid:







Sample CO-2 Signature Verification Email with Links Opened:

[EXTERNAL] Signature Verification Request





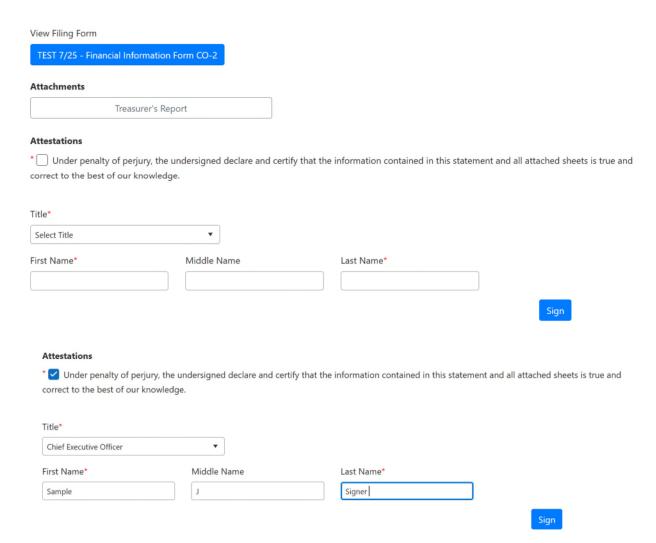
Organization Name: TEST 7/25 Tracking Number: 2025003864

Please click the link below to review and sign the filing information being submitted for the above-referenced organization.

Click here to review the request

Expires: 08/01/2025

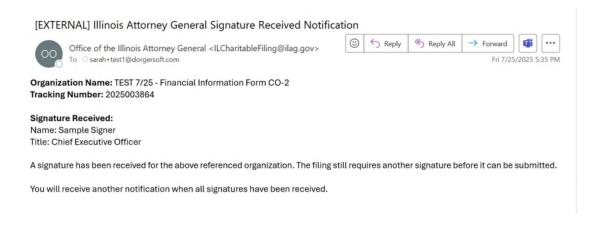
You are receiving this email because a request for signature verification has been made on your behalf for a charitable filing with the Illinois Attorney General's Office.

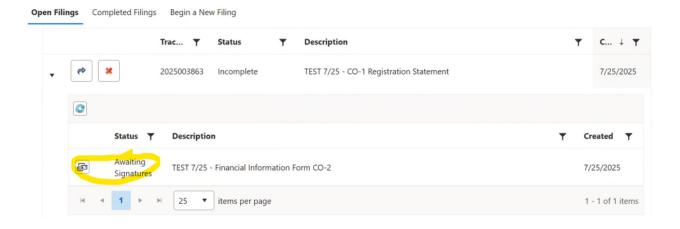


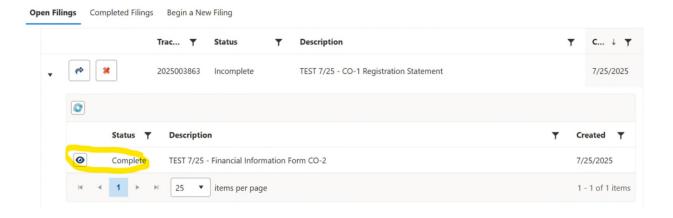
Signature Verification Request Complete!

An email has been sent to the filer.

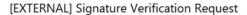
Sample CO-2 confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid:







Sample CO-3 Signature Verification Email with Links Opened:







Organization Name: 7/25 SAMPLE RELIGIOUS ORG

Tracking Number: 2025003866

Please click the link below to review and sign the filing information being submitted for the above-referenced organization.

Click here to review the request

Expires: 08/01/2025

You are receiving this email because a request for signature verification has been made on your behalf for a charitable filing with the Illinois Attorney General's Office.

View Filing Form			
7/25 SAMPLE RELIGIOUS ORG - C	CO-3 Religious Exemption Registration		
Attestations			
	undersigned declares and certifies that mation contained therein is true and co		anying registration statement have
Title*			
Select Title	•		
	Middle Name undersigned declares and certifies that mation contained therein is true and co		Sign panying registration statement hav
Title*			
Chief Fiscal Officer	•		
First Name*	Middle Name	Last Name*	
Sample	J.	Signer	

Signature Verification Request Complete!

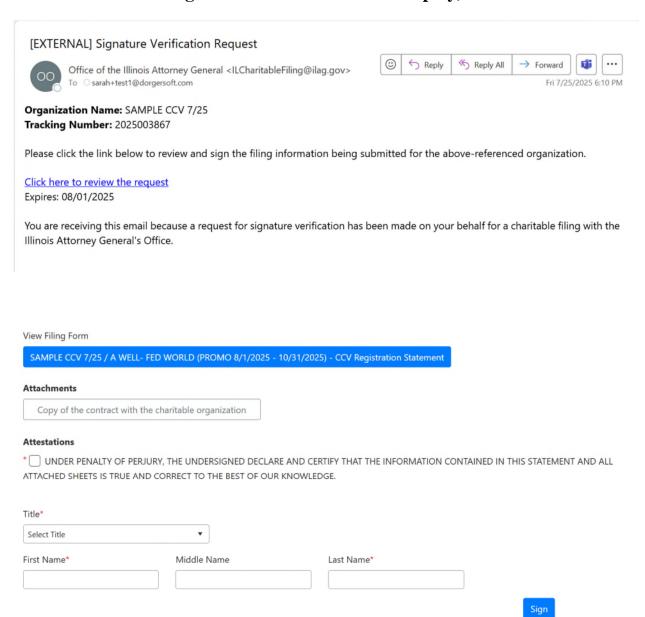
An email has been sent to the filer.

Sample CO-3 confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid:





Sample CCV CO-1 Signature Verification Email with Links Opened (sample random charitable organization chosen for data display):



Attestations

* UNDER PENALTY OF PERJURY, THE UNDERSIGNED DECLARE AND CERTIFY THAT THE INFORMATION CONTAINED IN THIS STATEMENT AND ALL ATTACHED SHEETS IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.





Signature Verification Request Complete!

An email has been sent to the filer.

Sample CCV CO-1 confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid (sample random charitable organization chosen for data display):





Sample CO-2 for CCV CO-1 Signature Verification Email with Links Opened:

[EXTERNAL] Signature Verification Request





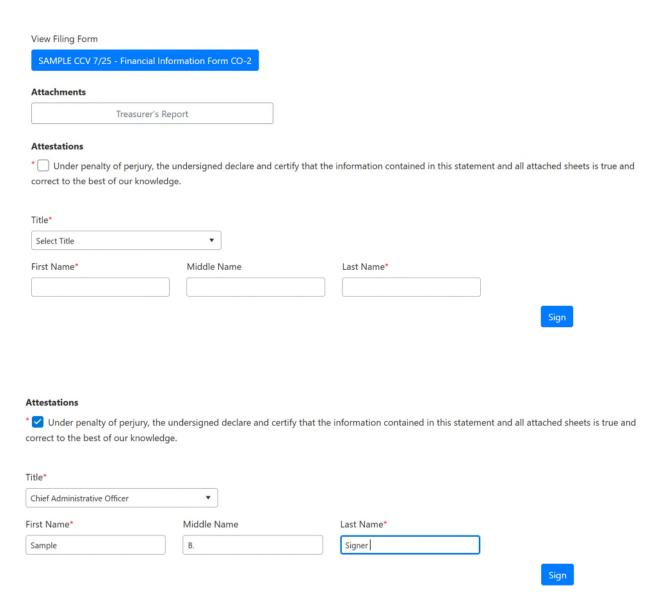
Organization Name: SAMPLE CCV 7/25 Tracking Number: 2025003868

Please click the link below to review and sign the filing information being submitted for the above-referenced organization.

Click here to review the request

Expires: 08/01/2025

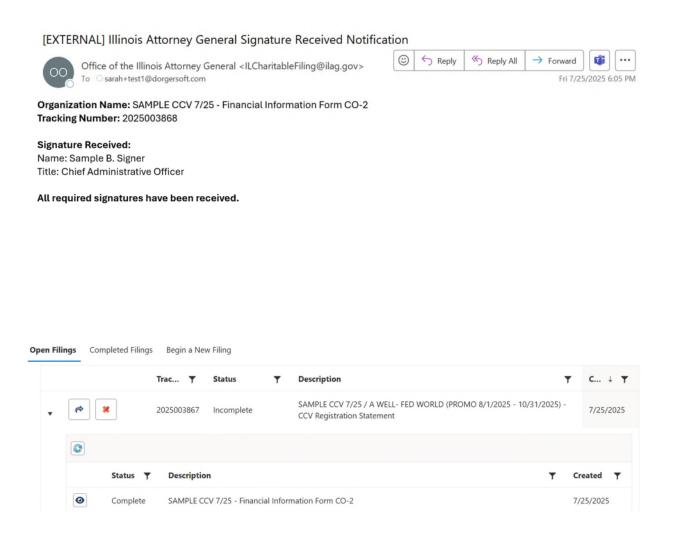
You are receiving this email because a request for signature verification has been made on your behalf for a charitable filing with the Illinois Attorney General's Office.



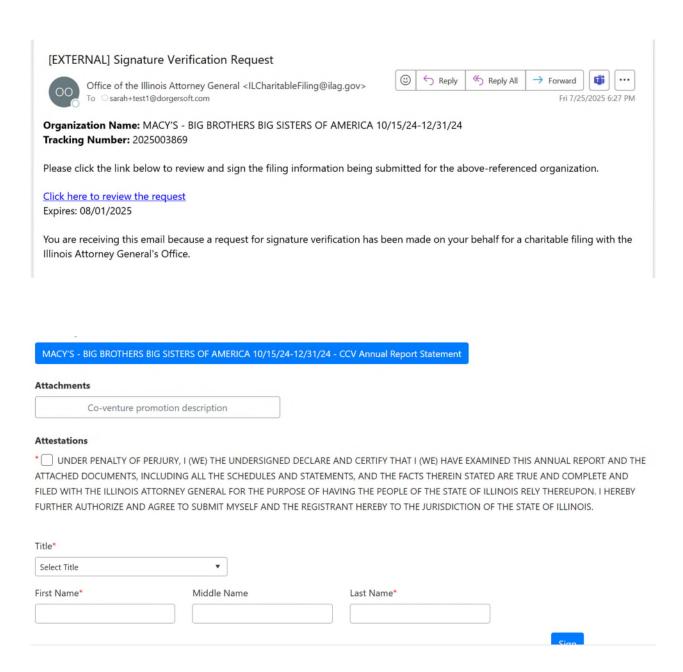
Signature Verification Request Complete!

An email has been sent to the filer.

Sample CO-2 for CCV CO-1 confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid:



Sample CCV AG990-IL Signature Verification Email with Links Opened (sample random commercial entity and charitable organization chosen for data display):



Attestations

* UNDER PENALTY OF PERJURY, I (WE) THE UNDERSIGNED DECLARE AND CERTIFY THAT I (WE) HAVE EXAMINED THIS ANNUAL REPORT AND THE ATTACHED DOCUMENTS, INCLUDING ALL THE SCHEDULES AND STATEMENTS, AND THE FACTS THEREIN STATED ARE TRUE AND COMPLETE AND FILED WITH THE ILLINOIS ATTORNEY GENERAL FOR THE PURPOSE OF HAVING THE PEOPLE OF THE STATE OF ILLINOIS RELY THEREUPON. I HEREBY FURTHER AUTHORIZE AND AGREE TO SUBMIT MYSELF AND THE REGISTRANT HEREBY TO THE JURISDICTION OF THE STATE OF ILLINOIS.



Sign

Signature Verification Request Complete!

An email has been sent to the filer.

Sample CCV AG990-IL confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid (sample random commercial entity and charitable organization chosen for data display):

[EXTERNAL] Illinois Attorney General Signature Received Notification

Office of the Illinois Attorney General <ILCharitableFiling@ilag.gov>

To Sarah+test1@dorgersoft.com

Organization Name: MACY'S - BIG BROTHERS BIG SISTERS OF AMERICA 10/15/24-12/31/24 - CCV Annual Report Statement

Signature Received:

Name: Sample J. Signer Title: Chairman

Tracking Number: 2025003869

All required signatures have been received.

Sample Non-Profit Hospital Community Benefits Plan Report Signature Verification Email with Links Opened (sample random non-profit hospital chosen for data display):

[EXTERNAL] Signature Ver	ification Request						
	rney General <ilcharitablefiling@ilaq< td=""><td>lag.gov></td><td>⊕ ← Reply</td><td>≪ Reply All</td><td>→ Forward</td></ilcharitablefiling@ilaq<>	lag.gov>	⊕ ← Reply	≪ Reply All	→ Forward		
To Osarah+test1@dorgerso	oft.com				Fri 7/25/2025 6:42 PM		
Organization Name: Tracking Number: 2025003870)						
Please click the link below to re-	view and sign the filing informati	ion being sub	omitted for the a	bove-reference	ed organization.		
Click here to review the request Expires: 8/1/2025							
You are receiving this email becaulinois Attorney General's Office	ause a request for signature verif e.	ication has be	een made on you	ur behalf for a	charitable filing with the		
View Filing Form							
NORTHWEST COMMUNITY HOSP	ITAL - AG-CPB-1 Report						
Attachments							
Organization Mission			Community Benefits Plan				
Organization's current cha	rity care policy		Audited Finance	cial Statements			
Attestations							
	undersigned declare and certify that						
Report and the documents attached Report and the documents attached	thereto. I further declare and certify thereto are true and complete.	that the Plan an	d the Annual Non	Profit Hospital C	Community Benefits Plan		
Report and the documents attached	Titlereto are true and complete.						
Title*							
Select Title	•						
First Name*	Middle Name	Last Name*	•				

Attestations * ✓ Under penalty of perjury, I the undersigned declare and certify that I have examined this Annual Non Profit Hospital Community Benefits Plan Report and the documents attached thereto. I further declare and certify that the Plan and the Annual Non Profit Hospital Community Benefits Plan Report and the documents attached thereto are true and complete. Title* Chairman ✓ First Name* Middle Name Last Name* Signer Signer

Signature Verification Request Complete!

An email has been sent to the filer.

Sample Non-Profit Hospital Community Benefits Plan Report confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid (sample random commercial entity and charitable organization chosen for data display):



? Tip: Signers do not need to log into the portal — they can sign the forms via the secure link in the email. Also, the user should reach out to the signers to advise of him or her of the emails that have been sent and to be on the lookout for such emails.

A.7 – Payment Submission

Once all required forms are complete and signatures have been collected, the system will calculate any applicable fees and prompt the user to complete payment.

Step 1: Fees Are Automatically Calculated

The portal automatically calculates fees based on:

- Filing type
- Registration type (e.g., Trust Act vs. Solicitation Act)
- Annual revenue or asset thresholds
- Late fees (if applicable)
- Re-registration fees (if applicable)

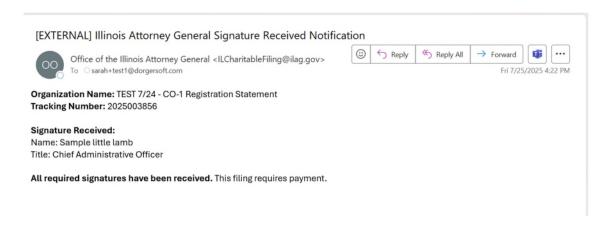
The Fee Summary displays:

- Total due per form
- Line item breakdown

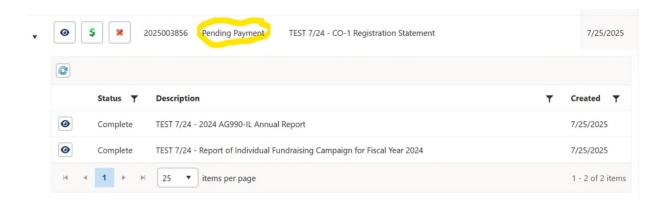
 \P Tip: Non-profit hospitals filing the AG-CBP-4 do not pay fees. If you believe a fee is incorrect, contact the Charities Bureau before paying.

Step 2: Proceed to Payment

 Once all signatures are received for all forms, the user will receive an email notice that ALL signatures have been received, and the status of the filing requires payment.



 Also, once all signatures are received, the user will also see the status of "Pending Payment" in the My Filings Grid:



o To proceed with Payment, click on the \$ Icon, where the user will have the option to pay online or to mail in payment. Note, priority is given to filings submitted completely online, and if a mail payment is chosen, it must be received within 30 days of the online submission, or the filing will be considered late.

This filing requires a filing fee.

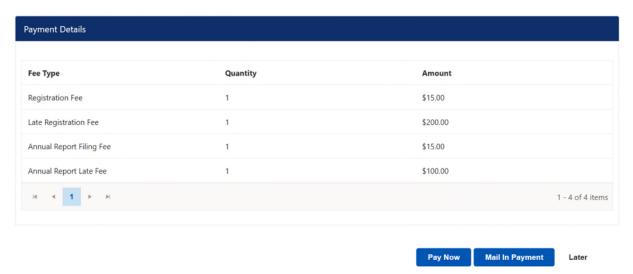
- To pay with a credit card or echeck online, use the Pay Now button to complete your payment online. The filing will be submitted once the payment is
 complete.
- To mail in your payment, please make check or money order payable to "ILLINOIS CHARITY BUREAU FUND" and mail to:

OFFICE OF THE ATTORNEY GENERAL CHARITABLE TRUST BUREAU ATTN: ANNUAL REPORT SECTION 115 S. LASALLE ST CHICAGO, IL 60603

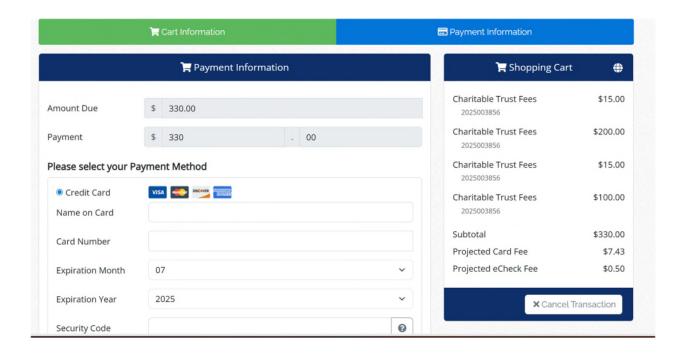
A copy of the invoice must be included with your check or money order. Mail in payments must be received within 30 days from the date of your online filing. However, if the original, extended or cancellation due date falls within 30 days of online filing, the check must be received before the original, extended or cancellation due date. **Note:** Files cannot be accepted, and will not be considered filed, if all applicable fees are not submitted.

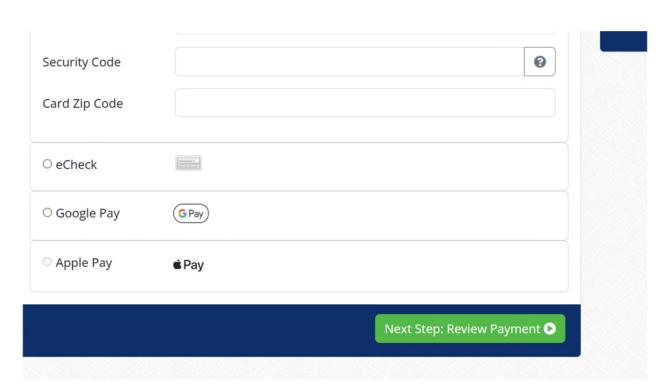
The fees detailed below will appear as "Charitable Trust Fees" on the next page.

The fees detailed below will appear as "Charitable Trust Fees" on the next page.

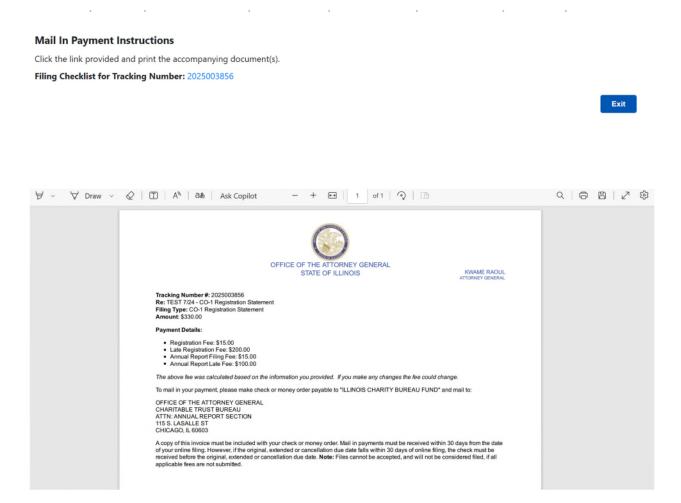


 If the user chooses to pay online, he or she will enter the payment information and click "Review Payment" to proceed and follow the prompts to complete the payment:





 If the user chooses to mail in payment, the user must print the Voucher provided and include it with the check when mailing it to the Illinois Attorney General's Office. Click on the tracking number to access the Voucher:



Your filing will remain in "Pending Payment" status until the check is received and processed. Mail in your payment promptly to ensure your filing is processed on time. The filing will be considered late in prompt payment is not sent in by the deadline.

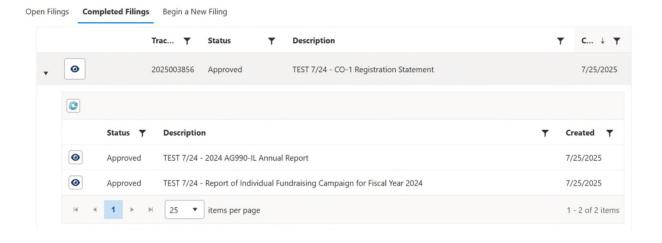
Upon receipt of online payment or a payment mailed in, the status of the user's filing will go to "**Pending Review**." This means that the filing has successfully been submitted to the Charities Bureau for review and approval. The user will no longer be able to edit or change the filing, as it is locked while the Charities Bureau reviews it.

Step 4: Approval by the Charities Bureau

If the Charities Bureau accepts the filing, the user will receive an email indicating a successful submission:



Also, the status of the filing will change on the My Filings Grid, where the filing will move from the Open Filings tab to the Completed Tab with the status of "**Approved,**" where the user can log in to print or save all the items submitted and approved:



A.8 – Filing Submission and Next Steps

- 1. If the filing requires further submission of documents, the user will receive an email communication advising of the need for further information. The user can use the public portal to receive such further documents back to the Charities Bureau. Assuming the second submission meets the review, the filing will be approved.
- 2. If the filing cannot be approved, and it must be rejected, the user will also receive notice by email that such has been rejected, and the user will have to begin a new filing altogether to correct the deficiencies noted.

A.9 – Filing an Extension

If you're unable to complete your **AG990-IL Annual Report** or **CCV Annual Report** on time, the system allows you to file for up to **two extensions** per report year. One is automatic; the other requires Charities Bureau review and approval.

Step 1: Log In and Navigate to Extension Filings

- 1. Go to your dashboard.
- 2. Click "Begin a New Filing."
- 3. Choose "Annual Report Extensions" for an extension for an AG990-IL from Charitable Organizations Menu:



4. Choose "Annual Report Extensions" for an extension for an AG990-IL from Commercial Co-Ventures Menu:



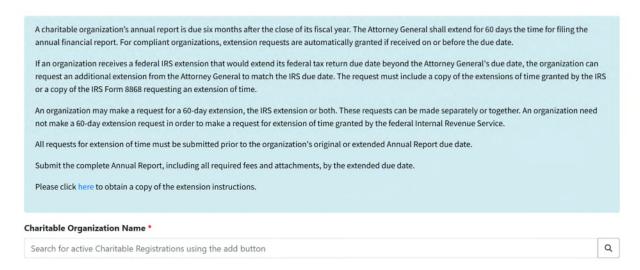


• Step 2: Identify the Organization

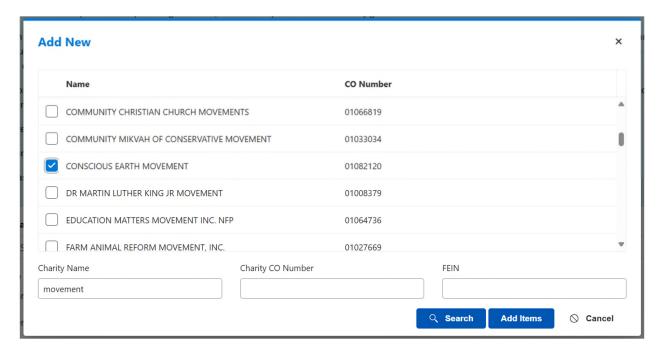
Search for the charitable organization or CCV:

1. Find the entity that the user wants to file the extension request for.

For the Charitable Organization or for the Commercial Co-Venture, see intake screen below to begin searching for the entity for which the user is seeking an extension. Use the magnifying glass to search by name, CO number, or by FEIN number. *Pro Tip: If the organization or commercial co-venture is not in good standing with the Charities Bureau, the user will not be allowed to request an extension and will be directed to have to reregister the organization or commercial co-venture:*



2. Select the correct entity from the list (sample random organization chosen to display data). Click "Add Items" once the user checks the entity.



3. Choose the entity that you want to request an extension for and the type of extension you are requesting:



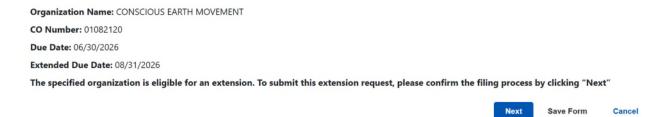
Step 3: Select the Extension for the Entity you Chose

Internal Revenue Service Additional Extension

1. Choose the applicable **extension** you want to request: "Charity Annual Repot 60-day Extension" or "Internal Revenue Service Additional Extension."

Please choose the extension the organization will be filing: * Charity Annual Report 60-day Extension

2. For the 60-day extension, the system will prompt you to confirm your desired request by clicking "Next" and then "Submit" (sample random organization chosen to display data).



There is no fee for this filing, and it is ready to be submitted to the Attorney General's Office at this time.

Submit

Cancel

3. Once the 60-day extension is submitted, you will get a notice that it has been approved and email confirming such approval:

Approved

Your 60-day extension has been submitted and approved by the Illinois Attorney General's office. You will receive an email confirmation with additional instructions regarding your 60-day extension.

Exit

[EXTERNAL] Charity Annual Report 60 day Extension Approved



Organization Name: CONSCIOUS EARTH MOVEMENT

Tracking Number: 2025003837 Charity Organization: 01082120 Extended Due Date: 08/31/2026

The above-referenced extension request has been approved by the Illinois Attorney General.

Please login to your <u>Illinois Attorney General filing account</u> to review and print your documents.

4. For the IRS Extension, that request will be submitted to the Charities Bureau for review and approval. The user will be required to submit attachments as part of the request (sample random organization chosen to display data):

Organization Name: CONSCIOUS EARTH MOVEMENT

CO Number: 01082120

Due Date: 08/31/2026

Extended Due Date: 11/15/2026

The extension will be validated after pressing Continue Index.

A copy of the extensions of time granted by the IRS or a copy of the IRS Form 8868 requesting an extension of time is required and must be uploaded later in the filing process.

Next

Save Form

Cancel

The following files must be uploaded before the filing can be submitted.

File Uploads

Allowed Extension(s): .pdf, .jpg, .jpeg, .tiff, .tif, .bmp

File

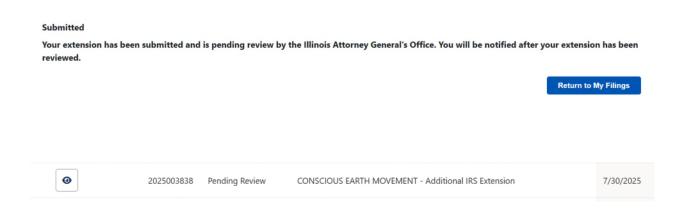
A copy of the application for extension of time filed with the Internal Revenue Servic...

Select files...

Drop files here to upload

Back Next Cancel

5. The IRS extension is then submitted to the Charities Bureau for review and approval. Your My Filings Grid will show that the request is now "**Pending Review**:"



Note: IRS extension requests must have the required submission sent to the IRS uploaded as part of the request to the Charities Bureau.

• Step 5: Monitor Status

You'll receive:

- A confirmation email after submission about the status of your request(s).
- An approval or rejection notice (for the IRS extensions) once the Bureau completes its review.

You can track the outcome in your dashboard on your My Filings grid.

₹ Tip: Be sure to file the actual AG990-IL or CCV report before the new deadline(s) provided. Once you request both extensions, you will no longer be able to request an extension; the system will prevent you from doing so.

Appendix B: Intake/Filing Flowcharts

Illinois Attorney General's Charities Bureau – Public Portal

This Appendix outlines the intake logic used in the online portal to determine which forms and attachments are required for each filing type. Each flow begins when a user selects a filing type and proceeds through a short series of guided questions. Based on user responses, the system determines which forms, attachments, and fees are required.

Note: Many of the intake flows begin with the universal search tool. Users must identify the charitable organization, CCV, or non-profit hospital by searching for the name, CO number, or FEIN. Once selected, the system dynamically builds the appropriate filing package.

B.1 – CO-1 Registration Statement (New Registration)

Filing Type: CO-1 Registration (Charitable Organization) **Intake Questions:**

- Entity type (e.g., Corporation, Trust, Unincorporated Association)
- Date of formation or incorporation
- Fiscal year end (FYE)
- Prior charitable activity in Illinois
- Use of professional fundraiser(s)
- Religious exemption requested?

System Logic:

- Requires one financial form: either CO-2 or AG990-IL (never both)
- May require 1–3 AG990-ILs based on age of the organization and when activities subject to registration began in Illinois
- IFC required for each campaign that year a professional fundraiser was used for each fiscal year
- CO-3 added if religious exemption selected

- CO-1 Registration Statement
- CO-2 *or* up to 3 AG990-ILs
- CO-3 (optional)
- IFC (if required)

B.2 – CO-1 Registration (Re-Registration for Cancelled Entity)

Filing Type: CO-1 Registration

Triggered When: User selects an organization that is cancelled

System Logic:

• Treated as a re-registration

Intake questions match those for new CO-1

• System includes missing AG990-ILs as child filings

Output:

- CO-1 Registration
- Prior AG990-IL(s) (as required)
- CO-3 (if applicable)
- or IFC (if applicable)

B.3 – AG990-IL Annual Report

Filing Type: AG990-IL (Charitable Organization or CCV) **Intake Questions:**

- Fiscal year
- Whether FYE has changed
- Whether filing is new or amended
- Use of professional fundraiser(s)

System Logic:

- Adds IFC if professional fundraisers were used during reporting year
- Rejects filing if organization is cancelled and not re-registered
- Bypasses AG990-IL if filer is a bank trust or trust company

- AG990-IL Annual Report
- IFC Form(s) (if required)
- Bypass to tax return upload for trust filers

B.4 – **CO-3** Religious Exemption

Filing Type: CO-3 Intake Questions:

- Confirmation of religious purpose
- Type of exemption requested

System Logic:

- Requires explanation of religious nature
- May exempt entity from filing AG990-IL in current or future years

Output:

CO-3 Religious Organization Exemption Form

B.5 – CCV CO-1 Registration (Co-Commercial Venture)

Filing Type: CCV CO-1 Intake Questions:

- Partner charitable organization selected via search
- Dates of the promotional campaign
- Confirmation of financial activity

System Logic:

- CO-2 or AG990-IL is required (never both)
- Contract with charitable partner must be uploaded

- CCV CO-1
- CO-2 or AG990-IL
- Contract upload required

B.6 – CCV AG990-IL Annual Report

Filing Type: AG990-IL (CCV)

Intake Questions:

- Fiscal year
- Fundraising totals and distribution
- Contract reuse

System Logic:

- Verifies whether a final report is needed
- Confirms whether new contract documentation is required

Output:

- CCV AG990-IL
- Attachments for financial proof and contract summary

B.7 – **AG-CBP-4** Community Benefits Report (Non-Profit Hospitals)

Filing Type: AG-CBP-4 Intake Questions:

- New or existing hospital
- Affiliated facilities (if applicable)

System Logic:

- Creates or confirms hospital entity
- Prompts for attachments (e.g., Community Benefits Plan, Charity Care Policy)

Output:

- AG-CBP-4 Form
- Required attachments
- No fees required

B.8 – Extension Requests

Filing Type: Extension for AG990-IL or CCV AG990-IL **Intake Questions:**

- Filing year
- Type of extension:
 - o 60-Day Automatic Extension
 - o IRS-Based Additional Extension
- Attachments (for IRS-based requests)

System Logic:

- Automatic extension: granted instantly
- IRS extension: routed to Charities Bureau for review
- No additional extensions can be filed after two requests

- Extension status visible in dashboard
- Approved or Under Review indicator

Appendix C: Possible Attachments by Filing Type

CO-1 Registration - Corporation (Illinois entity)

Articles of incorporation and/or Certificate of Authority and any amendments thereto

Bylaws

Document reflecting purposes of the organization and purposes for which contributions are to be used (if 'document' option chosen)

Documentation authorizing the adoption and use of an assumed name – if applicable

Contract(s) with professional fundraiser(s) - if applicable

IRS determination letter – if applicable

Federal Form 1023 or 1024 Application for Recognition of Exemption – if applicable

Explanation if no IRS determination letter and no pending application and no intent to file – if applicable

Explanation if tax-exempt status has been questioned, audited, denied, or cancelled – if applicable

List of officers/directors/trustees with contact info – if applicable

Explanation if organization or leaders have been enjoined or prohibited from soliciting contributions – if applicable

CO-1 Registration - Corporation (Out-of-State entity)

Articles of organization/incorporation and any amendments thereto

Bylaws

Certificate of authority to do business in Illinois

Document reflecting purposes of the organization and purposes for which contributions are to be used (if 'document' option chosen)

Documentation authorizing the adoption and use of an assumed name – if applicable

Contract(s) with professional fundraiser(s) – if applicable

IRS determination letter – if applicable

Federal Form 1023 or 1024 Application for Recognition of Exemption – if applicable

Explanation if no IRS determination letter and no pending application and no intent to file – if applicable

Explanation if tax-exempt status has been questioned, audited, denied, or cancelled – if applicable

List of officers/directors/trustees with contact info – if applicable

Explanation if organization or leaders have been enjoined or prohibited from soliciting contributions – if applicable

CO-1 Registration - Unincorporated Association (Illinois or Out-of-State entity)

Constitution and By-Laws

Document reflecting purposes of the organization and purposes for which contributions are to be used (if 'document' option chosen)

Documentation authorizing the adoption and use of an assumed name – if applicable

Contract(s) with professional fundraiser(s) - if applicable

IRS determination letter – if applicable

Federal Form 1023 or 1024 Application for Recognition of Exemption – if applicable

Explanation if no IRS determination letter and no pending application and no intent to file – if applicable

Explanation if tax-exempt status has been questioned, audited, denied, or cancelled – if applicable

List of officers/directors/trustees with contact info – if applicable

Explanation if organization or leaders have been enjoined or prohibited from soliciting contributions – if applicable

CO-1 Registration - Testamentary Trust (Illinois or Out-of-State entity)

Will, probate number, and Decree of Distribution

Document reflecting purposes of the organization and purposes for which contributions are to be used (if 'document' option chosen)

Documentation authorizing the adoption and use of an assumed name – if applicable

Contract(s) with professional fundraiser(s) - if applicable

IRS determination letter – if applicable

Federal Form 1023 or 1024 Application for Recognition of Exemption – if applicable

Explanation if no IRS determination letter and no pending application and no intent to file – if applicable

Explanation if tax-exempt status has been questioned, audited, denied, or cancelled – if applicable

List of officers/directors/trustees with contact info – if applicable

Explanation if organization or leaders have been enjoined or prohibited from soliciting contributions – if applicable

CO-1 Registration - Inter Vivos Trust (Illinois or Out-of-State entity)

Instrument creating Trust

Document reflecting purposes of the organization and purposes for which contributions are to be used (if 'document' option chosen)

Documentation authorizing the adoption and use of an assumed name – if applicable

Contract(s) with professional fundraiser(s) – if applicable

IRS determination letter – if applicable

Federal Form 1023 or 1024 Application for Recognition of Exemption – if applicable

Explanation if no IRS determination letter and no pending application and no intent to file – if applicable

Explanation if tax-exempt status has been questioned, audited, denied, or cancelled – if applicable

List of officers/directors/trustees with contact info – if applicable

Explanation if organization or leaders have been enjoined or prohibited from soliciting contributions – if applicable

AG990-IL Annual Report

Federal tax return, if applicable

Audited financial statements, if applicable

Reviewed financial statements, if applicable

Document with name, address, and amount paid to each professional fundraising consultant – if applicable

CO-2 Filing

Treasurer's report – if applicable

CCV CO-1 Registration

Copy of contract between charitable organization and for-profit entity

CCV AG990-IL Annual Report

Brief description of the co-venture promotion

Community Benefits Form (AG-CBP-4)

Mission statement

Community Benefits Plan

Charity Care Policy

Schedule of additional community benefits – if applicable

Audited financial statements

Appendix D: Glossary

A. Legal Acts and Statutory References

- Solicitation for Charity Act (225 ILCS 460/1 et seq.): Illinois law requiring charitable organizations that solicit funds from the public in Illinois to register and report annually to the Attorney General.
- Charitable Trust Act(760 ILCS 55/1 et seq.):
 Illinois law requiring charitable organizations that hold charitable assets in the State of Illinois to register and report annual to the Attorney General.

B. Entity Types

- Charitable Organization
- Co-Commercial Venture (CCV)
- Professional Fund Raiser
- Professional Solicitors
- Professional Consultants
- Non-Profit Hospital

C. Key Forms Used in the Online Filing System

• CO-1 Registration Statement:

Used to register new charitable organizations in Illinois. May include financial disclosures and supporting attachments. Also used in re-registration processes.

• CO-2 Financial Report:

A simplified financial disclosure form used by organizations with limited financial activity. Cannot be used together with AG990-IL.

• AG990-IL:

The Illinois Annual Report for Charitable Organizations, used to report financial activity and professional fundraising relationships. Can be submitted for up to 3 fiscal years during registration.

• IFC (Individual Fundraising Campaign) Form:

Required if an AG990-IL filer used a professional fundraiser in a fiscal year. Separate IFC form(s) must be filed for each such relationship.

• CO-3 Religious Organization Exemption Form:

Used by religious organizations that wish to be exempt from annual financial filing requirements under Illinois law.

• AG-CBP-4 (Community Benefits Form):

Required annual filing for non-profit hospitals. Reports the hospital's charitable and community activities and benefits to the public.

D. Filing Components and Statuses

• Parent Filing:

A primary form (e.g., CO-1 or AG990-IL) that may require related "child" forms to be submitted together.

• Child Filing:

A secondary required form (e.g., IFC, AG990-IL, CO-3) linked to and dependent upon a parent form.

• Intake Screen:

The dynamic online questionnaire that determines which forms and attachments are required based on entity type, filing history, and other criteria.

Re-Registration:

Required when a previously registered organization fails to maintain good standing and must complete the full CO-1 filing process again, including all required attachments and fees.

• Extension Request:

Allows additional time to file an AG990-IL or CCV Annual Report. One automatic extension is permitted, and one must be reviewed and approved by the Charities Bureau.

E. Supporting Documentation Terms

• IRS Determination Letter:

A document issued by the IRS confirming an organization's tax-exempt status.

• Federal Form 1023 / 1024:

IRS forms used to apply for tax-exempt recognition under Internal Revenue Code sections 501(c)(3) or 501(c)(4).

• Assumed Name Documentation:

Legal paperwork confirming that an organization is authorized to operate under a different name than its legal one.

• Bylaws:

The internal governance rules of a nonprofit or trust.

• Articles of Incorporation:

The founding legal document for corporations, outlining their structure and purpose.

• Certificate of Authority:

Authorization for an out-of-state corporation to operate in Illinois.

• Audited/Reviewed Financial Statements:

Financial reports reviewed or audited by a certified public accountant, often required based on the organization's revenue.

Appendix E: Filing Checklists by Type

This Appendix provides concise checklists for each major filing type in the portal. Each checklist includes the required forms, certain attachments (Appendix C is complete list of attachments per form), signature requirements, and common conditions based on the intake logic.

E.1 – CO-1 Registration Statement (Charitable Organization)

✓ Use This Checklist If You Are:

- Registering a new charitable organization in Illinois
- Re-registering a cancelled or expired charitable organization

Required Forms:

- CO-1 Registration Statement (parent form)
- CO-2 or 1–3 AG990-IL forms (child forms; system determines which)
- CO-3 (if claiming religious exemption)
- IFC (if a professional fundraiser was used)

Required Attachments (see Appendix C):

- Articles of incorporation/Bylaws/Amendments
- IRS Determination Letter
- List of officers/directors
- Contracts with professional fundraisers (if applicable)
- Financial statements or treasurer's report
- Purpose or mission statement

Signature Requirements (see Appendix F):

• 2 officers/directors/trustees (or 1 if there is only one trustee)

E.2 – AG990-IL Annual Report (Charitable Organization)

✓ Use This Checklist If You Are:

• Filing an annual report for an existing charitable organization

Required Forms:

- AG990-IL (parent form)
- IFC (if professional fundraiser was used)

Required Attachments:

- Most recent federal tax return
- Audited or reviewed financial statements (if applicable)
- Fundraising consultant documentation (if applicable)

Signature Requirements:

• 2 officers/directors/trustees (or 1 if only one trustee)

E.3 – CO-3 Religious Exemption

✓ Use This Checklist If You Are:

• Filing to request exemption from financial filings due to religious status

Required Forms:

• CO-3 (standalone form or child of CO-1)

Required Attachments:

• None required; may be optional

Signature Requirements:

• 1 officer/director/trustee

E.4 – CO-2 Financial Disclosure

✓ Use This Checklist If You Are:

- Filing simplified financials due to minimal activity
- Using CO-2 instead of AG990-IL in a CO-1 or CCV package

Required Forms:

• CO-2 (child form of CO-1 or CCV CO-1)

Required Attachments:

• Treasurer's report (if applicable)

Signature Requirements:

• 2 officers/directors/trustees (or 1 if only one trustee)

E.5 – CCV CO-1 (Co-Commercial Venture Registration)

✓ Use This Checklist If You Are:

• A for-profit entity registering a charitable promotional campaign

Required Forms:

- CCV CO-1 (parent form)
- CO-2 or AG990-IL (child form as determined by system)

Required Attachments:

• Contract with charitable organization

Signature Requirements:

• 1 authorized representative from the for-profit entity

E.6 – CCV AG990-IL Annual Report

✓ Use This Checklist If You Are:

Filing an annual report for a registered CCV

Required Forms:

• CCV AG990-IL (parent form)

Required Attachments:

• System will calculate any applicable attachments

Signature Requirements:

• 1 authorized representative from the for-profit entity

E.7 – AG-CBP-4 (Non-Profit Hospital Community Benefits Report)

✓ Use This Checklist If You Are:

• A non-profit hospital filing an annual Community Benefits Plan Annual Report

Required Forms:

• AG-CBP-4 (parent form)

Required Attachments:

- Mission statement
- Community Benefits Plan
- Charity Care Policy
- Schedule of benefits
- Financial statements (if applicable)

Signature Requirements:

• 1 authorized hospital representative

E.8 – Extension Requests

✓ Use This Checklist If You Are:

• Requesting more time to file an AG990-IL or CCV AG990-IL

Required Forms:

• Extension Request (select from dashboard)

Extension Types:

- First (60-day automatic)
- Second (IRS extension; requires upload of IRS approval)

Required Attachments (for IRS extension only):

• IRS extension request or approval letter

<u>É</u> Signature Requirements:

• None; submission is by logged-in user

Appendix F: Signature & Attestation Visual Guide

This appendix outlines the signature and attestation requirements for each form filed through the Illinois Attorney General's Charities Bureau website. All required signatories must attest under penalty of perjury as per Illinois law. This guide explains the signature workflow, roles involved, and the email-based electronic signature process.

Form	Required Signatories	Signature Process
CO-1	(2) required: Officer, Director, or Trustee of the Organization; if only one Trustee, (1) signature accepted	Electronic signature via secure email link. Attestation under penalty of perjury.
CO-2	(2) required: Officer, Director, or Trustee of the Organization; if only one Trustee, (1) signature accepted	Electronic signature via secure email link. Attestation under penalty of perjury.
CO-3	(1) required: Officer, Director, or Trustee of the Organization	Electronic signature via secure email link. Attestation under penalty of perjury.
AG990-IL	(2) required: Officer, Director, or Trustee of the Organization; if only one Trustee, (1) signature accepted	Electronic signature via secure email link. Attestation under penalty of perjury.
IFC (Individual Fundraising Campaign)	(2) required: Officer or Director of charitable organization and Campaign manager for PFR	Electronic signature via secure email link preferred. Mailing physical signatures is allowed but discouraged. Attestation under penalty of perjury.
CCV CO-1	(1) required: Authorized Representative of For-Profit Entity	Electronic signature via secure email link. Attestation under penalty of perjury.
CCV AG990-IL Annual Report	(1) required: Authorized Representative of For-Profit Entity	Electronic signature via secure email link. Must include attestation and meet deadline rules. Attestation under penalty of perjury.
AG-CBP-4 (Community Benefits Form)	(1) required: Authorized Hospital Representative	Electronic signature via secure email link. Includes hospital attestation statements. Attestation under penalty of perjury.