

# Create a New Organization Profile

If the organization is new to NextZen and its organization profile does not yet exist, the profile needs to be created; there are two ways to do this:

1. [Create Using GuideStar](#) (instructions included above).
2. Create New Organization (instructions below).

To create a new organization profile in NextZen:

1. Select **Create New Organization**.

The screenshot shows the NextZen user interface. At the top, the page title is "Training Organization - ES" and the user is logged in as "Lara OrgApplicant2" with a "Log Out" button. A dark blue sidebar on the left contains navigation options: "Back to Main Menu", "Program Info", "Eligibility Check", "Intake", and "Intake Form 1". The main content area displays a message: "No Organization Profile Associated". Below the message, there are two search options: "Search by Organization Name" and "Search by Organization EIN", each with a corresponding input field. A checkbox labeled "Are you a 501(c)(3) nonprofit organization?" is checked. There are two buttons: "Search Existing Profiles" and "Create Using GuideStar". Below these, the word "OR" is centered. A large blue button labeled "Create New Organization" is highlighted with a red rectangular border. At the bottom of the message box, there is a "Back" link.

2. Complete all required fields.

← Back to Main Menu

Program Info

Eligibility Check

Intake

Intake Form 1

### Create Your Organization Profile

Some of the fields were not auto-filled as they were not found in GuideStar.

Organization Legal Name\*

Organization EIN

Organization Contacts

First Name\*

Last Name\*

Role or Title

Email Address\*

Add Contact

You can add 9 more contacts

3. Complete any applicable optional fields.
4. At the bottom of the screen, select if the organization is a **Parent Type Organization** or a **Child Type Organization**.

Training Organization - ES Lara OrgApplicant2 [Log Out](#)

← Back to Main Menu  
📄 Program Info  
📄 Eligibility Check  
📄 Intake  
    Intake Form 1

Select... ▾

Postal/Zip Code

IRS Letter of Deteremination  
 No file chosen

First Page of Form 990  
 No file chosen

Type of Organization  
[Clear selection](#)

Parent Type Organization |  Child Type Organization

[Back](#)

5. Select the **Create Organization** button.

Training Organization - ES Lara OrgApplicant2 [Log Out](#)

← Back to Main Menu  
📄 Program Info  
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📄 Intake  
    Intake Form 1

Select... ▾

Postal/Zip Code

IRS Letter of Deteremination  
 No file chosen

First Page of Form 990  
 No file chosen

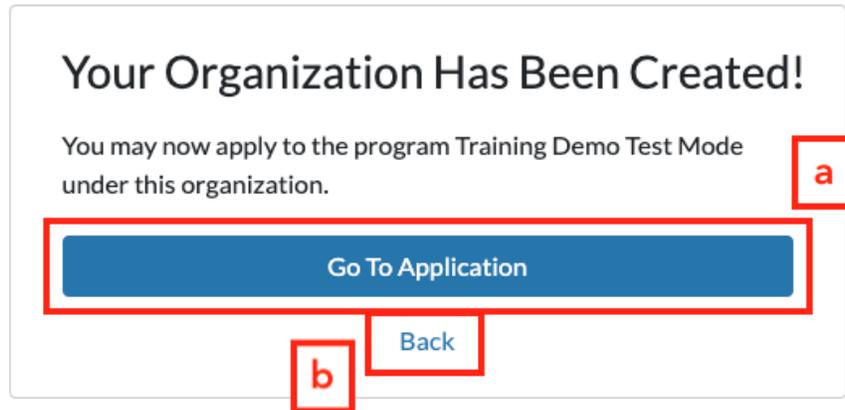
Type of Organization  
[Clear selection](#)

Parent Type Organization |  Child Type Organization

[Back](#)

6. A confirmation message will appear stating that the organization has been created within NextZen.

- a. Select **Go To Application** to start the application process.
- b. Select the **Back** button to go back to choose an organization or create a new one.



7. After selecting **Go To Application**, NextZen will either:
  - a. Start the Eligibility Check, if the program has eligibility requirements, or
  - b. Take the user to the Intake Form if the program does not have eligibility requirements.