

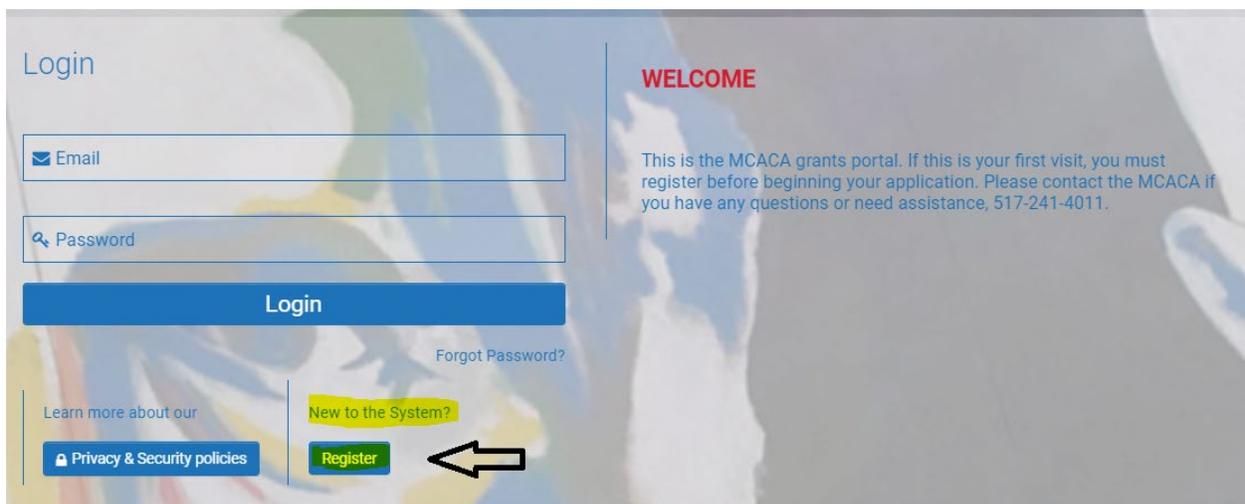


# SmartSimple Registration Instructions

<https://mcaca.smartsimple.com>

SmartSimple is the online grant management software for the Michigan Council for Arts and Cultural Affairs (MCACA). All grantees will use SmartSimple to apply for MCACA grants. New grantees will need to register their organization.

1. Below is the SmartSimple home screen. Click “Register” to begin the registration process.



2. To register as an organization, college, or university select “Nonprofit Organization/College or University”.  
If you are registering as a School or Municipality, select “K-12 School/Municipality” and go to page 5.  
If you are registering as an individual only, select “Individual” and go to page 6.

## Registration Options

I am registering as:

### Nonprofit Organization/College or University

Click here to register a nonprofit organization, college, university or to associate yourself with an established account.

### K-12 School/Municipality

Click here to register your K-12 school, municipality or to associate yourself with an established account.

### Individual

Click here to register as an individual

- Look up the Nonprofit Organization/College or University by entering in the Organization’s Employer Identification Number (EIN) then click “Search”. You can also search an organization by its name. The question marks (?) on the right are tool tips to help with your search.

### Organization Search

**i** Enter one of the following criteria below to search for your organization.

- EIN** - Do not include spaces or dashes, example: "123456789"
- Name** - Keyword search is sufficient, example: "Enterprises" instead of "JL Enterprises, Inc."
- State** - Use the two letter abbreviation, example: "MI" instead of "Michigan"

**EIN**

 ?

**Name**

 ?

**Address**

**City**

**State**

 ?

Search
←

- Matches to the organizational information provided will be pulled from the IRS database. If the correct organization is listed, click on the organization name. If the organization name is not correct, then you will want to click “Refine Search” and search again.

### Organizations

[? Refine Search](#)

**i** Instructions:

- Click on the row to select the organization.

#	EIN	Organization Name	Address	City	State	Zip Code
1.	237289158	MICHIGAN MUSEUMS ASSOCIATION	PO BOX 5246	CHEBOYGAN	MI	49721-5246

Record searched : 1,908,001. Records found : 1. Time used : 12 milliseconds

- Next, you will complete the organization's information and the contact information. Some of the fields will auto populate from the IRS database. Please double check all of the information is current and correct. Once all the information is entered, click "Submit".

## Organization Information

 Search IRS Database



Please enter your information in the form below

**\* Organization Name**

MICHIGAN MUSEUMS ASSOCIATION

**\* Address**

PO BOX 5246

Address 2

**\* City**

CHEBOYGAN

**\* State**

Michigan

**Zip Code**

49721-5246

**\* County**

Cheboygan

**\* Region**

03

**\* Phone #**

313-334-7643

**\* EIN Number**

237289158

**Web Address**

www.michiganmuseums.org

## Contact Information

Copy Address

**Prefix**

Mrs. ▼

**\* First Name**

Lisa

**\* Last Name**

Craig Brisson

**\* Phone**

231-420-7970

Extension

**\* Email**

lcbriison@michiganmuseums.org

**\* Address**

PO BOX 5246

Address 2

**\* City**

CHEBOYGAN

**\* State**

Michigan ▼

**\* Zip Code**

49721-5246

Submit



- At this point, the initial registration is complete. MCACA will review the registration. Once approved the contact person listed for the organization will receive an email for login instructions.

### Registration Complete

Thank you for registering with the Michigan Council for Arts and Cultural Affairs (MCACA) grant portal. Pending MCACA approval, login instructions will be sent to the contact email. Please note, this could take up to 48 hours.

[Login here](#)

## Registering as a School or Municipality

1. Complete the Organization Information and Contact Information. Please double check all the information is current and correct. Once all the information is entered, click “Submit”

Organization Information

Please enter your information in the form below

\* Organization Name

\* Address

Address 2

\* City

\* State  
Michigan

Zip Code

\* County  
--select one--

\* Region

\* Phone #

\* EIN Number  
386000392

Web Address

Contact Information

Copy Address

Prefix

\* First Name

\* Last Name

\* Phone

Extension

\* Email

\* Address

Address 2

\* City

\* State

\* Zip Code

Submit

2. Registration is complete. Login instructions will be sent to the email provided.

Registration Complete

Thank you for registering with the Michigan Council for Arts and Cultural Affairs (MCACA) grant portal. Pending MCACA approval, login instructions will be sent to the contact email. Please note, this could take up to 48 hours.

[Login here](#)

## Registering as an Individual

1. Complete the Individual Profile with your contact information. Please double check all the information is current and correct. Once all the information is entered, click "Submit".

### Individual Applicants

 Please enter your information in the form below as an Individual Applicant

**Prefix**

\* First Name

\* Last Name

\* Phone

Extension

\* Email

\* Address

Address 2

\* City

\* State

\* Zip Code

[Submit](#)

2. Registration is complete. Login instructions will be sent to the email provided.

## Registration Complete

Thank you for registering with the Michigan Council for Arts and Cultural Affairs (MCACA) grant portal. Pending MCACA approval, login instructions will be sent to the contact email. Please note, this could take up to 48 hours.

[Login here](#)