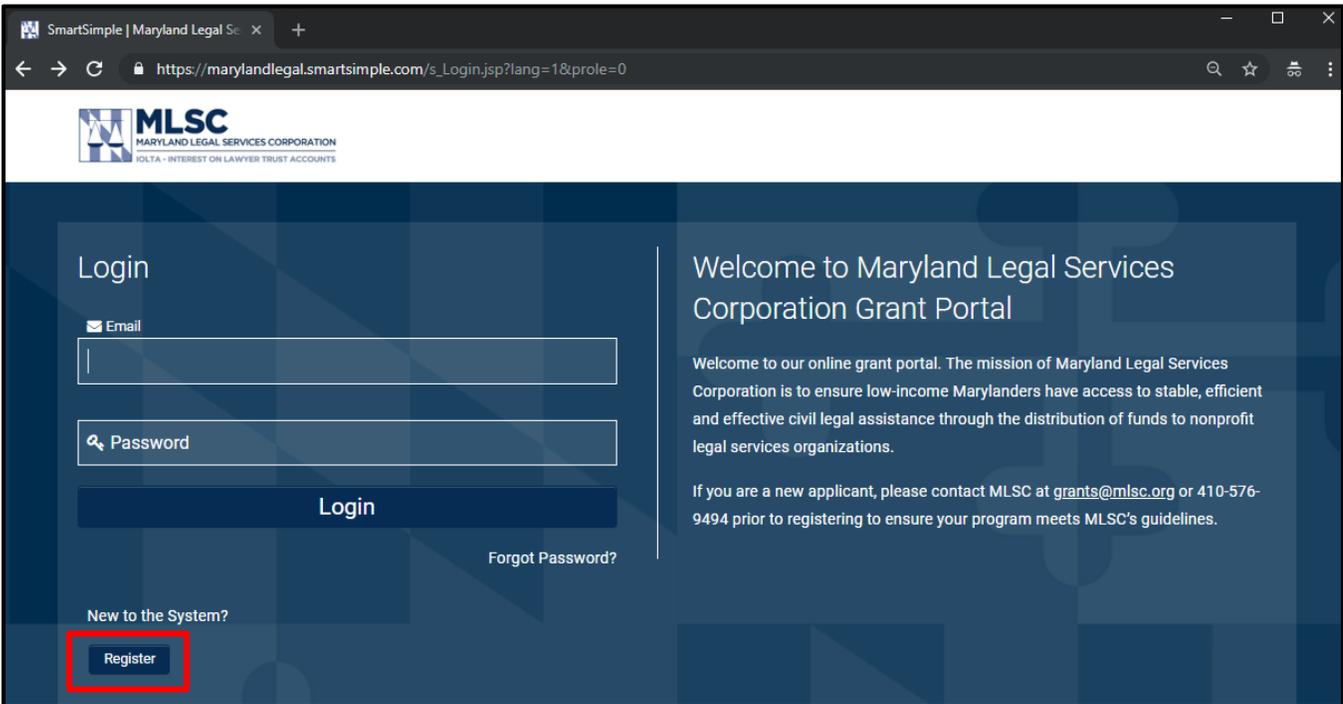


Registration Procedure for Current Grantees

Step 1: Navigate to Website

- In your browser, type marylandlegal.smartsimple.com, which will display the Login page below.



SmartSimple | Maryland Legal Se x +

https://marylandlegal.smartsimple.com/s_Login.jsp?lang=1&prole=0

MLSC
MARYLAND LEGAL SERVICES CORPORATION
IOLTA - INTEREST ON LAWYER TRUST ACCOUNTS

Login

Email

Password

Login

Forgot Password?

New to the System?

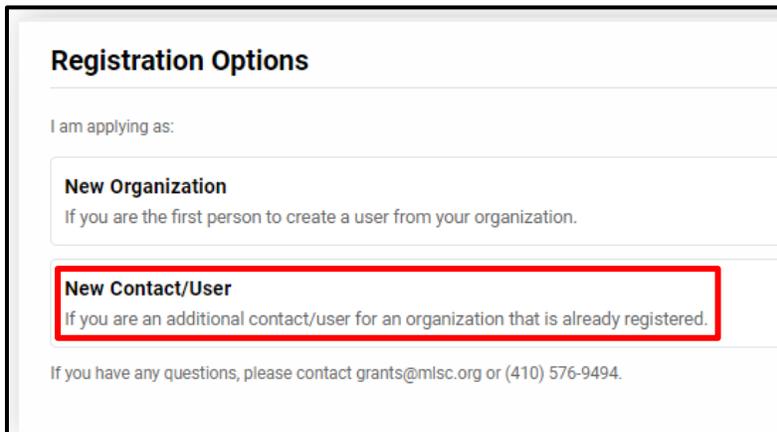
Register

Welcome to Maryland Legal Services Corporation Grant Portal

Welcome to our online grant portal. The mission of Maryland Legal Services Corporation is to ensure low-income Marylanders have access to stable, efficient and effective civil legal assistance through the distribution of funds to nonprofit legal services organizations.

If you are a new applicant, please contact MLSC at grants@mlsc.org or 410-576-9494 prior to registering to ensure your program meets MLSC's guidelines.

- Click the "Register" button. The page will redirect to the Registration Options page.



Registration Options

I am applying as:

New Organization
If you are the first person to create a user from your organization.

New Contact/User
If you are an additional contact/user for an organization that is already registered.

If you have any questions, please contact grants@mlsc.org or (410) 576-9494.

- Click on "New Contact/User." The page will redirect to the Organization Search page.

NOTE: Current MLSC grantee organizations have been preloaded into the system, so you do not need to re-create the organization.

Step 2: Search for Organization

- Fill in the organization information using EIN or multiple fields, then click the “Search” button.
 - Single Field Search Option: Organization EIN

Organization Search

Instructions to search for your organization using the form below:

- Single Field Search Option: Enter the organization's **EIN** (do not include spaces or dashes, example: 123456789).
- Multiple Field Search Option: Enter one or more of the fields for Organization Name (keyword search is sufficient, example: "Waco" instead of "The Waco Foundation"), Street Address, City and Abbreviated State.
- Click "Search"

EIN
521266744

- Multiple Field Search Option: Organization Name, Street Address, City, State (abbreviation)

Organization Search

Instructions to search for your organization using the form below:

- Single Field Search Option: Enter the organization's **EIN** (do not include spaces or dashes, example: 123456789).
- Multiple Field Search Option: Enter one or more of the fields for Organization Name (keyword search is sufficient, example: "Waco" instead of "The Waco Foundation"), Street Address, City and Abbreviated State.
- Click "Search"

EIN

Name
maryland legal

Address
15 charles

City

State / Province
md

Search

- Search results will appear.

Organizations Refine Search

Instructions to select your organization:

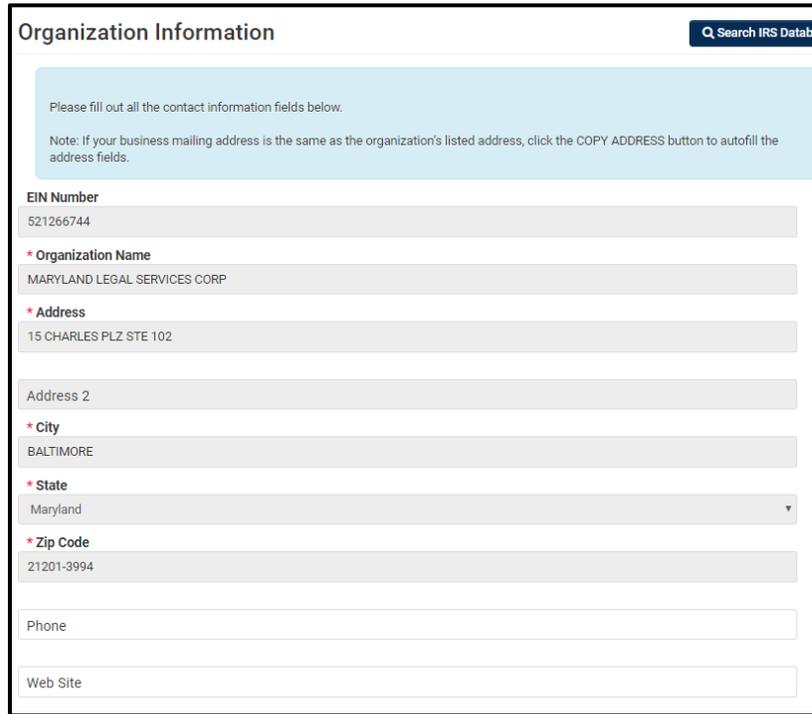
- Click on the organization name in the line of the desired organization.
- Note: To review further details of the organization, hover on the line and click on the DETAILS button

#	EIN	Organization Name	Address	City	State	Zip Code	
1.	521266744	MARYLAND LEGAL SERVICES CORP	15 CHARLES PLZ STE 102	BALTIMORE	MD	21201-3994	

Record searched : 1,849,148. Records found : 1. Time used : 2 milliseconds

Step 3: Choose Organization

- Click on the correct organization name. The page will redirect to the Information page.
- The organization information from the IRS database will be populated in the first section.



Organization Information Q Search IRS Database

Please fill out all the contact information fields below.
Note: If your business mailing address is the same as the organization's listed address, click the COPY ADDRESS button to autofill the address fields.

EIN Number
521266744

* Organization Name
MARYLAND LEGAL SERVICES CORP

* Address
15 CHARLES PLZ STE 102

Address 2

* City
BALTIMORE

* State
Maryland

* Zip Code
21201-3994

Phone

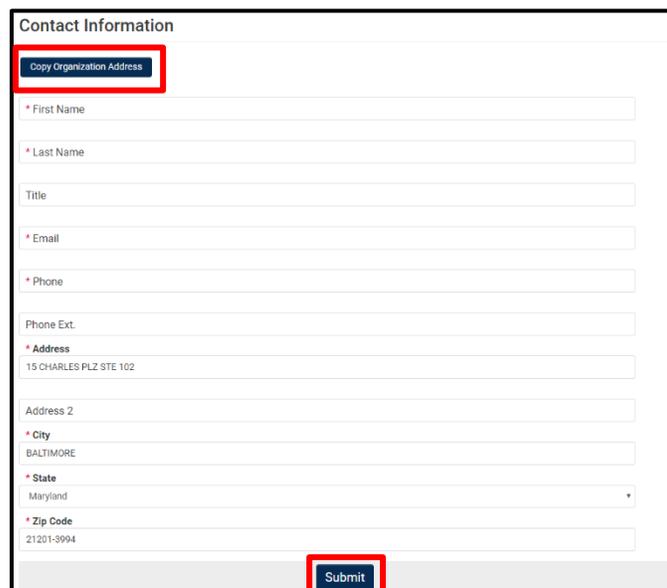
Web Site

Step 4: Complete Contact Info Section

- Scroll down to the second section of this page.
- Enter your contact information, then click the “Submit” button.

NOTE: If your business mailing address is the same as the organization’s address listed in the first section of this page, click the “Copy Organization Address” button to autofill the address fields.

NOTE: The system will not let you register multiple users with the same email address.



Contact Information

Copy Organization Address

* First Name

* Last Name

Title

* Email

* Phone

Phone Ext.

* Address
15 CHARLES PLZ STE 102

Address 2

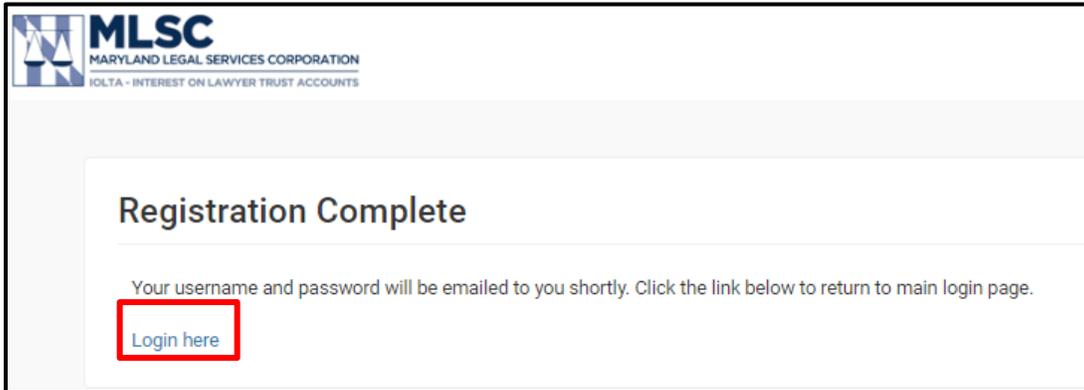
* City
BALTIMORE

* State
Maryland

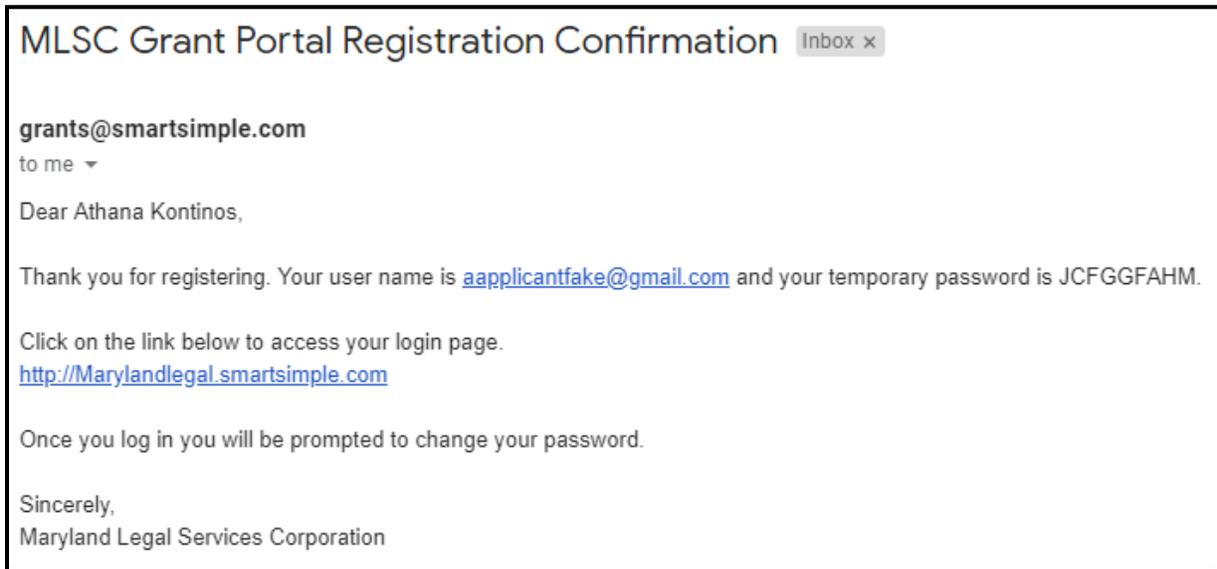
* Zip Code
21201-3994

Submit

- A confirmation message will appear in the browser.

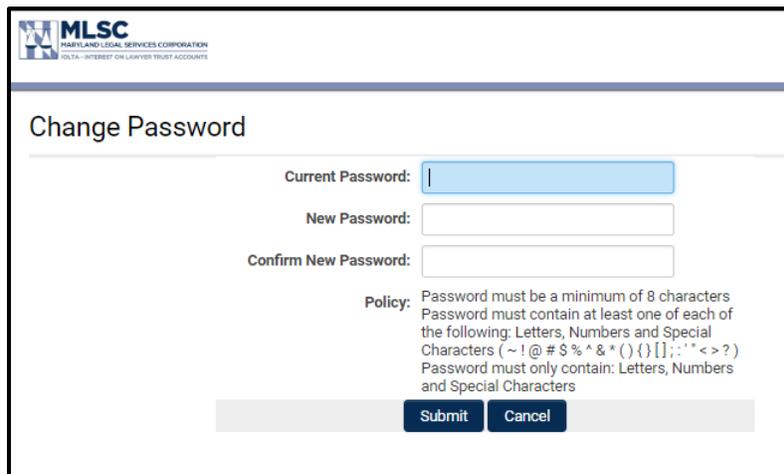


NOTE: A confirmation email will be sent to the email address registered. It will include a link to the login page, user name and temporary password.



Step 5: Change Password

- At initial login, you will be instructed to change your password.



Additional Information

Update the Organization Profile:

- Please see the SmartSimple Grantee Overview for instructions on how to update the organization profile.

Update the Primary Contact:

- Please note that SmartSimple requires a Primary Contact. The only purpose of the primary contact is to receive email notifications when new users register for access to your organization's grantee portal. By default, the primary contact will be the first person from your organization that registers. If this needs to be changed, please reach out to MLSC staff at grants@mlsc.org to appoint your preferred primary contact.