

OneStop Applicant Guide - Charities

Maryland Office of the Secretary of State

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Introduction

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


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

Claiming Records

If a record was created in the system on a charity's behalf, an automated email was sent out to the identified record holder email address to claim the record. You will need to login with that email address and associate the record with an entity account in order to manage the record.

1. Click on the Claim Records button in the automated email or navigate to onestop.md.gov and login using the email address.
 - a. If you have not created a OneStop account with the email address yet, you will need to first create your account using the Register button.
2. You can navigate to the Claim Records page by clicking the button in the automated email or selecting your name in the upper right corner and clicking Claim Records

3. You will need to select an entity with which to associate the record. You can either select an existing entity you have created previously or you can choose to create a new entity.
 - a. **PLEASE NOTE:** You must create an entity account to own the record that has been created. You can create a single generic entity to house all records you manage or you can create separate entities for each record you may own.



Welcome
Charity Account

Information has been entered on your behalf in the OneStop portal. A new SOS Charity Organization (MASTER) record has been created for your account.

Claim this SOS Charity Organization (MASTER) record by clicking the "Claim Record" button below.

[Claim Record](#)



Licenses and Permits My Dashboard CA Charity ^

Welcome to the Maryland OneStop Portal

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

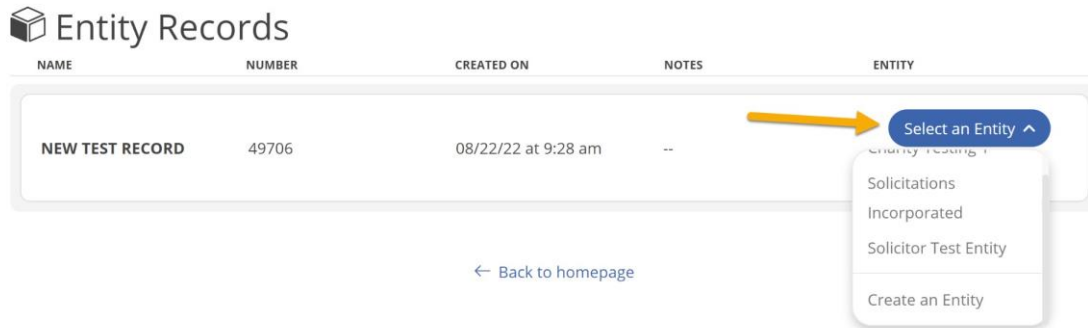
Account Settings
Claim Records
Switch Accounts Log out

Search for licenses and permits...



Claim Records

Select an entity or create a new entity to claim the following records



Entity Records

NAME	NUMBER	CREATED ON	NOTES	ENTITY
NEW TEST RECORD	49706	08/22/22 at 9:28 am	--	Select an Entity ^ Entity Testing Solicitations Incorporated Solicitor Test Entity Create an Entity

← Back to homepage

Navigating your Charity Record

This section provides information on navigating to your record and the actions you can take from your record. You will not be able to access all of these actions if your charity becomes delinquent in registration or if your application is still pending approval from SoS.

1. Navigating to your Dashboard

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

Welcome to the Maryland OneStop Portal

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



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

Maryland Charity Organization Record

UNIQUE ID

EXPIRATION DATE

CURRENT STATUS

49235

Pending

[Privacy](#) [Accessibility](#)

© 2022. Maryland OneStop (on Wed 08/03/22 at 12:39PM EDT)



Help

SOS Charity Record Detail View

[Home](#) > [My Dashboard](#) > [SOS Charity Record Detail View](#)

SOS Charity Organization Record for J. Doe Foundation

Actions ▾

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

If you have any questions about your charity's registration, please contact dlcharity_sos@maryland.gov.

If you have any technical issues with the OneStop portal, please contact onestop.support@maryland.gov.

General Information

Organization Details

Historical Data

General Information

2. Taking Actions on your Record

- a. You can take several actions on your record. In order to take any of these actions, you must select the Actions dropdown menu at the top of your record
- b. Each action will help you to manage your registration in the state of Maryland
 - i. **Edit:** allows you to update some of your contact information included in the General Information tab of your record
 - ii. **Generate Certificate:** allows you to download a PDF of your most recent certificate of registration. You will not be able to access historical certificates so make sure you download and save a copy of your certificate for your records

- iii. **Complete Renewal Application:** allows you to submit your annual renewal up to 3 months before your registration expiration date, which can be found on your Dashboard using the steps above in [Navigating to your Dashboard](#). For more information on submitting your annual renewal, reference the [Submitting your Annual Update](#) section of this guide.
- iv. **Submit MCC Application:** allows you to apply to the Maryland Charity Campaign. This action will only be available if you meet minimum qualifications for the MCC. For more information on the MCC, [use this link](#). For more information on submitting the MCC Application, reference the [Submitting a MCC Application](#) section of this guide.
- v. **Submit Intent to Close:** allows you to alert the SoS Charity Officers that you no longer intend to collect contributions in the State of Maryland. This action will require approval from the SoS Charities Officers.



Licenses and Permits

Entity's Dashboard

JD Joe ▾

SOS Charity Record Detail View

Home > My Dashboard > [SOS Charity Record Detail View](#)

SOS Charity Organization Record for J. Doe Foundation

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



Licenses and Permits

Entity's Dashboard

JD Joe ▾

SOS Charity Record Detail View

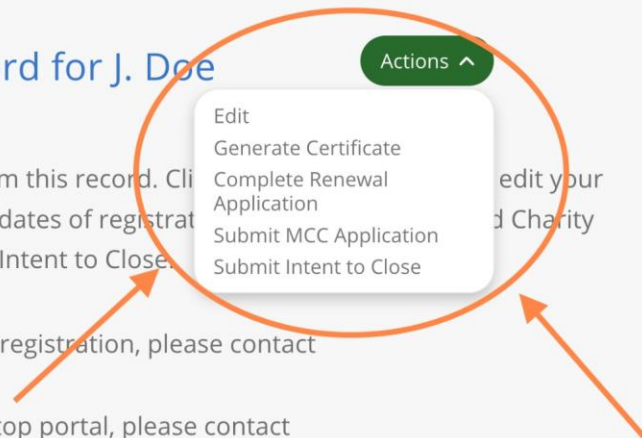
Home > [My Dashboard](#) > [SOS Charity Record Detail View](#)

SOS Charity Organization Record for J. Doe Foundation

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

If you have any questions about your charity's registration, please contact dlcharity_sos@maryland.gov.

If you have any technical issues with the OneStop portal, please contact



Submitting your Annual Update

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

1. Completing and Submitting the Online Form

- a. Select Complete Renewal Application from the Actions dropdown in your Charity Record
- b. Review the form; some of the pre-populated fields will be editable (i.e. organization address) and some will not be (i.e. expiration date, charity ID)
- c. Complete all required fields and upload all required documents
- d. Select "Submit" at the end of the form
- e. If there is a fee associated with your application, you will be directed to a payment step
- f. All fees will now be submitted online via OneStop and you must use a credit card to complete the payment. If you have any questions or concerns about payment, please contact the SoS Division of Charity Management at dlcharity_sos@maryland.gov
- g. Once you have submitted the application and any required payment, you will receive a confirmation email that your application has been submitted. The SoS Charity Officers will also be notified of your submission and will review and process your application in due course.

Maryland OneStop Licenses and Permits Entity's Dashboard JD Joe

SOS Charity Record Detail View

Home > My Dashboard > SOS Charity Record Detail View

SOS Charity Organization Record for J. Doe Foundation

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

- Edit
- Generate Certificate
- Complete Renewal Application**
- Submit MCC Application
- Submit Intent to Close



Maryland Office of the Secretary of State Charities Annual Update of Registration Form

Maryland Charity ID*

49235

Expiration Date*

07/15/2023



Help

The Approval Process

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

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

communications from SoS Charity Officers from their official Maryland email addresses regarding your application.

Submitting a MCC Application

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

1. Completing and Submitting the Online Form

- Select Complete MCC Application from the Actions dropdown in your Charity Record
- Review the form, some of the pre-populated fields will be editable, and some will not be
- Complete all required fields and upload all required documents
- Select "Submit" at the end of the form
- There is no fee associated with the MCC application

Maryland OneStop Licenses and Permits Entity's Dashboard JD Joe

SOS Charity Record Detail View

Home > My Dashboard > SOS Charity Record Detail View

SOS Charity Organization Record for J. Doe Foundation

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

If you have any questions about your charity's registration, please contact dlcharity_sos@maryland.gov.

SOS Charities MCC Application

Print

Maryland Office of the Secretary of State
Maryland Charity Campaign

Application For Campaign Year
2022

Organization Information

Help

Accessing the Public List View (list of charities)

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