

Registering your charity with TT Exchange

The screenshot shows the tt-exchange website homepage. At the top, there is a navigation bar with links for 'home', 'about us', 'contact us', 'newsletter sign up', 'my account', and 'log in'. The tt-exchange logo is prominently displayed on the left. Below the logo, the text reads 'Donated technology for UK charities'. A horizontal menu contains several categories: 'About tt-exchange', 'Getting Started', 'Our Catalogue', 'Partners', 'Success Stories', and 'Useful Links'. A large banner for 'Office Professional Plus 2013' is featured, advertising a price of 'Only £21 +VAT'. At the bottom, a cookie consent banner is visible with 'Yes, I agree' and 'No, I want to find out more' buttons.

Step 1 - Go to <https://www.tt-exchange.org/> and click 'create new account'.

*If you already have an account and have successfully registered as a charity, please skip to step 4.

The screenshot shows the 'Sign Up' page on the tt-exchange website. The page is divided into three main sections. On the left is a navigation menu with links for 'Partners', 'TechSoup', 'Global Programme', 'Getting Started', and 'Validation Services'. The central area is titled 'Sign Up' and contains a 'Create New Account' button, along with 'Log in' and 'Reset Password' options. Below these are two main sections: 'Account information' and 'Member details'. The 'Account information' section includes fields for 'User name', 'E-mail address', 'Confirm e-mail address', 'Password', and 'Confirm password', each with a red asterisk indicating it is required. The 'Member details' section includes fields for 'First Name' and 'Last Name', also marked as required. On the right side, there is a 'Next Steps' section with links to 'Register With Us' and 'Contact Us', and a 'Case Study' section featuring a photo of a dog and text about the Hull & East Riding RSPCA's experiences with tt-exchange and Bitdefender Small Office Security.

Step 2 - Fill in the information, as required, and submit.

Donated technology for UK charities

| | | | | |
|---|---|--|--|--|
| About tt-exchange Donated tech for the third sector | Getting Started Register your charity | Our Catalogue Products by Donor Partner & Category | Partners The donor partners we work with | Success Stories How organisations have used <i>tt-exchange</i> |
|---|---|--|--|--|

Getting Started

tt-exchange provides eligible UK charities access to the charity donation programmes of major technology companies such as Microsoft, Cisco, Symantec and Adobe.

To begin the registration process, select the regulating body you are registered with:

Charity Commission of England & Wales

Charity Commission of England & Wales

Office of the Scottish Charity Registrar (OSCR)

Northern Ireland

Other (e.g. Channel Islands, Isle of Man etc.)

Step 3 - Once you have registered your account, click the 'Getting Started' block and follow the registration process, including uploading of documentation where applicable. Please note that the registration process for your charity can take up to 3 working days.

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| | | | | | |
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|---|---|--|--|--|---|

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|---------------------|
| tt-exchange |
| Partners |
| TechSoup |
| Global Programme |
| Getting Started |
| Validation Services |

TechSoup Validation Tokens

| | | | | |
|---------------------|--------------------|------------------|-----------------------|---------------|
| View | Active Org Profile | Edit Profile | My MS Donation Center | Order History |
| Special Eligibility | Track | Validation Token | | |


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|--------------------|
| Next Steps |
| > Register With Us |
| > Contact Us |

TechSoup Validation Tokens ?

[+ Add a new token](#)

| Validation Tokens | For use by | Tools |
|---|--|---------------------------|
| <div style="width: 100%; height: 10px; background: linear-gradient(to right, red, yellow, green);"></div> <p>Can be used for 54 more days. Copy to clipboard</p> | Tony Wilson info@eastbelfastpartnership.org | Refresh ? |

Case Study



The Hull & East Riding RSPCA's experiences with *tt-exchange* and Bitdefender Small Office Security.

Step 4 - Once your charity has been approved (you will receive an email confirming this), you can proceed to getting your validation token. To do so, click 'My Account' and 'Validation Token' tab. Copy the token provided and send in an email to info@avecsolutions.net in order to allow us to complete the next stage of the process from our end.