



**Organization steps to qualify for a potential Holiday Wishes grant of \$5,000 to \$100,000:**

1. Login/register on the Petco Foundation [Partner Portal](#)
2. Verify the adoption of the animal indicated in the story submitted (*multiple verifications may be necessary based on the number of nominations*)
3. Complete a very short Holiday Wishes grant application assigned to your organization (*only one application per organization no matter how many nominations*)
4. If not previously submitted, provide your 2019 animal/financial data by completing an Annual Partnership Report

**Due date for consideration is September 30, 2020**

**Continue Reading for Detailed Instructions**

# STEP 1 - Login/register on the Petco Foundation [Partner Portal](#)

Current partners who have accessed our Partner Portal may login and proceed to **STEP 2**.

If you are new to the Petco Foundation [Partner Portal](#), please follow the instructions for “New Users” and register by clicking “Create an account” (right screenshot).

Once submitted, a Petco Foundation team member will review the form. You will then receive an email notifying you of Partner Portal access.

*\*Registration is to give you access to the Partner Portal and is not a grant application.*



Partner Portal

Login Now:

Username

Password

[Reset or create password](#)

Welcome to the Petco Foundation's partnership portal.

**Existing Users: Update Your Login Information**  
As of Jan 1, 2019 the Petco Foundation switched to a new partner portal. Your username and password have been reset. Your new username is the email address you used to register previously. Use the "reset or create password" link to reset your password.

**New Users: Create Your Organizational Profile**  
In order to be considered for support, each user will need to register *using their own unique, personal email address*: [Create an account](#).

**Eligible Organizations:**

To use this portal you must be:

- An authorized member of an IRS designated 501c3 nonprofit OR
- An official representative of a government agency and have access to detailed information about your organization's operations and finances OR
- A representative of a for-profit company having a nonprofit business purpose, directly related to animal welfare, that has been invited to apply, or is responding to a call for applications that allows for-profit companies to apply.

Please note the Petco Foundation is not able to fund:

- Individuals
- Organizations or activities based outside of the United States
- Organizations whose primary mission and purpose is not related to animal welfare

[Create an account](#)



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FLUXX

Change Password

Logout

**\*Changing your password:** Log into the [Partner Portal](#), locate the cog at the bottom of the menu, and then click “Change Password”.

## STEP 2 - Verify the adoption

Confirm adopter name, type of animal and approximate date of adoption

**(NOTE: multiple verifications may be necessary based on the number of nominations)**

1. Select **“Pending Verification”** under Holiday Wishes Adoption Verification on the left side menu
2. Identify the adopter name and click on that card (if yellow note at top indicates **“Update Available”**, please click on the update first)
3. Select **“Edit”** at the top right corner to begin the verification form – this will ask for you to select **“Yes”** or **“No”** if the adoption occurred at your organization (preview: right screenshot).
4. After you have verified the adoption, select **“Save”** at the bottom and then **“Submit”**

Can you verify this adoption occurred at your organization?

Select 'Yes' or 'No':

Search...

Test Me4  
Holiday Wishes Adoption Verification  
Year: 2020  
Pet: Kiki  
Status: Pending Verification

petco foundation

Test Me4

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**HOLIDAY WISHES ADOPTION VERIFICATION**

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Verified Adoptions

ANNUAL PARTNERSHIP

Reports In Process  
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Holiday Wishes Adoption Verification

Test Me4  
Tax ID: XX-XXXXXXX  
Form ID: 616811

Status Pending Verification

Holiday Wishes Year: 2020

Congratulations on your nomination for a Holiday Wishes grant from the Petco Foundation. Timely and correct completion of this Adoption Verification form is required to be considered for a Holiday Wishes grant. Submitting this form does not guarantee you will be awarded a grant.

All applications and forms are due by Wednesday, September 30, 2020. The use of the stories or photos during the course of this competition does not imply a winning entry.

Adoption Information

Adopter Name: Test Test  
Adopter Email: ilovepetcofoundation@abc.123

Edit

Submit

Click “Pending Verification” to verify each adoption from submitted stories.

## STEP 3 - Complete Holiday Wishes application

(Note: you will only fill out one Holiday Wishes application, even if you have multiple verifications)

1. Select **“Pending Requests”** under REQUESTS on the left side menu
2. Identify the Holiday Wishes application **“Draft”** and click on that card (if yellow note at top indicates **“Update Available”**, please click on the update first)
3. Select **“Edit”** at the top right corner to begin the application
4. After you have entered all information, select **“Save”** at the bottom and then **“Submit”**

The screenshot shows the Petco Foundation FLUXX interface. On the left is a navigation menu with categories: INFORMATION, ORGANIZATIONS, ANNUAL PARTNERSHIP, PEOPLE, and REQUESTS. The 'REQUESTS' section is expanded, and 'Pending Requests' is highlighted with a red box and an arrow. A yellow notification bubble at the top of the main content area says '1 Update Available'. Below this, a list of applications is shown, with the first one being 'Test Me4' (R-1907-04888) with a status of 'Draft'. A red arrow points from the 'Edit' button in the top right corner of this application card to the text 'Click “Edit” to begin filling in your application.' Below the list, the details for the 'Test Me4' application are shown, including organization information (Test Me4), primary contact (Tester MaryAnn), and primary signatory (Tester MaryAnn). A purple banner at the bottom of the application details reads: 'Congratulations on your nomination for a Holiday Wishes grant from the Petco Foundation. Timely and correct completion of the grant application is required to be considered for a Holiday Wishes grant. Submitting this application does not guarantee you will be awarded a grant.' At the bottom right of the application details, a 'Submit' button is highlighted with a red box. At the bottom left of the page, the 'FLUXX' logo and a settings gear icon are visible, along with a pagination indicator '1 - 2 of 2'.

Search... 1 Update Available

Test Me4  
R-1907-04888  
Grant Type: Holiday Wishes  
Amount Requested:  
Status: Draft

Test Me4  
R-1901-01787  
Form Type: Org Details Update  
Status: Draft

petco foundation

**Edit**

Click “Edit” to begin filling in your application.

Holiday Wishes Application

**Test Me4**  
R-1907-04888 - Holiday Wishes  
Amount Requested:  
Status **Draft**

Organization Information

Organization:	Test Me4
Primary Contact:	Tester MaryAnn
Primary Signatory:	Tester MaryAnn

Congratulations on your nomination for a Holiday Wishes grant from the Petco Foundation. Timely and correct completion of the grant application is required to be considered for a Holiday Wishes grant. Submitting this application does not guarantee you will be awarded a grant.

**Submit**

FLUXX

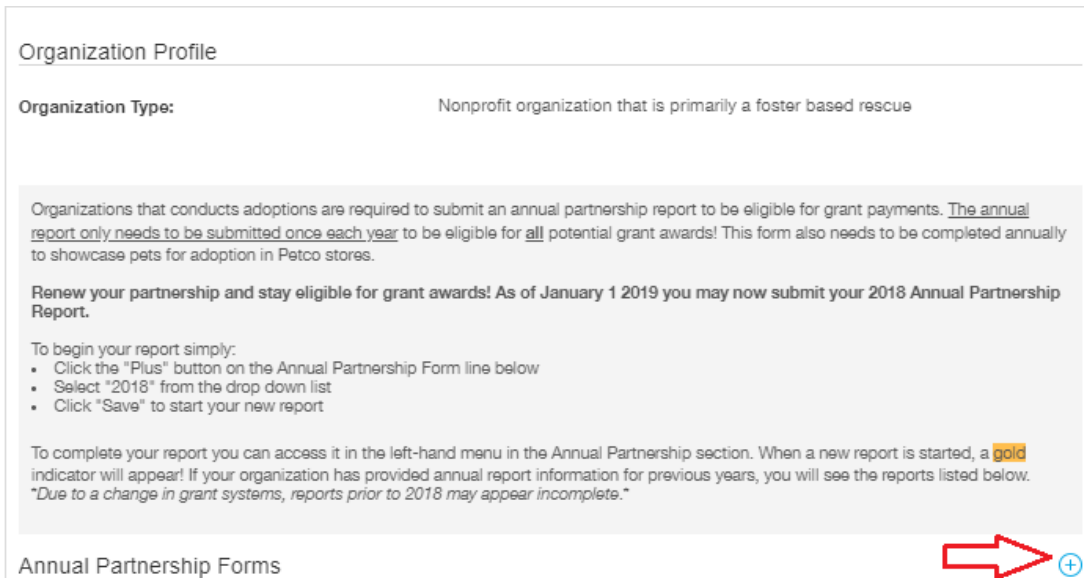
1 - 2 of 2

Click “Pending Requests” to find your Holiday Wishes grant application

## STEP 4 - Provide your animal/financial data via Annual Partnership Report

If you have not yet completed your 2019 Annual Partnership Report, gather your 2019 statistical data for animal intakes/outcomes, the total of your 2019 revenue/expenses and government funding (if applicable) and a completed/signed [W-9 form](#) (page 1 only). (**Video instructions available under FAQs**)

1. Once logged into the [Partner Portal](#), from the left side menu under “Organizations”, please click “Organizational Info”. You will then need to click the **plus sign** that is located under the instructions in a light grey box (screenshot below).



Organization Profile

Organization Type: Nonprofit organization that is primarily a foster based rescue


Organizations that conducts adoptions are required to submit an annual partnership report to be eligible for grant payments. The annual report only needs to be submitted once each year to be eligible for all potential grant awards! This form also needs to be completed annually to showcase pets for adoption in Petco stores.

**Renew your partnership and stay eligible for grant awards! As of January 1 2019 you may now submit your 2018 Annual Partnership Report.**

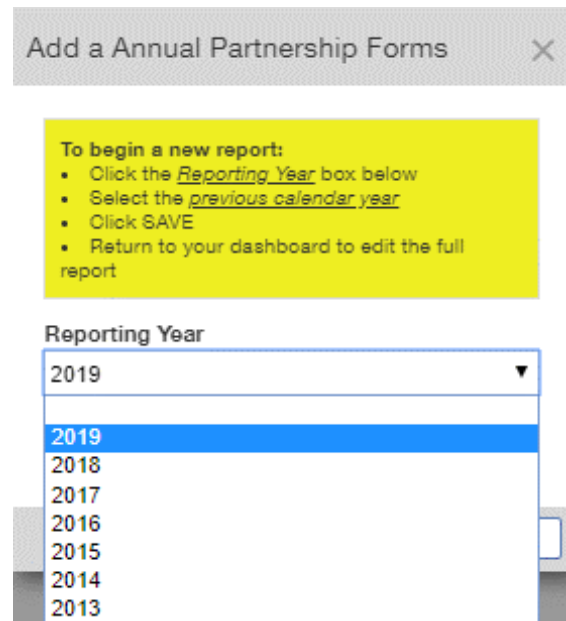
To begin your report simply:


- Click the "Plus" button on the Annual Partnership Form line below
- Select "2018" from the drop down list
- Click "Save" to start your new report

To complete your report you can access it in the left-hand menu in the Annual Partnership section. When a new report is started, a **gold** indicator will appear! If your organization has provided annual report information for previous years, you will see the reports listed below. *"Due to a change in grant systems, reports prior to 2018 may appear incomplete."*

Annual Partnership Forms 

2. A small screen will populate called “Add a Annual Partnership Forms” – use the drop down menu to select 2019 Reporting Year and click “Save” at the bottom.



Add a Annual Partnership Forms 

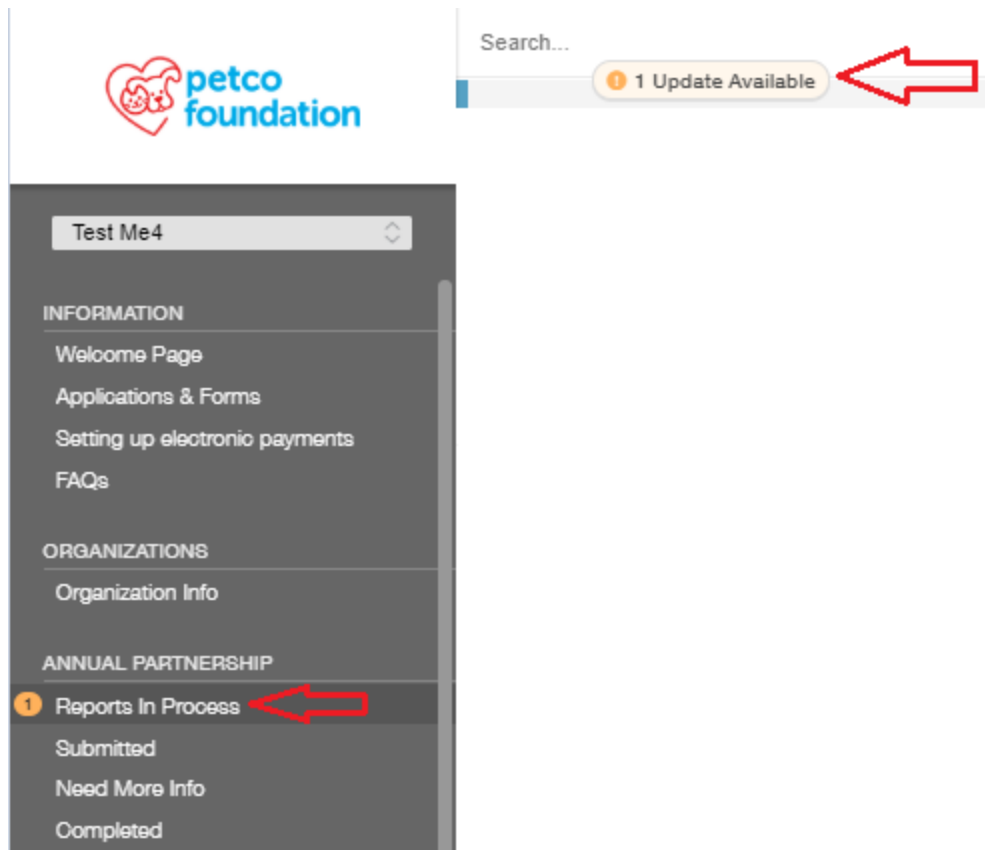
**To begin a new report:**

- Click the Reporting Year box below
- Select the previous calendar year
- Click SAVE
- Return to your dashboard to edit the full report

Reporting Year

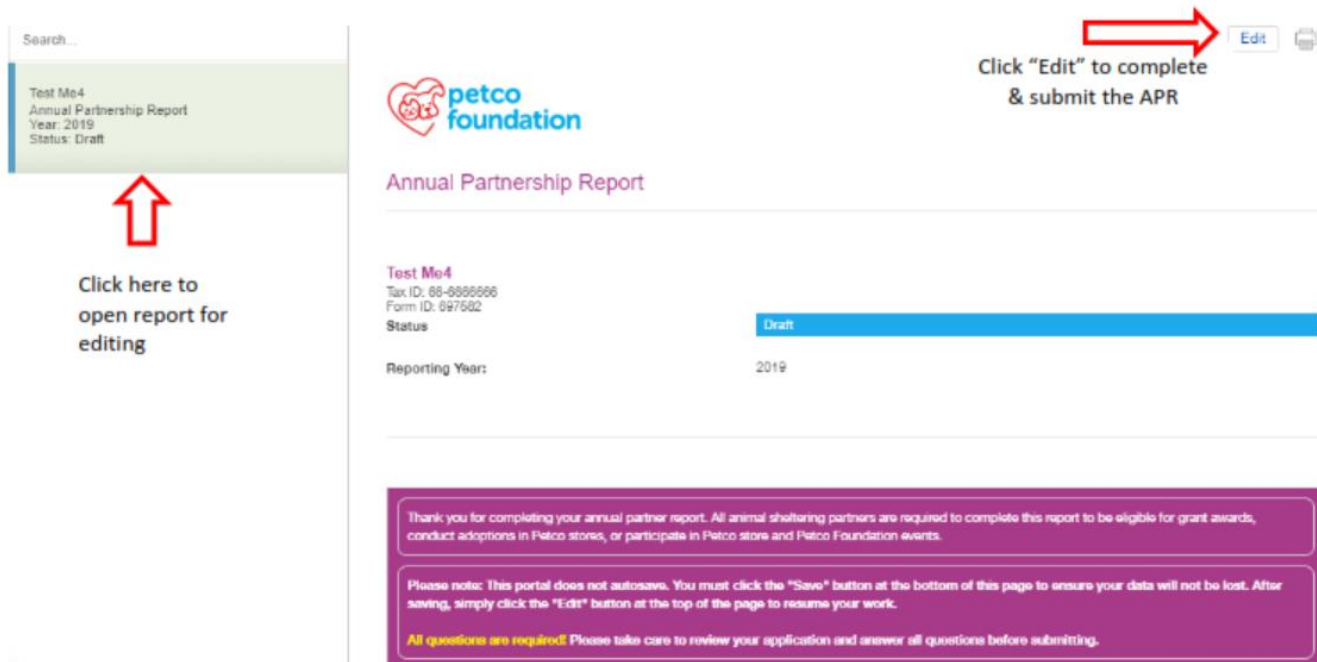
2019	▼
2019	
2018	
2017	
2016	
2015	
2014	
2013	

3. There will now be an orange number 1 in the left menu next to “Reports in Process”, click that. The screen will expand to show the update at the very top in orange – click “1 Update Available”.



4. The update should look like the screen shot below. Click on the report to open it, and then “Edit” at the top right corner to fill in your data and attached supporting documents.

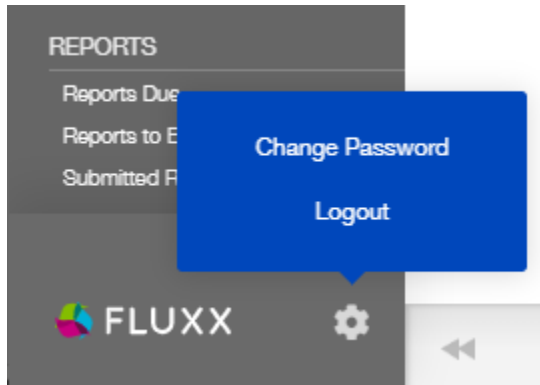
- Please periodically click “save” at the bottom as our forms do not auto-save. This also allows you to come back to complete the report at a later time. Please remember to click “submit” when the report is completed.
- Once submitted, the form will appear on the left menu under “Annual Partnership” – “Submitted”
- If we are in need of additional information or corrections, this will populate under “Annual Partnership” – “Need More Info”



**IMPORTANT:** If you are notified via email that your **Annual Partnership Report** needs corrections, please complete those edits as soon as possible.

Questions – please email [holidaywishes@petcofoundation.org](mailto:holidaywishes@petcofoundation.org)

Select the cog at the bottom left to Logout



Thank you for your submission.