




## How to update your organizations account information

1. If you don't know who is designated as your administrative contact or want to designate a new individual, contact [Eliane Walters](#). Once designated, that user will have editing capabilities for the account.
2. Administrative Contact Navigate to the Philanthropy Colorado [website](#) and log in to your account
3. Click 'My Account' at the top right of the page
4. Click on the 'Edit' button to the right of your organizations name

VIEW EDIT RECENT GROUP CONTENT REGISTRATIONS CONTACT ORDERS

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**Eliane Walters**  
Title: Programs and Systems Manager  
Organization: [Philanthropy Colorado \(edit\)](#)  
Mailing Address:  
Email: [ewalters@philanthropycolorado.org](mailto:ewalters@philanthropycolorado.org)

Organization Name (Update):  
Philanthropy Colorado  
Include in Member Directory:  
Other Address:  
United States  
Preferred Phone:  
Work

5. Fill out all the fields that apply to your organization and click save. Please ensure that your account reflects the correct Geographic Funding Area and Focus Area (updated to align with CANDID issue categories).

Name \*

Organization Logo

BROWSE

ADDRESS

Address

City State ZIP Code

Country

United States

Email

Phone

Fax

Mission/Goals

[Redacted text area]

Geographic Location

Denver Metro X

Funding Area

Families & Children X

Year Founded

[Redacted text area]

Employees

[Redacted text area]

Staff Size

[Redacted text area]

Types of Support

None

County

[Redacted text area]

Funder Category

Private Foundation

Assets (Amount)

\$ [Redacted text area]

Total Annual Grants

\$ [Redacted text area]

Number of Grants Made

[Redacted text area]

Grant Detail Fiscal Year

[Redacted text area]

Include in Member Directory

SAVE ORGANIZATION

6. If you need any assistance with this process, please reach out to [Eliane Walters](#).