



CREATING AN ACCOUNT

To sign up for a new account:

1. Click "Sign Up" at Facilitron.com and select your account type - Non-Profit, Commercial or Individual. To learn more about renter account types, please see the support article: "[Account Types For Renters](#)"

A screenshot of the "Create Account" page on Facilitron.com. The page has a light blue background with a white header area. The title "Create Account" is centered at the top. Below the title is a white dropdown menu with the text "Select Organization Type" and a downward arrow. Underneath the dropdown is the heading "Organization Types:" in blue. There are five options listed, each with a brief description: "Commercial – My organization is a business.", "Individual – I'm looking to rent facilities for myself.", "Non-profit – My organization is a registered non-profit (EIN required) or receives a special rate.*", "New Partner – I have facilities I would like to list.", and "Administrator – I need access to my organization's Facilitron account." Below these options is a footnote: "*Reservations will be assigned a commercial rate until your organization is verified." At the bottom of the page, there are two links: "Already have an account? [Login here.](#)" and "Return to [Facilitron.com.](#)"

2. After you select organization type, complete the form including entering your EIN if you claim to be a non-profit organization.
3. After you select "Create Account" you must verify your account via email. If you do not receive the email in your inbox, please check your spam or junk mailbox folders.

Create Account

Non-Profit (tax exempt) ▾

Organization name

EIN (required if tax exempt organization)

Email address

First name

Last name

Password (at least 5 characters)

Phone

Street

City

Select State ▾

Zip

By clicking "Create Account" I agree to Facilitron's [Terms and Conditions](#) and [Privacy Policy](#).

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Already have an account? [Login here](#).

[Return to Facilitron.com](#).

NOTE: New accounts may not be able to receive special rates UNTIL the District or Facility Owner verifies and/or assigns your organization to a special rate group.