How to Complete the Organization Profile

After creating a registered user account and submitting your organization's registration, you are on your way to responding to ITPs! You will receive an email from and Alignment staff member notifying you that your organization has been approved and the organization profile is ready for completion. To complete the organization profile, follow these steps.

1. Log on to ComCo with your registered user account. You will be automatically directed to your private Landing Page.
2. Click on the My Organizations button.
3. The organization will still be in **Draft** status until you complete the profile. Click **Edit** to complete the organization profile.
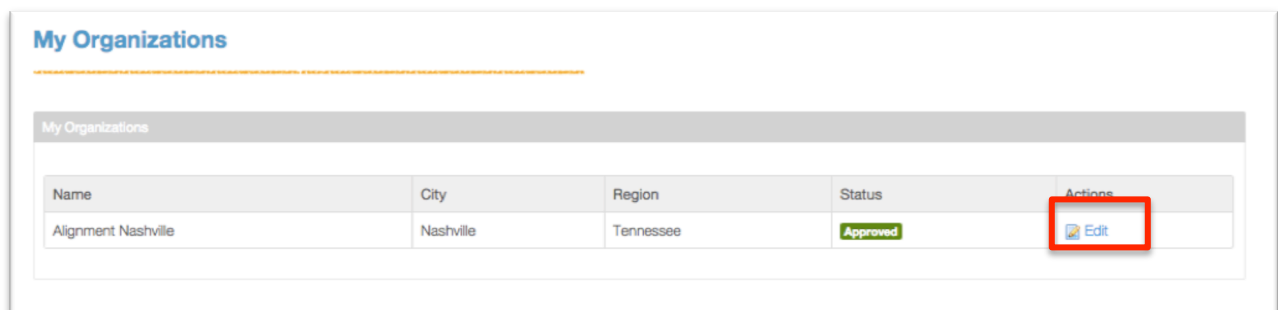
4. Fill in all fields on the organization profile. *Note: when entering website, include "http://" in the webpage address.*

5. Several fields have a **Select** button – for those fields, simply click on the Select button and click all categories that apply for your services, resources, programs, etc.

6. After selecting categories for your organization, click the grey "X" in the upper right corner to return to the organization profile. Your category selections will be saved.

7. Click **Accept** when finished editing organization profile.

8. The organization will now be listed as **Approved.** You can come back and make changes to the profile as needed by clicking the **Edit** button.