




BACKGROUND:

We are excited to announce major system enhancements, based on real user feedback, to provide partners with improved features, security, and collaboration within the Buckle Up for Life digital ecosystem.

 **If your organization was not already a *Registered Partner* with Buckle Up for Life (which means you did not already have a Partner Portal login) prior to April 2026, but you are interested in becoming a Buckle Up for Life partner, then you can skip to the green “Additional Resources” section at the end of this document to learn more about your options.**

 **If your organization was already a *Registered Partner* with Buckle Up for Life (which means you did already have a Partner Portal login) prior to April 2026, then please review this document in its entirety. This will help you to better understand our system changes—and how they impact your access to Buckle Up for Life accounts and resources, and your ability to prepare and submit applications for future partnership opportunities. Please pay special attention to any next steps that you may need to take.**

 **NOTE:** *Throughout this document, we will refer to partner accounts created prior to April 2026 as “legacy accounts,” and those created under our new system as “new accounts.”*

WHAT'S NOT CHANGING:

Before exploring expected changes, let's first review what's not changing at this time.

- Buckle Up for Life *Partner Registrations* remain free and non-competitive for all eligible organizations.
- All *Registered Partners* receive optional free benefits, with no obligation.
- Buckle Up for Life still only provides partnerships to *organizations* capable of implementing robust child passenger safety programs. Although individual team members can now create their own user accounts (per below), those user accounts must be affiliated with a registered organization. Individual people cannot become a Buckle Up for Life *Registered Partner* on their own behalf.
- Each partner organization must still provide their EIN/TIN at the time of registration. Only one *Partner Registration* per EIN/TIN will be allowed.
- Registering as a Buckle Up for Life partner is still a pre-requisite to apply for any and all additional partnership types, including grants.
- Although organizations can register as Buckle Up for Life partners at any time; separate timelines still govern competitive applications (including our *Common Partnership Application*).
- All registrants must still acknowledge and adhere to all expectations, as noted, and must provide truthful and complete information at the time of registration.
- All applicants for competitive partnership opportunities must still acknowledge and adhere to all expectations, as noted, and must follow all application guidelines completely, providing truthful and complete submissions.
- All registrants must continue to maintain the accuracy of the details provided to Buckle Up for Life in their organizational and individual user accounts, in real time.

WHAT IS CHANGING: PARTNER REGISTRATION PROCESS

The following table provides a summary of what you can expect to change in our **Partner Registration** process as a result of account migration.

	“Legacy” Accounts <i>(Prior to April 2026)</i>	“New” Accounts <i>(Starting April 2026)</i>
Registration Frequency	Renewed annually, usually at time of partner application.	“One-and-done.” Accounts stay active as long regularly accessed ¹ .
Process	BUFL creates all organizational accounts.	Legacy accounts ² automatically migrate to new accounts. New partner organizations will create their own organizational account upon new registration.
Account Ownership, Accessibility and Security	One account per organization.	One individual user account per team member.
	No differentiation between “organizations” and “individuals.”	Multiple individual user accounts can be affiliated with the same organizational account.
	BUFL assigns all usernames.	Username is the email you register with.
	Must share login credentials across all team members.	Each individual user chooses their own password which they can reset at any time.
	Anyone with access to the organization’s login credentials has full access to the organizational account, and can “act” on behalf of that organization (E.g., submit partnership applications, access Partner Portal, Etc.).	<p>- For legacy accounts, upon migration, a new individual user account will automatically be created for the person whose details were associated with their organization’s legacy account. <i>This user should immediately update their account details after activation.</i></p> <p>- For new partner registrations, the first individual user account affiliated with each organizational account³ is auto-approved for full organizational access upon registration.</p> <p>For both legacy accounts and new partner registrations, all additional/subsequent individual user registrations to be affiliated with each organizational account must be approved for full access by a pre-existing, approved user already affiliated with that same organization.</p> <p>Only users with approved full organizational access may manage/submit partnership applications on behalf of their affiliated organization.</p>
Key Details	All organizational information (E.g., address, contact info, Etc.) has to be re-entered from scratch each year, even if details have not changed.	Key organizational details are saved. Any approved user affiliated with an organization may update/refresh their organization’s details at any time.



NOTES:

1. Buckle Up for Life reserves the right to terminate any account with extended inactivity.
2. If you are unsure if you have a legacy account, you can enter your organization’s EIN/TIN as the first step on our registration page to find out if one already exists for your organization.
3. Each partner organization’s unique EIN/TIN must be provided at the time of registration. Only one *Partner Registration* per EIN/TIN will be allowed.

WHAT IS CHANGING: COMMON PARTNERSHIP APPLICATION PROCESS

The following table provides a summary of what you can expect to change in our **Common Partnership Application** process as a result of account migration.

	“Legacy” Accounts <i>(Prior to April 2026)</i>	“New” Accounts <i>(Starting April 2026)</i>
Access	Whoever is logged into the organization’s one shared account may submit that organization’s application.	All approved users affiliated with an organization’s account may login to their own individual account to work on and/or submit the same shared ⁴ application on behalf of that organization.
Application Process	Users cannot save work and return to application; must be submitted in one sitting. Separate, fillable PDF, <i>Application Planning Guide</i> , was available to help applicants plan and draft their application prior to submitting.	Users can save their work and return to the application at any time during the application period. <i>Application Planning Guide</i> has been discontinued.
Team Details	<p>Details about the organization’s team (E.g., size, certifications, languages spoken, Etc.) are submitted as part of the Common Partnership Application.</p> <p>Upon review by BUFL, credit for team size and strength is assessed wholly from the Common Partnership Application.</p>	<p>Each member of an organization’s team submits their own personal details certifications, languages spoken, Etc.) upon creation of their own individual user account, which they can update at any time.</p> <p>Upon review by BUFL, credit for team size and strength is assessed based on an aggregate review of details provided by all individual users affiliated with an organization, under their own accounts.</p>



NOTES:

- Only one user may access the organization’s shared application at a time. Be sure to communicate with your team members to manage who is logged in, so that progress is not lost.

ADDITIONAL RESOURCES:

Please visit www.buckleupforlife.org/register to access the following:

- ✓ Expanded information about all Buckle Up for Life’s *Partner Registration*
- ✓ [Quick Start Guide: Partner Registration](#)

Please visit www.buckleupforlife.org/become-a-partner to access the following:

- ✓ Expanded information about all Buckle Up for Life partnership types.

Please visit www.buckleupforlife.org/apply to access the following:

- ✓ Detailed information about our *Common Partnership Application* for the 2026-2027 program year:
 - [Partnership Alert for North American Applications \(2026-2027\)](#)
 - [Partnership Alert for Greater Cincinnati Applications \(2026-2027\)](#)
 - *Partnership Application FAQs*
 - [Quick Start Guide: Common Partnership Application](#)
 - Supporting Application Materials (if/as applicable):
 - [Budget Instructions](#) (*Community Grant* only)
 - [Budget Template](#) (*Community Grant* only)
 - Links for virtual, optional applicant info sessions and office hours
 - Recorded recap of applicant info sessions

If, after reviewing our website, you still require assistance, please contact the Buckle Up for Life team at buckleupforlife@cchmc.org.