



Quick Start Guide: PARTNER REGISTRATION



Buckle Up for Life

TOYOTA

Cincinnati
Children's

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Buckle Up for Life's Partner Registration is free, non-competitive, and open all year.

Registering as a partner organization is a one-time pre-requisite to applying for all other partnerships and grants.

However, even if you don't intend to apply for additional opportunities, you may still enjoy the limited free benefits, with no obligation, that *Registered Partners* receive.

To review *Registered Partner* benefits, visit:

www.buckleupforlife.org/register



Ready to join us? Follow the 3 steps, below!

1 Gather Information

Your Organization's Details:

- Organization's unique EIN/TIN
- Mailing address
- Website and social URLs
- Details about the community you serve, your organization, and your passenger safety program

Your Own Details:

- List of passenger safety certifications (with expiration dates) and relevant trainings
- Contact info
- Personal details you'd like to share (E.g., language fluency, Etc.)

2 Create/Locate Partner Registration (Organizational Account)

A. From the Buckle Up for Life homepage, click on "Partner Portal Login" at the top right.

B. Click "New Partner Registration."

C. Enter your organization's EIN/TIN in the box.

D. Click on "Check EIN/TIN & Continue":

E. If your organization's EIN/TIN is found, then your organization is already a *Registered Partner!* Pause there...

F. If your organization's EIN/TIN is not found, then complete the required fields and accept the "Organizational Acknowledgements," then scroll to "Add Team Member" and pause there...

G. Proceed to **Step 3** (next page).

The screenshot shows the Partner Portal Login page with the following elements:

- A:** "Partner Portal Login" button at the top right.
- B:** "New Partner Registration" button at the bottom right.
- C:** Input field for "EIN/TIN (or equivalent for non-US partners)".
- D:** "Check EIN/TIN & Continue" button.
- E:** "Organization Found!" message: "An organization with this EIN is already registered. Complete your account details below and we'll notify the existing contacts to verify your access."
- F:** "Join Us" section with "Partner (Organization) Registration" form, including an "Organization Name" field.



H. Starting at the “Add Team Member” section of the new *Partner Registration* page, complete all required fields.

Select a password (you can reset this at any time).

Complete any optional fields, as you wish.

Be sure to enter certification and training details accurately and truthfully.

Accept the “Individual Acknowledgements.”

I. If your organization was already a *Registered Partner* (as indicated in **Step 2E** on the previous page), then click on the “Request Access” button.

J. If your organization was not already a *Registered Partner* (as indicated in **Step 2F** on the previous page), then click on the “Create Account” button.



Important Info

- **Individual users** can be staff members or volunteers with your organization. They are responsible for maintaining the accuracy of information provided on their individual user accounts, through the “**My Profile**” option (**K**) within the *Partner Portal*. This includes passenger safety certifications (with expiration dates) and relevant trainings.
- **All approved users affiliated with your organization share ongoing responsibility for the following:**
 - Maintaining accuracy of information provided on your affiliated organizational account, through the “**My Organization**” option (**L**) within the *Partner Portal*. This includes contact information; as well as community, organizational, and programmatic details.
 - Approving new account access, in a timely manner, for additional team members who request individual user accounts to be affiliated with their registered organization. Approve using the link that is emailed, or select the “**Manage Users**” option (**M**) within the *Partner Portal*.



Next Steps

- **Individual user approvals:**
 - If you requested account access in **Step 3I** to an organization that had already been registered, your access will remain limited until another approved user affiliated with your organization approves your request using the link that was emailed to them. **Individual users with limited access cannot create, manage, or submit partnership applications on behalf of their organization, nor can they edit details on the organizational account.**
 - If you created a new account in **Step 3J** as you registered a new partner organization, then full access was automatically granted to you upon activation.
- **Submitting partnership applications:**
 - As soon as your organization’s *Partner Registration* is complete, any approved user will have access to create, manage, and submit applications on behalf of their affiliated organization. Applications may not be submitted on behalf of individual users. To review partnership opportunities, eligibility, benefits, and timelines, visit www.buckleupforlife.org/become-a-partner.