



Welcome to the Pennsylvania IOLTA Board's new grants management system: paiolta.smartsimple.com. All grant applications for the IOLTA Specialized Legal Services (Zone) Grant will be submitted through this online system.

Registration Information

All users of the Pennsylvania IOLTA Board's online grants management system must first register for a user account at paiolta.smartsimple.com using a unique email address. This email address will be used to log in to the system.

Currently, the Pennsylvania IOLTA Board offers grants through this online system to qualified Pennsylvania nonprofit legal aid organizations and Pennsylvania's nine law schools.

How to Register for a User Account

Step 1: Go to the homepage, paiolta.smartsimple.com, and select "Register":

Step 2: A Registration page will appear. Select "Nonprofit with 501(c)(3) Status" from the options below:

Step 3: Please complete the Eligibility Quiz by answering the questions below:



Eligibility Quiz

* Is the organization a not-for-profit Pennsylvania corporation?

Please select

* Is the organization tax exempt under Section 501(c)(3) of the Internal Revenue Code?

Please select

Step 4: Next, enter the organization's Federal Employee Identification Number (EIN) in the applicable field below. Then, select "Search":



Organization Search

Instructions:
Please enter your organization name or organization EIN.
If you are unable to find your organization in the IRS database, don't yet have an EIN, or have other questions about the registration process, please contact Jim Swoyer, Grants Manager for the IOLTA Board, at 717.238.2001 x7002, or James.Swoyer@pacourts.us.

EIN

Step 5: Select your organization using the chevron icon indicated below:

#	EIN	Organization Name	Address	City	State	Zip Code	
1.	251802119	PENNSYLVANIA INTEREST ON LAWYER TRUST ACCOUNT BOARD	PO BOX 301	UNIONTOWN	PA	15401-0301	

Step 6: The system will auto-populate “Organization Information” based on data in the IRS Database*. Scroll to the bottom to enter your “Contact Information”:

Organization Information

Instruction
Please fill out all information below.

* **EIN Number**
251802119

* **Organization Name**
PENNSYLVANIA INTEREST ON LAWYER TRUST ACCOUNT BOARD

* **Address**
PO BOX 301

Address 2

* **City**
UNIONTOWN

* **State**
Pennsylvania

* **Zip Code**
15401-0301

Phone

Web Site

* **Is the mailing address different from the address above?**
Please Select

Contact Information

Copy Address

**Please Note: You will have the chance to update the “Organization Information” once you have completed registration and logged into your account.*

Step 7: Once you have entered your personal contact information, select "Submit":

Web Site

* Is the mailing address different from the address above?

No

Contact Information

Copy Address

* First Name

* Last Name

* Title

* Email

* Phone

Phone Ext.

* Address

Address 2

* City

* State

* Zip Code

Submit



Step 8: Once you have successfully registered, the system will generate an email to you with your username and password. After logging in, you will be prompted to change your password.