



# 2011 Kohl's Cares® Hospital Partnerships Program

## Instructions for Accessing and Completing Your Proposal Online

This document provides instructions for:

- Accessing the online proposal
- Proposal sign-in
- Uploading attachments
- Saving and submitting your proposal

### Questions?

Contact Gina Airaudi

Kohl's Cares® Hospital Liaison

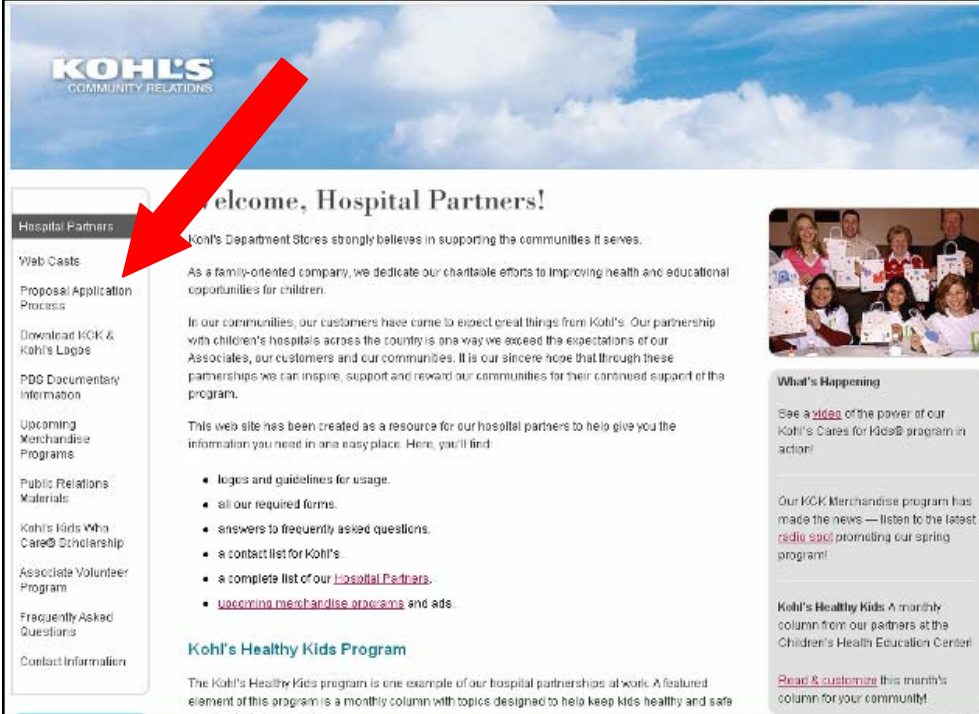
262-703-7786

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## Getting Online

Go to: <http://www.kohlscorporation.com/CommunityRelations/Hospital/Hospital01.htm>

Click on "Proposal Application Process" on the left toolbar:



The screenshot shows the Kohl's Community Relations Hospital Partners website. The header features the Kohl's logo and the text "COMMUNITY RELATIONS". Below the header is a large banner with the text "Welcome, Hospital Partners!". A red arrow points to the "Proposal Application Process" link in the left sidebar. The main content area includes a welcome message, a list of links, and a section titled "Kohl's Healthy Kids Program".

**Kohl's Community Relations**

**Welcome, Hospital Partners!**

Kohl's Department Stores strongly believes in supporting the communities it serves.

As a family-oriented company, we dedicate our charitable efforts to improving health and educational opportunities for children.

In our communities, our customers have come to expect great things from Kohl's. Our partnership with children's hospitals across the country is one way we exceed the expectations of our Associates, our customers and our communities. It is our sincere hope that through these partnerships we can inspire, support and reward our communities for their continued support of the program.

This web site has been created as a resource for our hospital partners to help give you the information you need in one easy place. Here, you'll find:

- logos and guidelines for usage.
- all our required forms.
- answers to frequently asked questions.
- a contact list for Kohl's.
- a complete list of our [Hospital Partners](#).
- [upcoming merchandise programs](#) and ads.

**Kohl's Healthy Kids Program**

The Kohl's Healthy Kids program is one example of our hospital partnerships at work. A featured element of this program is a monthly column with topics designed to help keep kids healthy and safe.

**What's Happening**

See a [video](#) of the power of our Kohl's Cares for Kids® program in action!

Our KCK Merchandise program has made the news — listen to the latest [radio spot](#) promoting our spring program!

**Kohl's Healthy Kids** A monthly column from our partners at the Children's Health Education Center

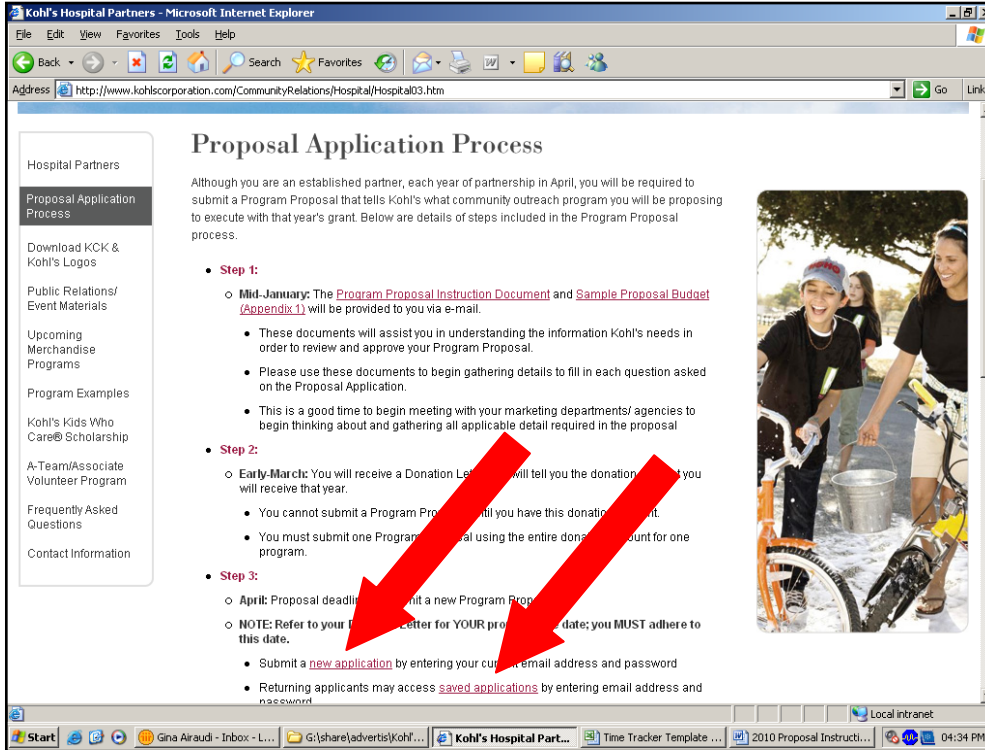
[Read & customize](#) this month's column for your community!

**To begin a new application:**

Click on Step 3 – “new application.” This link is for users beginning a new application only.

**To continue working on a saved application:**

Click on Step 3 – “saved applications.” This link is for users that started a new proposal and saved to continue working on it later.



**Enter sign-in information:**

- If you are a new applicant – click “I am a new online applicant.”
  - Enter your e-mail address.
  - Click “Continue.”
- If you are a returning applicant – click “I am a returning online applicant.”
  - Enter your e-mail address.
  - Enter your password.
  - Click “Continue.”

For new online applicants (returning applicants will be sent right to the Eligibility Quiz):

- You will be asked to create and verify a password.
- Enter requested information.
- Click "Create Account."

### Create an Account

An account allows you to access your saved and submitted applications at anytime. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail Address:

Password (minimum of 5 characters):

Confirm Password:

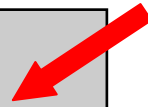
[Click here to go back to the login page](#)

**Tax ID (EIN)**

- Tax ID must be validated before you can access the Proposal form.
- Enter Your 9-Digit Tax-ID #.
- Click "Ok."


Please enter your Tax ID:

Example Tax ID#

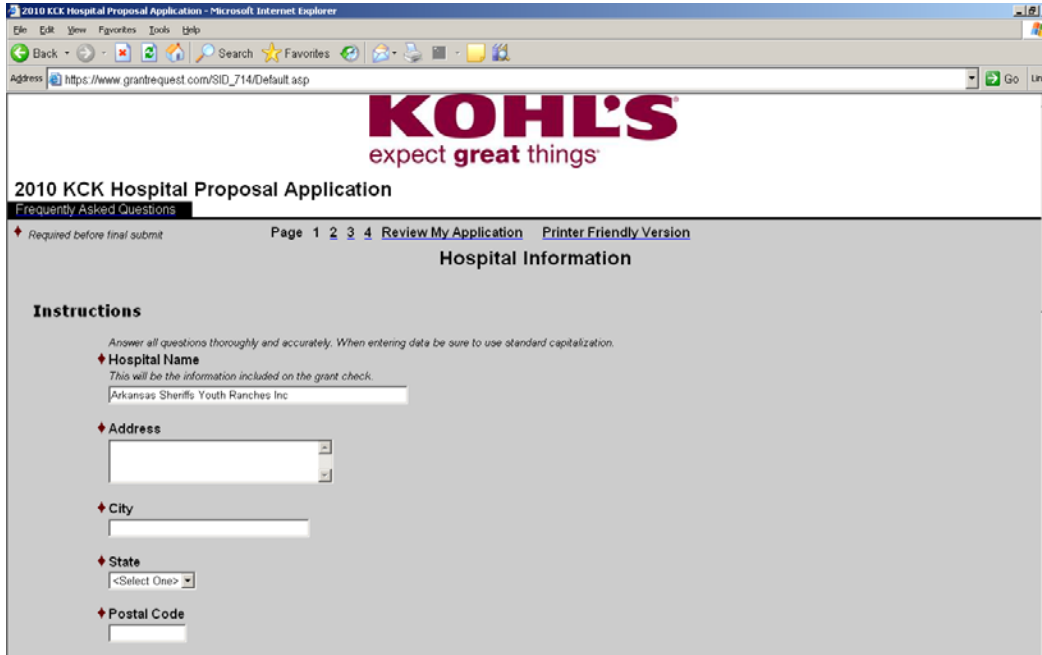


Complete the Eligibility Quiz. See the Proposal Question Guide with Sample Answers for additional guidance and sample responses.

## Begin Proposal Form:

- Required fields (marked with this symbol: ) MUST be completed.
- ALL pages must be completed.
- Upload attachments (see page 6 of this document for uploading instructions).
- Click "Save & Finish later" to save your current work and finish at a later date.
  - At anytime you can stop and save your work to come back to it later – see page 6 to learn how to return to your incomplete proposal.

Complete the Proposal Application. See the Proposal Question Guide with Sample Answers for additional guidance and sample responses.



## Attachments

All of the following attachments are required and must be submitted. See the Proposal Instruction Document for additional guidance and sample responses.

1. Hospital Logo (high resolution, 300 dpi)
2. Program Budget
3. 501c3 Tax Exempt Letter
4. Kohl's Story and Photo (not required for new partners in 2011)
5. Hospital and/or Foundation Naming Policy (if your program is not exclusively named for Kohl's)

To upload attachments:

- Select the title of what you are uploading (this will be a drop down menu).
- Use the "Browse" button to find your file on your computer.
- Click "Upload" after you find each attachment.

## Upload

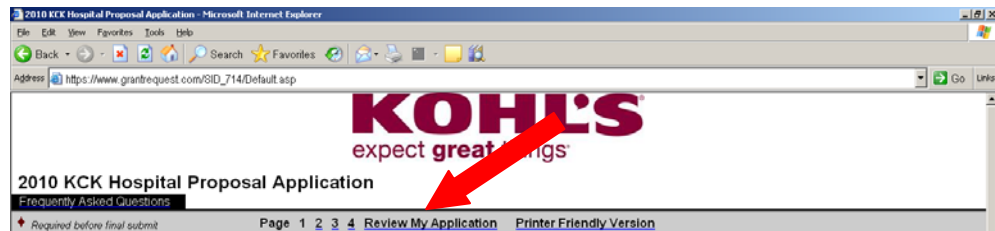
The maximum size for all attachments combined is 7 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name:

## Submitting Your Final Proposal

Review application first:



- Check your answers.
- Check your attachments.
- Click "Submit" button to submit your proposal.
  - After you submit, you will receive an e-mail confirmation containing a copy of your submitted proposal.
  - A copy of your final proposal will be saved in MyAccount – see "Returning to your account" below for instructions on how to access MyAccount.

**Important Note:** Once you click "submit," you can no longer make changes to your proposal.

Once you've submitted your proposal, Kohl's will download your proposal and review. From there, Kohl's will contact you if questions arise during the review process.

Kohl's review timeline:

- Review April through July
- Proposals approved by August

## Returning to your account (MyAccount)

Go to: <http://www.kohlscorporation.com/CommunityRelations/Hospital/Hospital01.htm>.

- Click "saved applications" under Step 3 to access saved proposals.
- At the "Please Sign In" page:
  - Enter your e-mail address.
  - Select "I am a returning online applicant."
  - Enter your password.
  - Click Continue.
- If you forgot your password, click "Forgot your password? Click here" to receive an email with your password.

## Additional Options in MyAccount

From your account, you can:

- Find saved proposals in "Open" section to continue working on a proposal in progress.

- Click a link to return to that proposal.
- Find submitted proposals in “Submitted” section
  - Click a link to view completed proposal.
  - Sorry—submitted proposals can’t be changed.
- Other MyAccount options:
  - Change e-mail address.
  - Change password.

