Here's the <u>dreamhost.com</u> page to get you started - <u>https://help.dreamhost.com/hc/en-us/articles/215769478</u>

- Someone from the unit will have to register for a standard "shared hosting" account, which will be about a \$100 commitment on a credit card, but DreamHost gives a grace period before they bill. The grace period gives you time to file a support ticket with them for the non-profit plan, and send the required proof of 501(c)(3) status. You can begin using the account within a few hours after registering, independent of the non-profit status. Non-profit account approval takes about 24 hours.
- Advice whatever name and email you use for the account at this stage, and the associated password you establish, that name is the owner of the account forever (apparently), with some special privileges so choose carefully and keep a record that can be shared. I think the best approach is probably to create a new Gmail (or something like that) account just for this and make up an account owner name. Remember also that non-profit status needs to be handled within that 21 days, so I would not start until you have everything, including your domain name more or less lined up.
- Approval for 501(c)(3) hosting requires submittal of the 1943 IRS letter, 1992 Dept of Treasury letter, 2010 California FTB status document, AND and the unit/council/district-specific letter from State PTA. Your president can get you the appropriate docs for your unit; the blanket IRS docs will be the same for all units.
- If isn't a domain name already registered (your equivalent of ninthdistrictpta.org), you'll need to pick out a name and register that. DreamHost can handle the domain name registration for you, or you can go to other sites for that, eg https://www.namecheap.com or godaddy.com. Cost for registration should be something between \$4 and \$20 per year depending on whether you want to be a .org, .com or one of several other choices. Registration is a commodity business at this point...there's no good or bad, and prices won't vary much so shopping around won't be worth a lot of time.