

## Instructions for Updating Your Candid Account with Demographic Information

### If your organization has a Candid profile:

1. [Log in to your Candid account](#).
2. Review and update, at minimum, the race/ethnicity, gender and transgender identity, sexual orientation, and disability status of your leadership, staff, and board. In all instances, your team may choose 'decline to state' if they prefer not to disclose any demographic information.

### If your organization does not have a Candid profile:

1. Access the [Claim Form](#): Visit the Candid website and locate the form to claim your organization's profile.
2. Complete the Form: Fill in all the required information about your organization as prompted.
3. Submit!

### If your organization is fiscally sponsored:

Reach out to [grants@headwatersmt.org](mailto:grants@headwatersmt.org) for instructions on how to enter your information.

### If you need assistance collecting or sharing your data:

Check out these resources:

- [Candid Demographic Data Collection Guide](#)
- [Collecting and Sharing Demographic Data via Candid](#)

### If you need assistance using the Candid interface:

Contact Janet Camarena at Candid - [janet.camarena@candid.org](mailto:janet.camarena@candid.org).