

## Setting Up a CBO Account in C4Yourself (C-IV)

### Community Based Organization (CBO) Account

Community Based Organizations (CBO) may choose to simply provide access to a computer and some support to applicants, or they may actually enter the applicant's information into C4Yourself. Each CBO wanting to help applicants in C4Yourself®<sup>1</sup> must create a CBO User Account.

The CBO account is created at the organization level. The CBO will need to designate a primary contact person and establish a single account name and password, or create individual accounts for staff members. It is recommended that a single account at the organization level be utilized. When creating individual accounts for staff members, rather than a single account for the organization, be sure to use the same naming convention for the Organization Name to ensure reporting is accurate. The following secret questions are standard for all CBOs.

- What is your Tax ID?
- What year did you first receive funding?

Any CBO staff authorized by the organization to use a C4Yourself CBO User Account will be required to sign each application that he/she assists with. It is important to remember that in order to ensure consistent reporting staff should always sign their name the same way, (i.e., First and Last Name, First Name, Middle Initial, and Last Name keeping capitalization consistent each time).

### Create CBO User Account

1. Access the C4Yourself Home page located at <https://C4Yourself.com>.
2. Click the **Create an Account** hyperlink.

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**Apply for Benefits**  
Start an application

Cash Assistance      Food & Nutrition      Medical

**My C4Yourself**  
If you have already created a C4Yourself account you can log in by following the links below.

- [Create an Account](#)
- [View Documents](#)
- [View Things To Do](#)
- [Check Messages](#)
- [Check Benefits](#)
- [Open Saved Applications](#)

**C4Yourself California Counties**  
See a map and listing of all C4Yourself counties where you can send your application.

**Announcement**  
Electronic Notifications are now available in C4Yourself! Get an e-mail alert when there is new correspondence in your C4Yourself account. Contact your local county office for information on how to sign up.

3. Click the **register a new CBO account here** hyperlink.

**Login**

**New User**  
If this is your first time accessing C4Yourself, please [register a new account here](#).

**New Community Based Organization (CBO) User**  
If this is your first time accessing C4Yourself, please [register a new CBO account here](#).

**Existing User**  
Please enter your User Name and Password in the boxes below. Click on the Next button and you will go back to the application you were completing.

User Name:

Password:

**Next**

[Forgot your User Name?](#)  
[Forgot your Password?](#)

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1. The CBO Account Registration page appears.

**CBO Account Registration**

You must answer questions marked with \*.

\*Organization Name:

\*Primary Contact Name:

\*Address Line 1:

Address Line 2:

\*City:

State: California

\*County: Select One

\*Zip Code:

Contact Number:  -  -  Ext:

Email:

\*Account Name:   
Type in a Account Name. It must be between 5 and 20 letters or numbers and it should be something easy for you to remember.

\*Password:   
Type in a Password. It must be between 5 and 20 letters or numbers and it should be different than your Account name.

\*Re-enter Password:   
You must enter the same Password again.

First secret question: What is your tax ID?

\*Your answer:

Second secret question: What year did you first receive funding?

\* Your answer:

I have read and understand the [Privacy Statement](#).


Click the Next button to create your account

2. Enter the organization’s information as completely as possible. Data marked with an asterisk is required in order to save the page.


Required Field Name	Entry
Organization Name*	The Organization Name should be the name of the group creating the account. For example, <i>Stockton Catholic Charities</i> .
Primary Contact Name*	The primary contact person should be the director, administrator, etc.
Address Line 1 and Line 2*	The address should be the primary address of the organization. If the organization has a P.O. Box in addition to its physical address, use Line 1 for the Physical Address and Line 2 for the P.O. Box.
City*	The address should be the primary address of the organization.

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Required Field Name	Entry
State*	The address should be the primary address of the organization.
Zip Code*	The address should be the primary address of the organization.
Contact Number*	The Contact Number should be the primary phone number of the primary contact person.
Email*	The Email should be the primary contact person's email address.
Account Name*	<p>The Account Name should be something your staff can easily remember. For example if you have several offices in a city/county, you could enter <i>CatholicCharities03</i>. A similar naming convention could be used for creating multiple accounts for staff members in the same organization.</p> <p>The Account Name must be between 5 and 20 characters (alpha and/or numeric).</p>
Password/Re-Enter password*	The Password should be something your staff can remember easily and must be between 5 and 20 characters (alpha and/or numeric). The Password should be different than your Account Name.
First Secret Question*	Enter the Tax ID for your organization. Staff will need to know this in order to log in.
Second Secret Question*	Enter the year your organization first received funding. Staff will need to know this in order to log in.

3. Read the **Privacy Statement**.
4. Check the box next to the statement, **I have read and understand the Privacy Statement**.
5. Click  .
6. The **User name and password** confirmation page appears.

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 **C4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

[Home](#) | [Help](#) | [Log Out](#)

English

[Change Language](#)

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## User name and password

You have successfully created your user name and password.

[Next](#)

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