

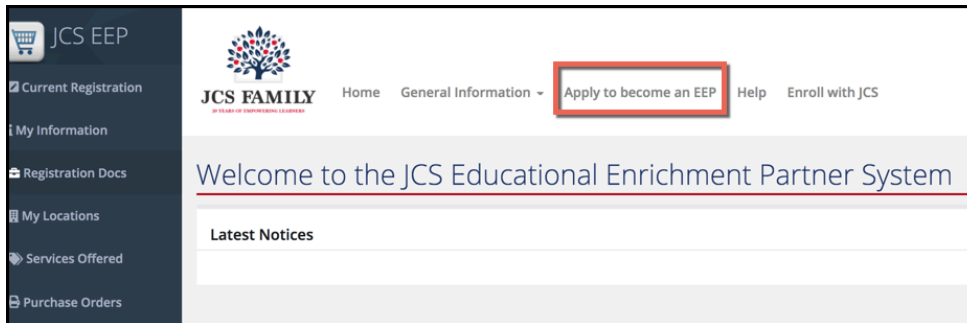


# Knowledge Base

## How to Apply to Become a JCS-Inc. Educational Enrichment Partner

The following instructions are for businesses who wish to become JCS-Inc. Educational Enrichment Partners and would like to complete the application process.

1. Go to the [JCS-Inc. Educational Enrichment Partner page](#) and select 'Apply to become an EEP' from the top.



2. Complete the initial information and acknowledgements to begin your application. Once you have completed this step a JCS-Inc. employee will review your initial application and send you an email to begin the registration process. In some cases, someone may call you first to clarify information you entered on the application/acknowledgement page.

**New Educational Enrichment Partner Sign-Up**

Welcome to the JCS Inc. Educational Enrichment Partner Program. Please complete the fields below to get your Application started.

This Sign-up is for NEW Educational Enrichment Partner ONLY. If you are an existing JCS Inc. Educational Enrichment Partner, or if you were a JCS Inc. Educational Enrichment Partner in the past, please contact the Resource Center.

After this Sign Up form is submitted we will review your application information (usually takes 1-2 business days). If accepted, you will be sent a username and temporary password to the email address provided below. Once received, login to the website to finish registration and upload the required documentation.

Note: you must provide a 'Place of Business' name and address. Once your application is approved, this address will be searchable and will be displayed publicly on the JCS Inc. Educational Enrichment website.

For answers to common questions about becoming a JCS Inc. Educational Enrichment Partner, go here [General Information](#)

For questions not covered in the General Information section, or for help completing Sign Up, Please Contact the Resource Center [Resource Center](#) (760) 765-5500

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**Contact Information**

<b>Business Name (DBA):</b> <input type="text"/> <small>(this is the name that will appear on the website, purchase orders and should be on any advertising, it MUST be listed on the W9)</small>	<b>Remittance Attention:</b> <input type="text"/>
<b>Legal or Taxable Entity Name:</b> <input type="text"/> <small>(this is the 'Name' that is on your W9 form, and under which income taxes are filed, and will be the name that checks are issued to)</small>	<b>Remittance Address 1:</b> <input type="text"/>
<b>Tax Status:</b> Individual/sole proprietor/single entity LLC <input type="text"/>	<b>Remittance Address 2:</b> <input type="text"/>
<b>Business Email Address:</b> <input type="text"/>	<b>Remittance City:</b> <input type="text"/>
	<b>Remittance State:</b> <input type="text"/>

- You'll receive the email to begin the registration process which will include your login information. You'll then log back in to the [JCS-Inc. Educational Enrichment Partner page](#) using the username and temporary password in your email.

