How to apply for an EIN online:

1. Go to: <https://sa.www4.irs.gov/modiein/individual/index.jsp> and click “Begin Application”
2. For legal structure, select “View Additional Types”, then click continue,
3. Select "Other Non-Profit/Tax-Exempt Organizations”, then click continue,
4. Click continue on the "Please confirm your selection.” screen,
5. Select, "Started a new business”, then click continue,
6. For responsible party select Individual, then click continue,
7. Enter the name and the SSN for the chapter president then indicate "I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.”
8. Enter the address of the organization for official mail and notices, then click continue,
9. Enter the legal name of the organization.  This should be: "Christian Legal Society – [your chapter name] Chapter”
10. Enter county where chapter is located and State.  Start date can be January 2017, then click continue,
11. On the “Tell us more…” screen, all the answers should be no, then click continue.
12. On the “What does your business or organization do” screen, select “Other”, then click continue
13. Then select “Organization”, then click continue,
14. Then select “Religious”, then specify: Religious campus group, then click continue
15. Select “Receive letter online", then click continue,
16. Review the summary screen for errors, then click “Submit"
17. Please send CLS a copy of the EIN letter received