



FUND PORTAL RESOURCES

SETTING UP ACCESS TO YOUR ACCOUNT

DONOR RESOURCES

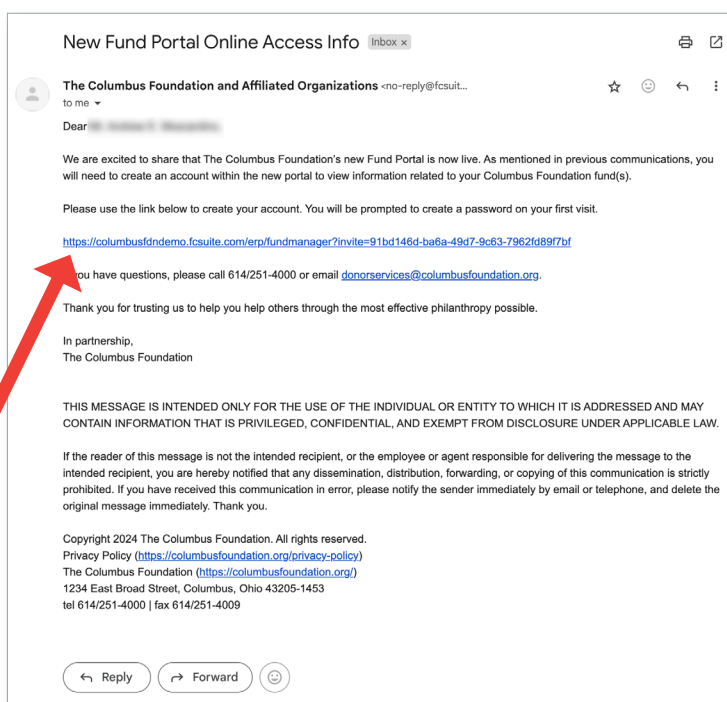
Welcome to The Columbus Foundation's new Fund Portal! We have transitioned to a new technology platform designed to further strengthen our provision of service, community information, and financial reporting to you. This guide will help you set up access to your account in the Fund Portal, where you can continue to manage your fund from anywhere.

ACCESSING THE FUND PORTAL

You should have received an email with a unique link to set up your access to the new Fund Portal. This email was sent from The Columbus Foundation to the email address on file associated with your fund(s) and will appear from the domain **"no-reply@fcsuite.com."** The subject line was New Fund Portal Online Access Info. If you did not receive this email, you may need to check your junk folder.

STEP 1:

Click on the unique link provided in the email. This will direct you to a screen where you will complete your account and password setup. Your name and email will be auto-populated.



STEP 2:

Create a new password using a minimum of 10 characters. Please review the additional requirements for your password.

STEP 3:

Re-type your new password to confirm.

STEP 4:

Once you press **SAVE** at the bottom of the page, it will confirm your set up is complete.

Next, press **CONTINUE**.

The screenshot shows the 'SETUP ACCESS' form. Red callout 2 points to the 'Name' field. Red callout 3 points to the 'Password' and 'Confirm Password' fields. Red callout 4 points to the 'PASSWORD REQUIREMENTS' section, which is highlighted with a red box. Below the requirements is a 'Tips' section and a 'SAVE' button at the bottom right.

The screenshot shows the 'SETUP ACCESS - COMPLETE' confirmation page. A red callout 4 points to the 'CONTINUE' button. The page includes contact information for The Columbus Foundation and their mission statement.

STEP 5:

You have now arrived at the **Fund Portal Login Page**. From here, you can log in to your account using your username (which is your email address in all lowercase letters) and your new password.

After you have successfully completed this process, you can access the Fund Portal anytime by visiting columbusfoundation.org. We encourage you to bookmark the Fund Portal Login Page for later use.

In many browsers, this can be done by clicking the star icon located on the right-hand side of the address bar.

The screenshot shows the Fund Portal Login Page. A red callout 5 points to the star icon in the browser's address bar. The page features a 'Welcome' message and a login form with fields for 'Username' and 'Password', and a 'LOGIN' button.