



FUND PORTAL RESOURCES

SETTING UP ACCESS TO YOUR ACCOUNT

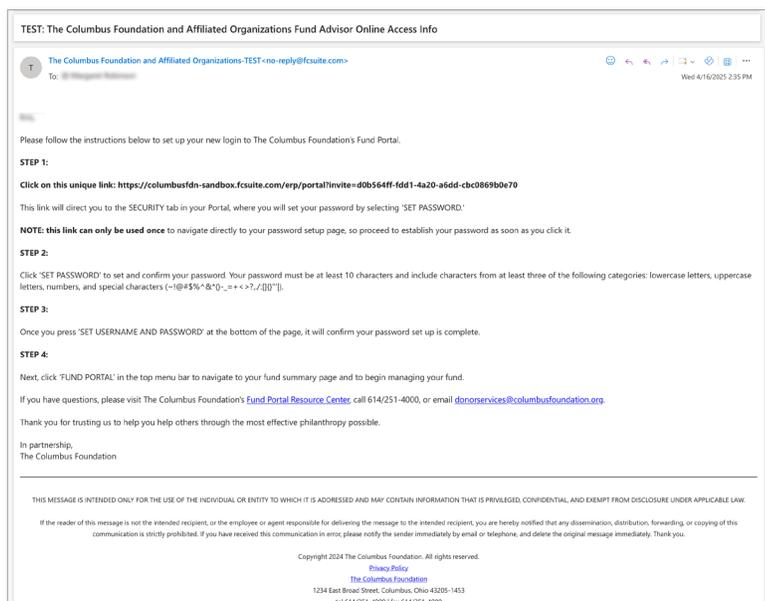
DONOR RESOURCES

Welcome to The Columbus Foundation's Fund Portal!

This guide will help you set up access to your account in the Fund Portal, where you can manage your fund from anywhere.

ACCESSING THE FUND PORTAL

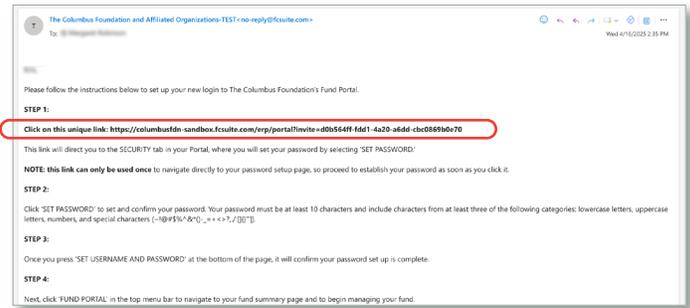
You should have received an email with a unique link to set up your access to the Fund Portal. This email was sent from The Columbus Foundation to the email address on file associated with your fund(s) and will appear from the domain “no-reply@fcsuite.com.” The subject line was The Columbus Foundation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



STEP 1:

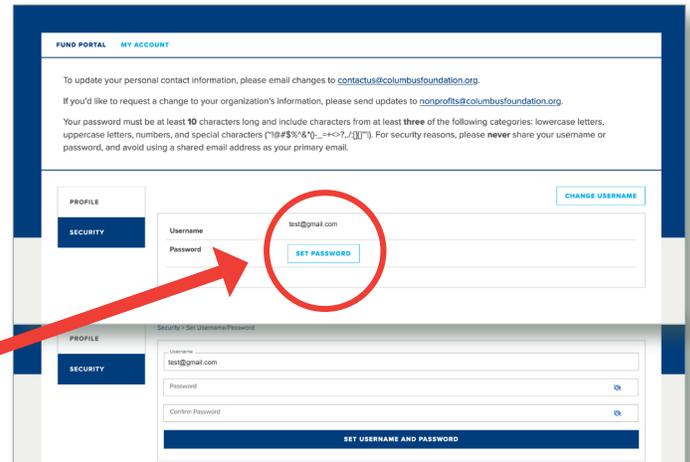
Click on the unique link provided in the email. This link will direct you to the **SECURITY** tab in your Portal, where you will set your password by selecting **Set Password**.

Note—this link can only be used once to navigate directly to your password setup page, so proceed to establish your password as soon as you click it.



STEP 2:

Click **Set Password** to set and confirm your password. Your password must be at least 10 characters long and include characters from at least three of the following categories: lowercase letters, uppercase letters, numbers, and special characters (^!@#\$%^&*()-_+=<?>./:[]{}”).



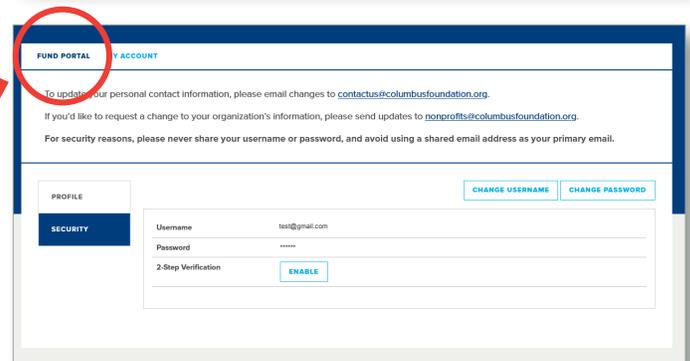
STEP 3:

Once you press **SET USERNAME AND PASSWORD** at the bottom of the page, it will confirm your password set up is complete.



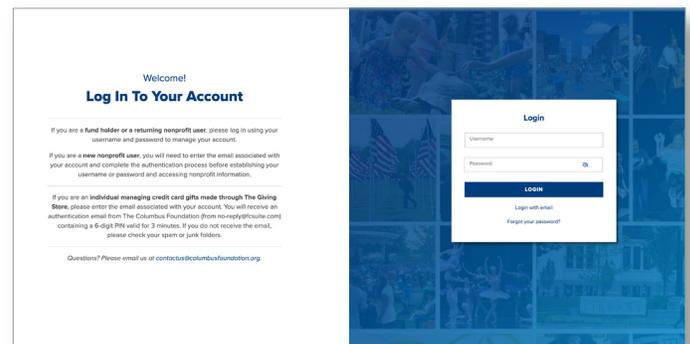
STEP 4:

Next, click **FUND PORTAL** in the top menu bar to navigate to your fund summary page and to begin managing your fund.



STEP 5:

You can access the Fund Portal anytime by visiting columbusfoundation.org. You will log in to your account using your username (which is your email address in all lowercase letters) and your new password.



We encourage you to bookmark the 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.