FUND PORTAL RESOURCES

SETTING UP ACCESS TO YOUR ACCOUNT

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 <u>donorservices@columbusfoundation.org</u>.

The Columbus Foundation and Affiliated Organizations-TEST <no-reply@fcsuite.com> To:</no-reply@fcsuite.com>	🙄 ← ← → 📑 ← ◇ 🗍 🗃 ← Wed 4/16/2025 235 F
lease follow the instructions below to set up your new login to The Columbus Foundation's Fund Portal.	
TEP 1:	
lick on this unique link: https://columbusfdn-sandbox.fcsuite.com/erp/portal?invite=d0b564ff-fdd1-4a20-a	a6dd-cbc0869b0e70
his link will direct you to the SECURITY tab in your Portal, where you will set your password by selecting 'SET PASSV	NORD.'
IOTE: this link can only be used once to navigate directly to your password setup page, so proceed to establish yo	our password as soon as you click it.
TEP 2:	
lick*SET PASSWORD' to set and confirm your password Your password must be at least 10 characters and include etters, numbers, and special characters (-1@#\$%-&*0=+<>?,/:]]0"]).	characters from at least three of the following categories: lowercase letters, upperca
TEP 3:	
Once you press 'SET USERNAME AND PASSWORD' at the bottom of the page, it will confirm your password set up is	s complete.
TEP 4:	
lext, click 'FUND PORTAL' in the top menu bar to navigate to your fund summary page and to begin managing you	ır fund.
f you have questions, please visit The Columbus Foundation's Eund Portal Resource Center, call 614/251-4000, or en	nail donorservices@columbusfoundation.org.
hank you for trusting us to help you help others through the most effective philanthropy possible.	
n partnership, he Columbus Foundation	
THIS MESSAGE IS INTERDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORM	AATION THAT IS PRIVILEGED, CONFIDENTIAL, AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW
If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended communication is strictly prohibited. If you have received this communication in error, please notify the sender immedia	ed recipient, you are hereby notified that any dissemination, distribution, forwarding, or copying of this ately by email or telephone, and delete the original message immediately. Thank you.
Copyright 2024 The Columbus Foundation. All rig	ghts reserved.
Privacy.Policy The Columbus Foundation	
The Columbus Foundation 1234 East Broad Street, Columbus, Ohio 432	205-1453



NOR RESOURC

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 (~'!@#\$%^&*()-_=+<>?,./:[]{}"'|).



T

STEP 1

Click on

NOTE: this

3

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 **<u>columbusfoundation.org</u>**. 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 righthand side of the address bar.







If you still have questions or did not receive an email to set up access to your Fund Portal, please contact us at **donorservices@columbusfoundation.org** or **614/251-4000.**