

ACCESSING YOUR ACCOUNT

Welcome to The Columbus Foundation's Nonprofit

Portal! We have transitioned to a new technology platform that will allow you to view grants made to your organization, review and request edits for your organization's Giving Store Directory Listing, and more.

ACCESSING THE NONPROFIT PORTAL

You can access the Nonprofit Portal anytime by visiting **columbusfoundation.org** and clicking on **LOGIN** at the top right corner of the homepage.





You will be directed to a login menu where you will select the **NONPROFIT PORTAL** option. Click **LOGIN**. **PLEASE READ:** If you are a primary or secondary contact who has already created a username and password for the Fund Portal, you will use the same credentials to access the **Nonprofit Portal**. For security reasons, never share your username or password, and do not use a shared email address as your primary email.

Continue using the **Fund Portal** to review contributions to and grants from your fund(s), access fund statements, and suggest grants, if applicable.

PRIMARY CONTACTS

Welcome back

Log In To Your Account

e to the new Portal for central Ohio nonprofits with a Directory List iving Store and for individuals managing credit card gifts made thro The Giving Store to support local nonprofit organizations.

log in, please enter the email associated with your organization or your clion in The Giving Store. You will receive an authentication email from T hbus Foundation (from no-rep)ytifesuite.com) containing a 6-cligit PIN val minutes. If you do not receive mail, please check your spam or junt folders.

Questions? If you have any questions or need assistance, please email us at contactus@columbusfoundation.org.

If you are the primary contact of your organization, enter your email address to begin login. Unsure if you are the Primary or Secondary Contact? You may email nonprofits@columbusfoundation.org for clarification of roles.



A **PIN** will be sent to your email, coming from **no-reply@fcsuite.com**. Once received, you have **3 minutes to access the PIN** and enter it **here**.

If you time out, you will be prompted to check your email again to access a new PIN.

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	An email has been sent to the email provided. It contains a PIN which will be valid for up to 3 minutes. Check your spam or junk folders if you do not receive the email.	
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	We need to send you another number. Check your email again.	
	Pin	
	LOGIN	T
	Login with email	

After you authenticate by entering your PIN, you will be directed to a profile list screen. **Choose the tile with your organization's name** to enter the Nonprofit Portal.



SECONDARY CONTACTS

Welcome back

Log In To Your Account

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lease enter the email associated with your organization or The Giving Store. You will receive an authentication email f undation (from no-republific-suite com) containing a Guiding

ns? If you have any questions or need assistance, please email us at

If you are the secondary contact of your organization, enter your email address to begin login. Unsure if you are the Primary or Secondary Contact? You may email nonprofits@columbusfoundation.org for clarification of roles.



A **PIN** will be sent to your email, coming from **no-reply@fcsuite.com**. Once received, you have **3 minutes to access the PIN** and enter it **here**.

If you time out, you will be prompted to check your email again to access a new PIN.

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If you have made a credit card gift through The Columbus Foundation's Giving Store in the past, the default view will be **MY DONATIONS**.

To continue setting up access to your account in the Nonprofit Portal, click the **MY ACCOUNT** tab.

Otherwise, you will be immediately directed to your **MY ACCOUNT** tab.

MY DONATIONS	ACCOUNT			To update ya operson	al contact information, plea	se email changes to <u>contactus@columbusfoundation.orc</u>	ј.
DONATIONS	Total Donations	Total Donations This Year	Total E	If you'd like to request	a change to your organiza	tion's information, please send updates to <u>nonprofits@co</u>	lumbusfoundation.org.
RECURRING	\$125.00	\$125.00	\$0.0	PROFILE	Name	TestPerson, Thisis A	© CHANGE PROFILE
	Donation Summary FUND				Primary Address	1234 East Broad Street Columbus, OH 43205 marketing@columbusfoundation.org	
	Credit Card Processing Fund Total			Phone Number	555-123-4567		
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Once you are in the **MY ACCOUNT** tab. click **SECURITY** in the left side menu. Then, click ADD USERNAME/ PASSWORD



To update your personal contact information, please email changes to contactus@columbusfoundation.org

Conce you've entered your desired username and password, click SET **USERNAME AND PASSWORD.**

You will see a confirmation screen after you set your username and password. You will not be able to



MY DONATIONS

You will be directed to a profile list screen. Choose the tile with your organization's name to enter the Nonprofit Portal.

Secondary Contacts

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SELECT

The Columbus Foundation

If you still have questions about the Nonprofit Portal, please contact nonprofits@columbusfoundation.org or 614/251-4000.

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Test Organization