



# NONPROFIT PORTAL RESOURCES

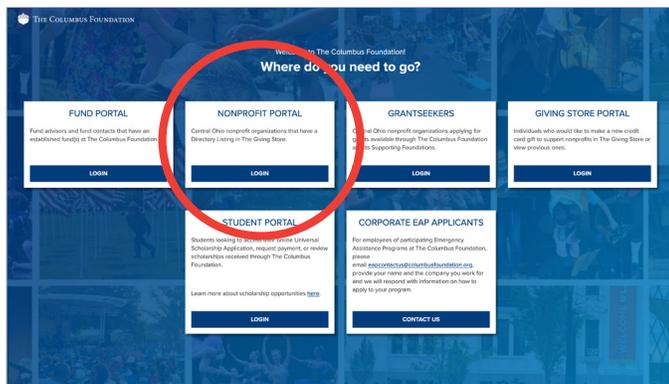
## ACCESSING YOUR ACCOUNT

NONPROFIT RESOURCES

**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](http://columbusfoundation.org) and clicking on **LOGIN** at the top right corner of the homepage.



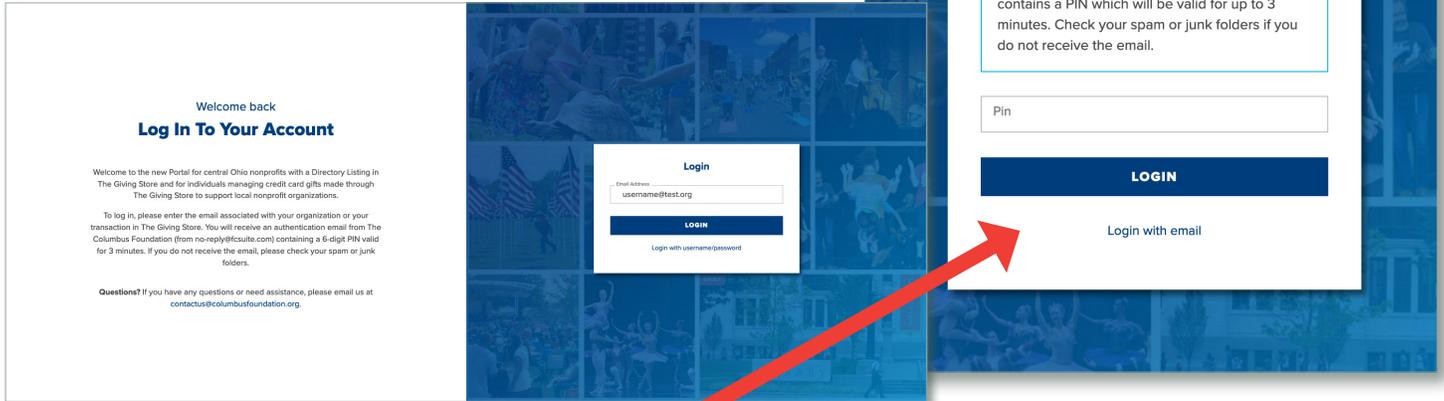
You will be directed to a login menu where you will select the **NONPROFIT PORTAL** option. Click **LOGIN**.

**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.

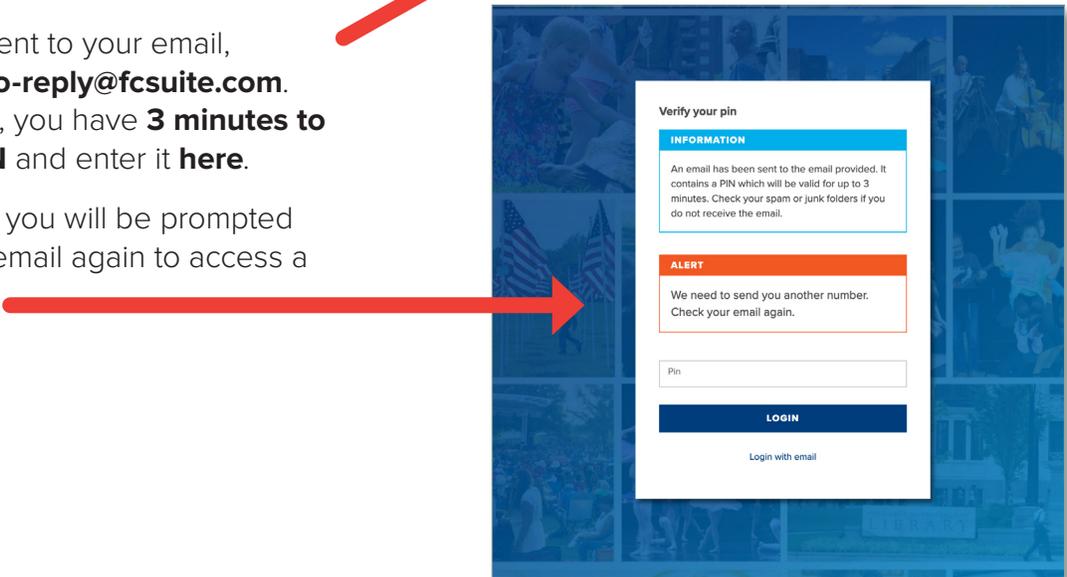
# PRIMARY CONTACTS

1 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.

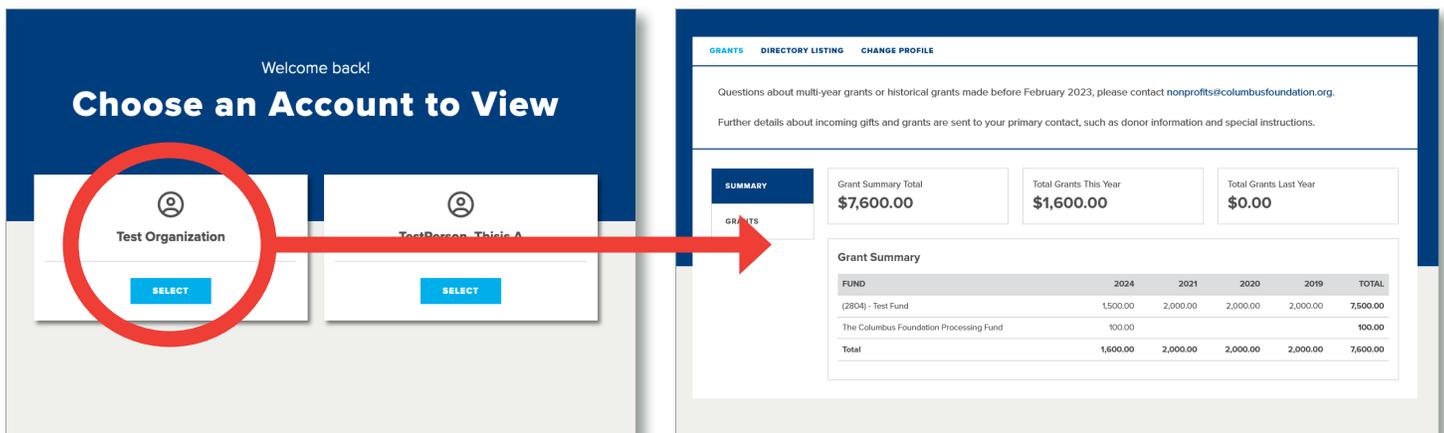


2 A **PIN** will be sent to your email, coming from **no-reply@fcsuite.com**. Once received, you have **3 minutes** to **access the PIN** and enter it **here**.

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

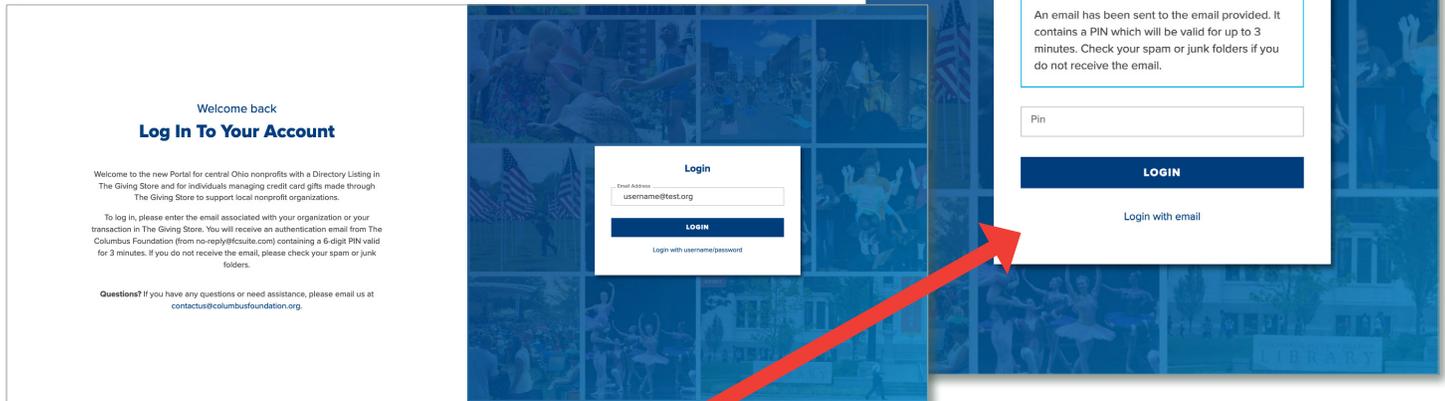


3 After you authenticate by entering your PIN, you will be directed to a profile list screen. **Choose the tile with your organization's name** to enter the Nonprofit Portal.



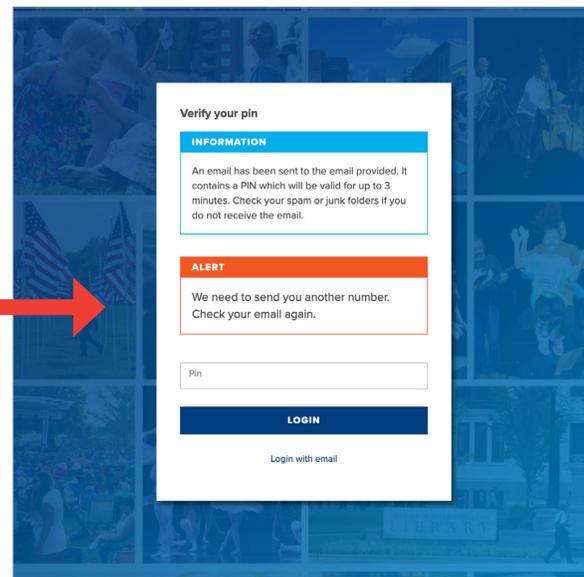
## SECONDARY CONTACTS

- 1 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.



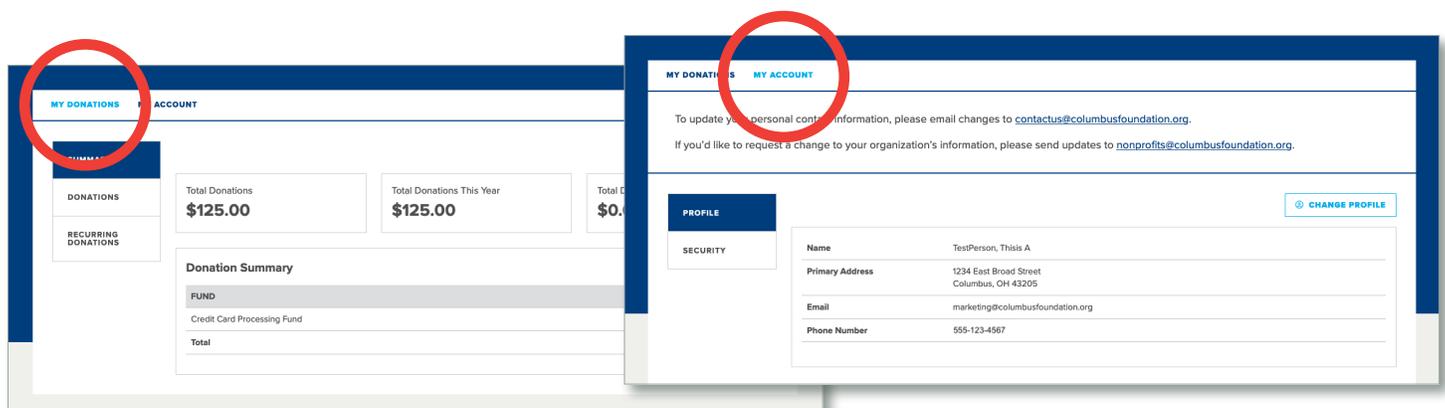
- 2 A **PIN** will be sent to your email, coming from **no-reply@fcsuite.com**. Once received, you have **3 minutes** to **access the PIN** and enter it **here**.

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

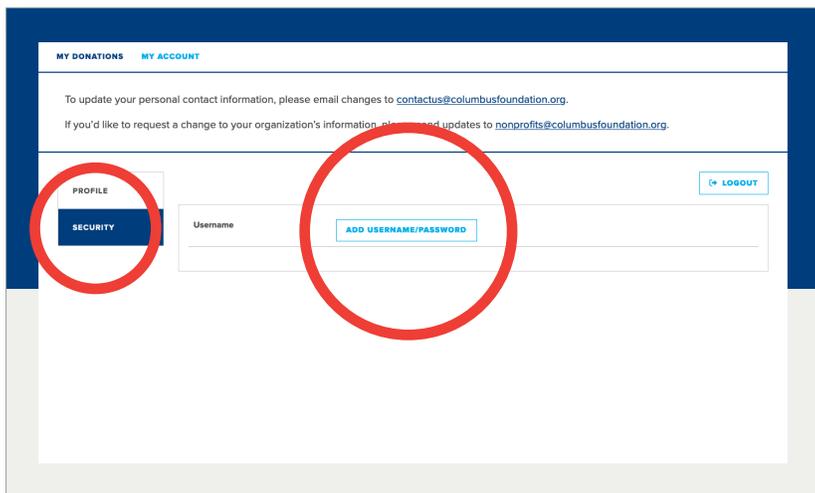


- 3 If you have made a credit card gift through The Columbus Foundation's Giving Store in the past, the default view will be **MY DONATIONS**.

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.

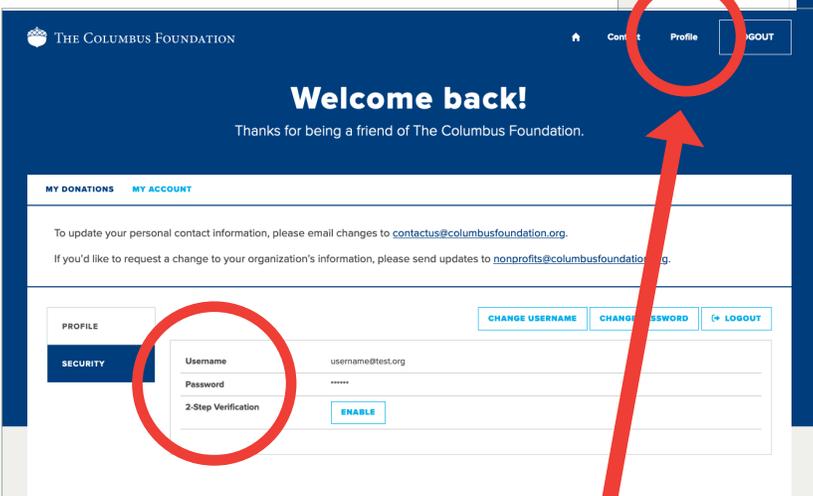
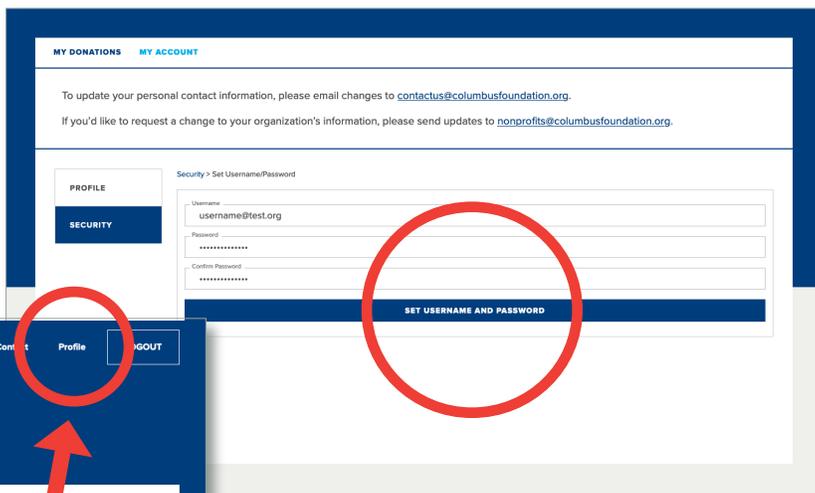


- 4 Once you are in the **MY ACCOUNT** tab, click **SECURITY** in the left side menu. Then, click **ADD USERNAME/PASSWORD**.



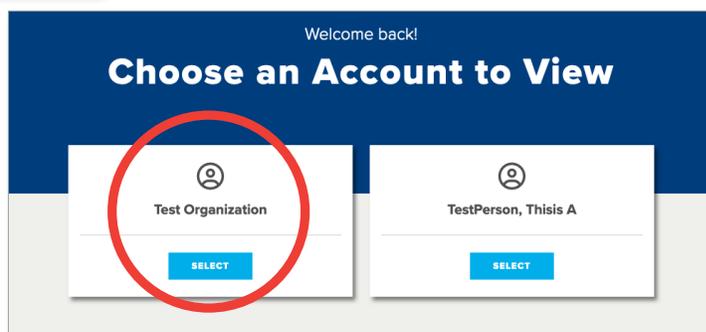
- 5 Once you've entered your desired username and password, click **SET USERNAME AND PASSWORD**.

You will see a confirmation screen after you set your username and password. **You will not be able to access your organization's profile in the Nonprofit Portal until you establish a personal username and password.**



- 6 Once you create your username and password, click **Profile** in the upper right corner of the page.

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



**Recommendation:** Set your username as the email address you used for authentication.

Secondary Contacts