NONPROFIT PORTAL RESOURCES

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.
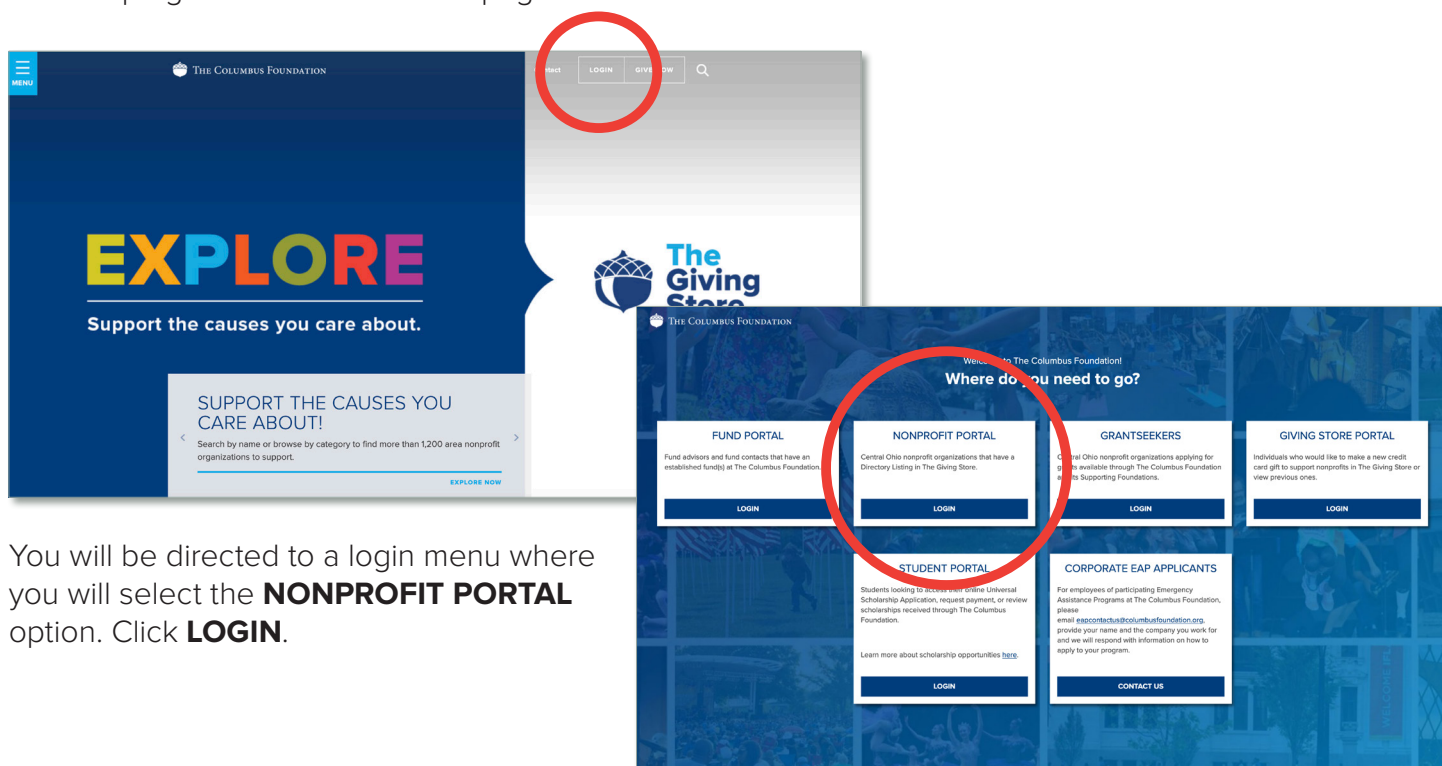
You will be directed to a login menu where you will select the **NONPROFIT PORTAL** option. Click **LOGIN**.
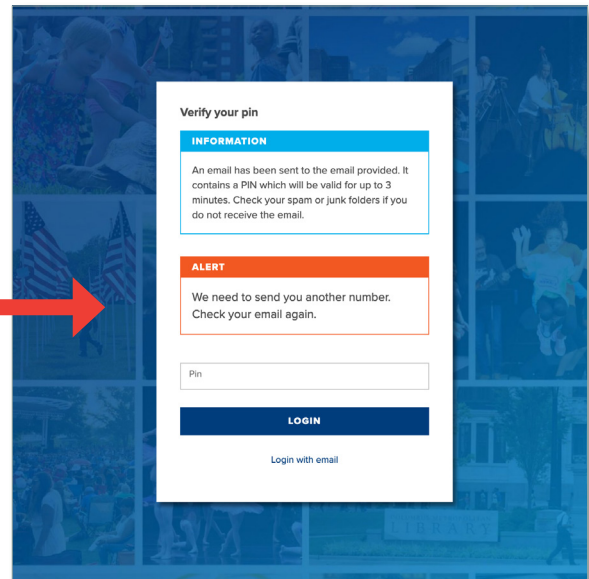
1

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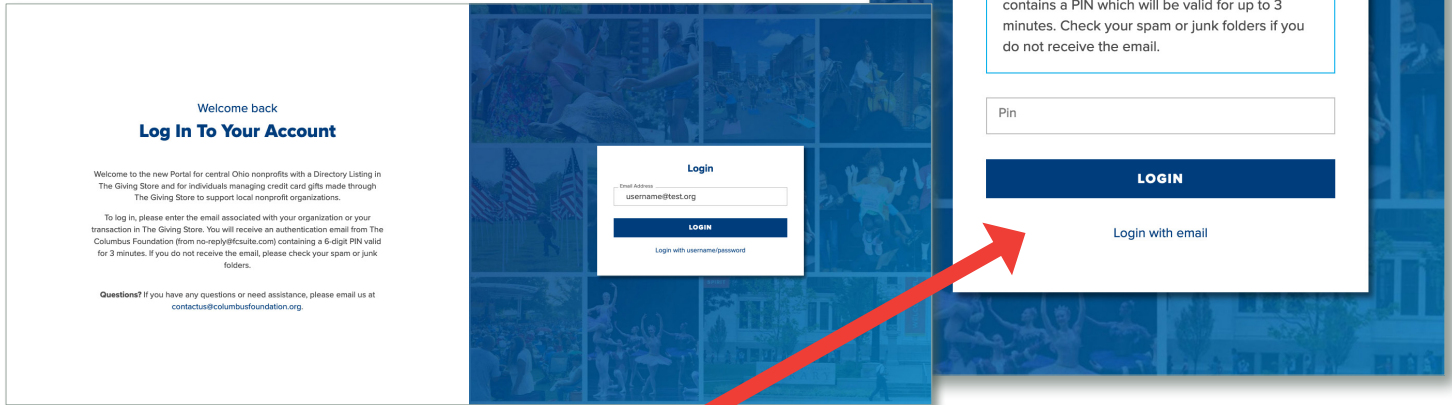
2 A **PIN** will be sent to your email, coming from **no-reply@fcsuite.com**. Once received, you have **3 minutes to access the PIN** and enter it **here**.

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.
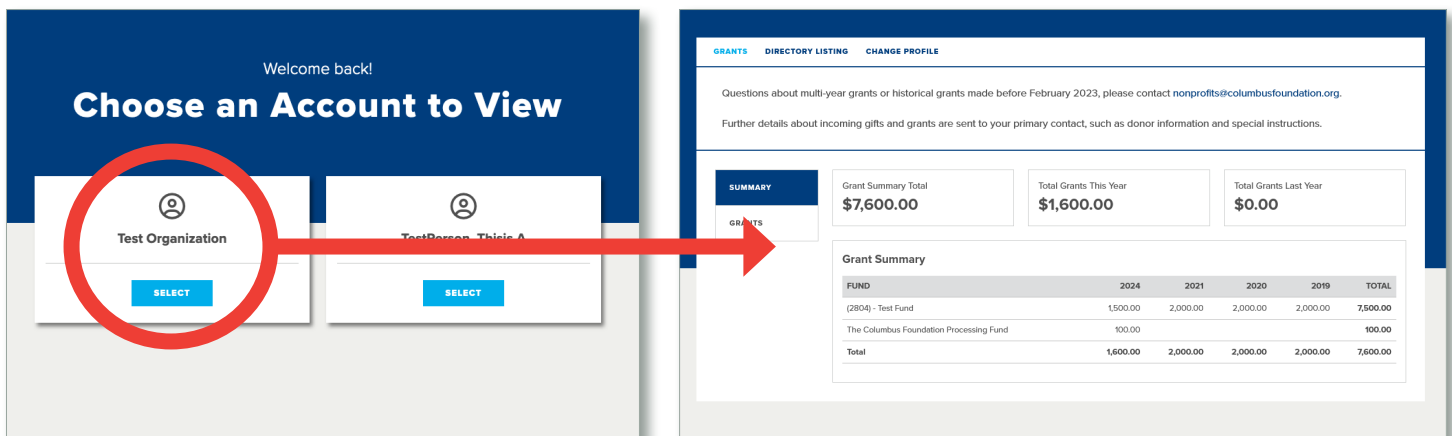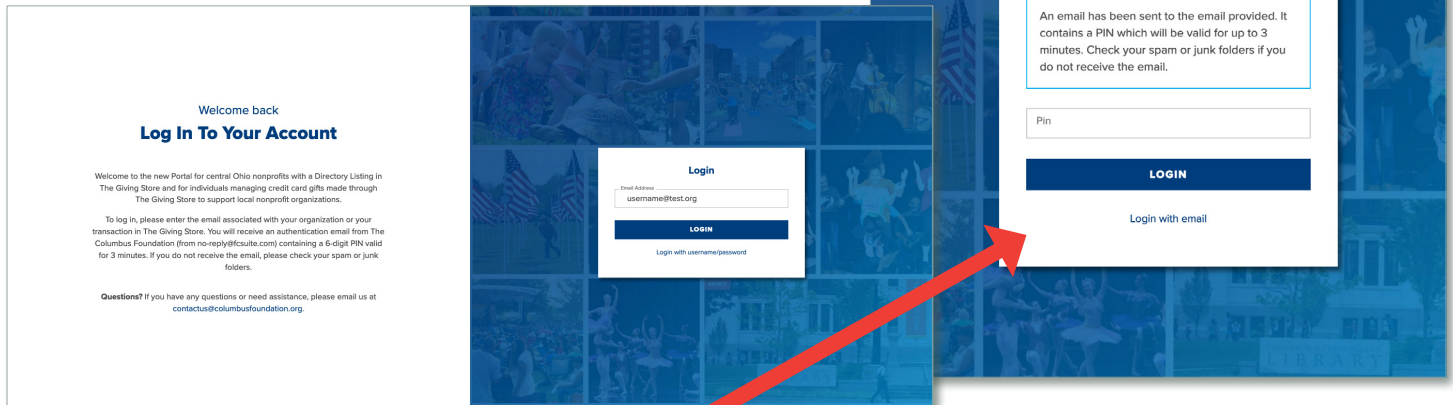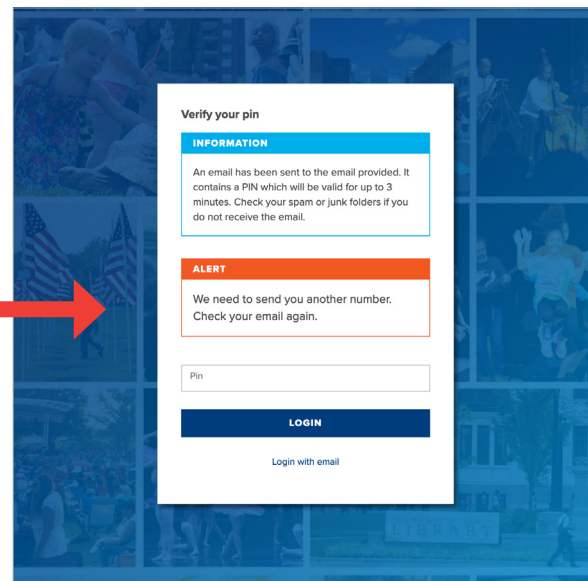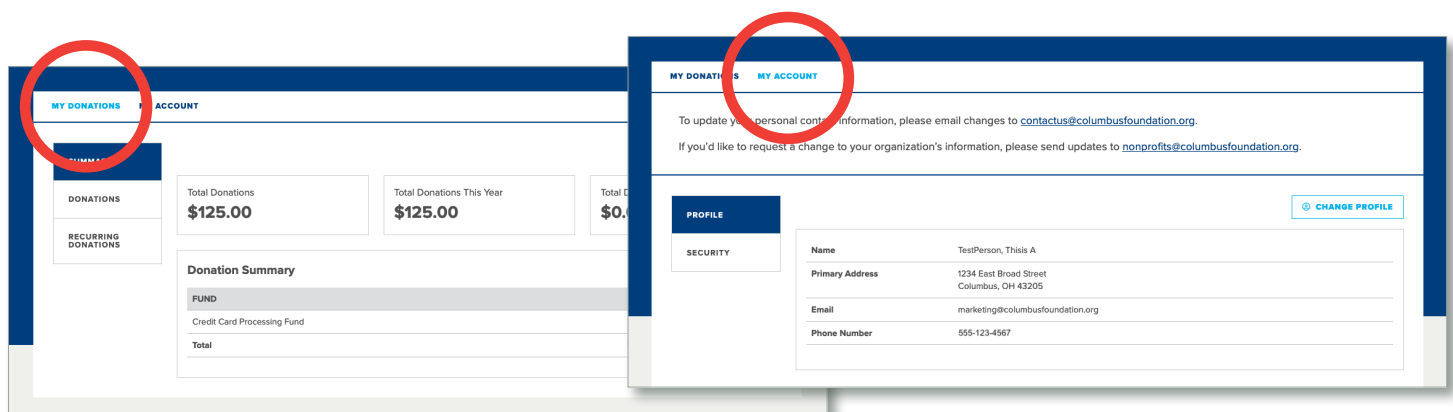
Welcome back
Log In To Your Account

Welcome to the new Portal for central Ohio nonprofits with a Directory Listing in The Giving Store and for individuals managing credit card gifts made through The Giving Store to support local nonprofit organizations.

To log in, please enter the email associated with your organization or your transaction in The Giving Store. You will receive an authentication email from The Columbus Foundation (from no-reply@fcsuite.com) containing a 6-digit PIN valid for 3 minutes. If you do not receive the email, please check your spam or junk folders.

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

Login
Email Address
username@test.org

LOGIN

Login with username/password

Verify your pin

INFORMATION

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.

Pin

LOGIN

Login with email

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.

Verify your pin

INFORMATION

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.

ALERT

We need to send you another number. Check your email again.

Pin

LOGIN

Login with email

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.

MY DONATIONS   MY ACCOUNT

DONATIONS	Total Donations	Total Donations This Year	Total D
	$125.00	**$125.00**	**$0.**
RECURRING DONATIONS			

Donation Summary

FUND
Credit Card Processing Fund
Total

MY DONATIONS   MY ACCOUNT

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

If you'd like to request a change to your organization's information, please send updates to nonprofits@columbusfoundation.org.

CHANGE PROFILE

PROFILE

SECURITY

Name	TestPerson, Thisis A
Primary Address	1234 East Broad Street Columbus, OH 43205
Email	marketing@columbusfoundation.org
Phone Number	555-123-4567

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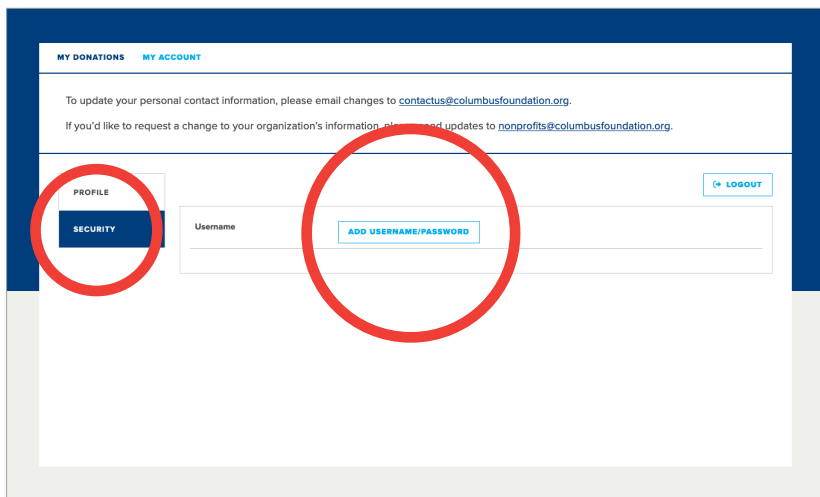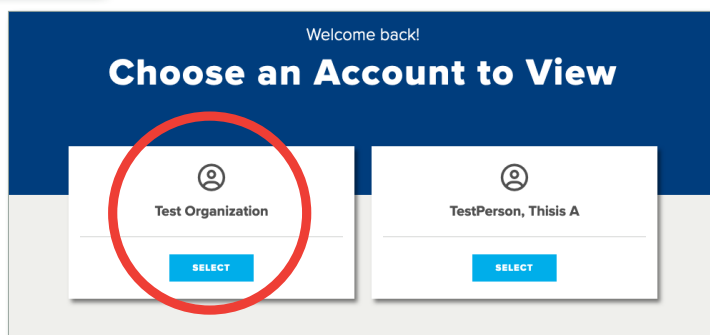

5 Once you've entered your desired username and password, click **SET USERNAME AND PASSWORD**.

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.**

Recommendation: Set your username as the email address you used for authentication.
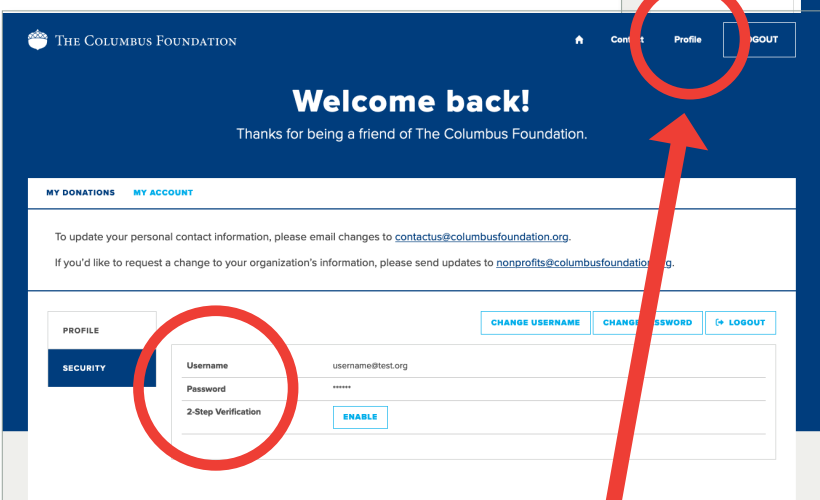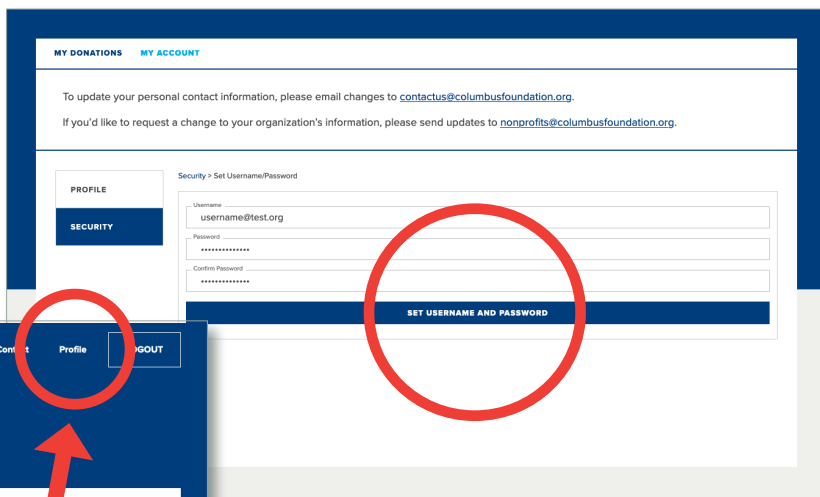
6 Once you create your username and password, click **Profile** in the upper right corner of the page.

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

Secondary Contacts

The Columbus Foundation logo

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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