



NONPROFIT PORTAL RESOURCES

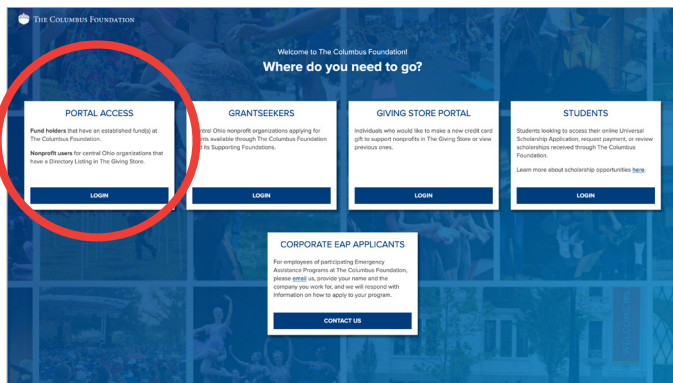
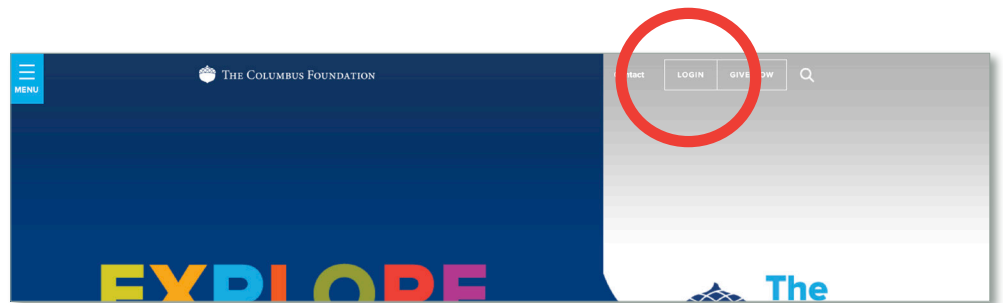
THE NONPROFIT PORTAL

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 and clicking on **LOGIN** at the top right corner of the homepage.



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.

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

PRIMARY CONTACTS/ESTABLISHING YOUR ACCOUNT

- 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.

The first screenshot shows the 'Log In To Your Account' page with instructions for fund holders, new nonprofit users, and individual managing credit card gifts. The second screenshot shows the 'Login' form with fields for 'Email Address' and a 'LOGIN' button. The third screenshot shows the 'Verify your pin' page with an 'INFORMATION' box stating that an email with a PIN has been sent, a 'Pin' input field, a 'LOGIN' button, and a 'Login with email' link. A red arrow points from the 'LOGIN' button in the second screenshot to the 'Verify your pin' page in the third.

- 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.

The screenshot shows the 'Verify your pin' page with an 'ALERT' box stating: 'We need to send you another number. Check your email again.' Below the alert is a 'Pin' input field, a 'LOGIN' button, and a 'Login with email' link. A red arrow points from the 'If you time out' text in the previous block to this alert box.

- 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.

The first screenshot shows the 'Choose an Account to View' page with two 'SELECT' buttons. The 'Organization Name' button is circled in red, and a red arrow points from it to the 'Grants' page. The 'Grants' page shows a 'SUMMARY' section with 'Grant Summary Total \$7,600.00', 'Total Grants This Year \$1,600.00', and 'Total Grants Last Year \$0.00'. Below this is a 'Grant Summary' table.

FUND	2024	2021	2020	2019	TOTAL
(2804) - Test Fund	1,500.00	2,000.00	2,000.00	2,000.00	7,500.00
The Columbus Foundation Processing Fund	100.00				100.00
Total	1,600.00	2,000.00	2,000.00	2,000.00	7,600.00

SECONDARY CONTACTS/ESTABLISHING YOUR ACCOUNT

- 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
Log In To Your Account

If you are a **fund holder** or a **returning nonprofit user**, please log in using your username and password to manage your account.

If you are a **new nonprofit user**, you will need to enter the email associated with your account and complete the authentication process before establishing your username or password and accessing nonprofit information.

If you are an **individual managing credit card gifts made through The Giving Store**, please enter the email associated with your account. 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? Please email us at contactus@columbusfoundation.org.

Login

Email Address

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.

If you have not made a credit card gift to The Giving Store, you will be immediately directed to your **MY ACCOUNT** tab.

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.

PROFILE **CHANGE PROFILE**

SECURITY

Name TestPerson, Thisis A

Primary Address 1234 East Broad Street
Columbus, OH 43205

Email marketing@columbusfoundation.org

Phone Number 555-123-4567

MY DONATIONS **MY ACCOUNT**

Donations

Total Donations **\$125.00**

Total Donations This Year **\$125.00**

Total Donations **\$0.00**

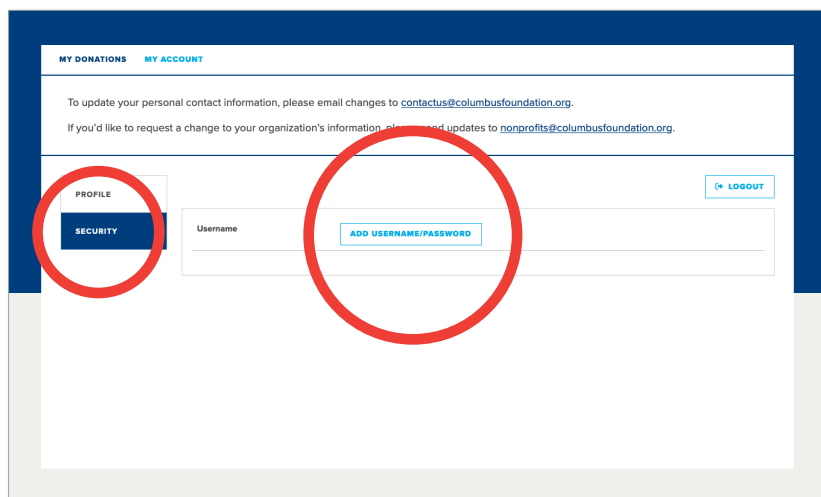
Donation Summary

FUND

Credit Card Processing Fund

Total

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



MY DONATIONS MY ACCOUNT

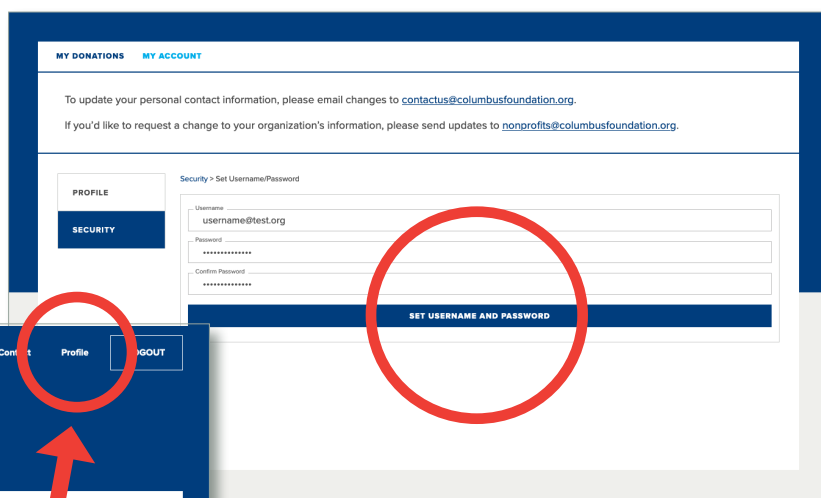
To update your personal contact information, please email changes to contactus@columbusfoundation.org.
If you'd like to request a change to your organization's information, please send updates to nonprofits@columbusfoundation.org.

PROFILE SECURITY

Username

- 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.**



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.

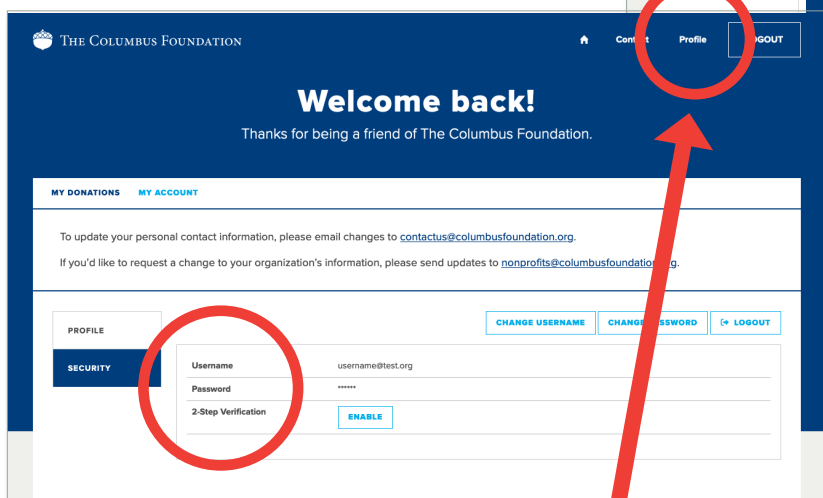
PROFILE SECURITY

Security > Set Username/Password

Username

Password

Confirm Password



THE COLUMBUS FOUNDATION

Welcome back!
Thanks for being a friend of The Columbus Foundation.

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.

PROFILE SECURITY

Username

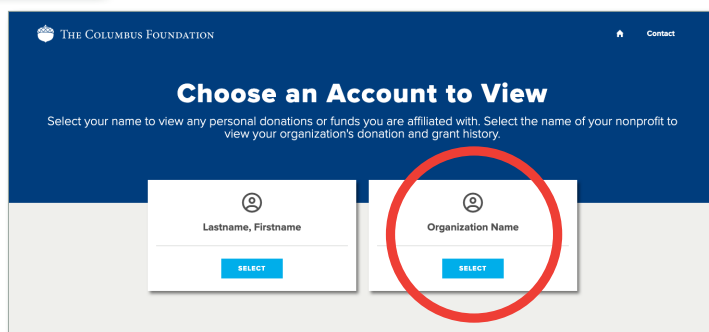
Password

2-Step Verification

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.



THE COLUMBUS FOUNDATION

Choose an Account to View

Select your name to view any personal donations or funds you are affiliated with. Select the name of your nonprofit to view your organization's donation and grant history.

Lastname, Firstname

Organization Name