

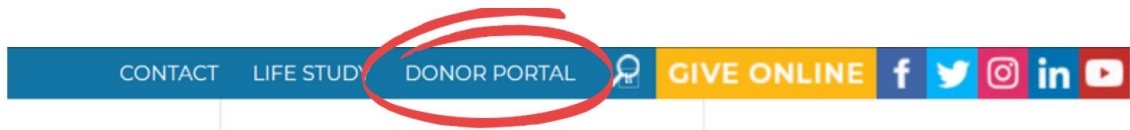
# Donor Portal Instructions

## Navigating Your Fund Online

This password-protected access allows you to see your fund information.

### To become a registered user of the Donor and Volunteer Login:

1. Go to [www.cffoxvalley.org](http://www.cffoxvalley.org).
2. Click on “Donor Services and Volunteer Information” on the upper-right menu of the website:



3. Register as a new user:

A screenshot of the 'Portal Login Page'. The page title is 'Portal Login Page' in green. Below the title, there are links: 'Go to Your Donor Services Portal page or Give online Now'. A link for 'View instructions for logging in as a volunteer or donor.' is shown in red. A note states 'User ID and password are case sensitive.' Below this is a login form with fields for 'Username:' and 'Password:', a 'Remember login' checkbox, and a blue 'LOGIN' button. At the bottom of the form, there are two links: 'New user? Register for a username and password here' and 'Forget your password? Request a reminder'. A red arrow points to the registration link.

4. After logging in, you will see this page:

## Welcome Donors

Welcome to our online donor service area. Use it at any time, seven days a week, to check your fund balance, see how much you have available to grant, recommend a grant or get other information about your charitable fund.

### We highly recommend

1. Using a browser **other than Internet Explorer** -- such as [Chrome](#), [Firefox](#) or [Safari](#). They will give you the best results on the donor pages of our website.
2. Using the **full year 2020** in your searches, rather than 1/6/20

## Online Donor Services

[See Instructions](#) For Using Our Online Donor Service.

### Your Giving

[View your Fund Statement](#) - Get a balance sheet and revenue statement updated through the most recent month (unaudited), for a date range you determine.

[See how much you can grant](#) - Fund Summary gives you a snapshot of past and pending grants, gifts and grant dollars available.

[Review your past grants](#) - Look up grants you have recommended in recent years. Or view a [four-year summary](#) of your grants. Or [search for a nonprofit](#) among all Community Foundation grants.

[Review your past gifts](#) - Look up past gifts you made to any Community Foundation fund.

[Recommend a grant](#) - Make a paperless request for a grant; look up past grant recipients.

[Check gifts to a fund](#) - Review the history of all gifts made to your fund.

New login accounts: The links to your fund accounts may take up to 48 hours to activate.

Questions or login issues?

[Troubleshoot here.](#)

Email [info@cfoxvalley.org](mailto:info@cfoxvalley.org) or call 920.830.1290.

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