

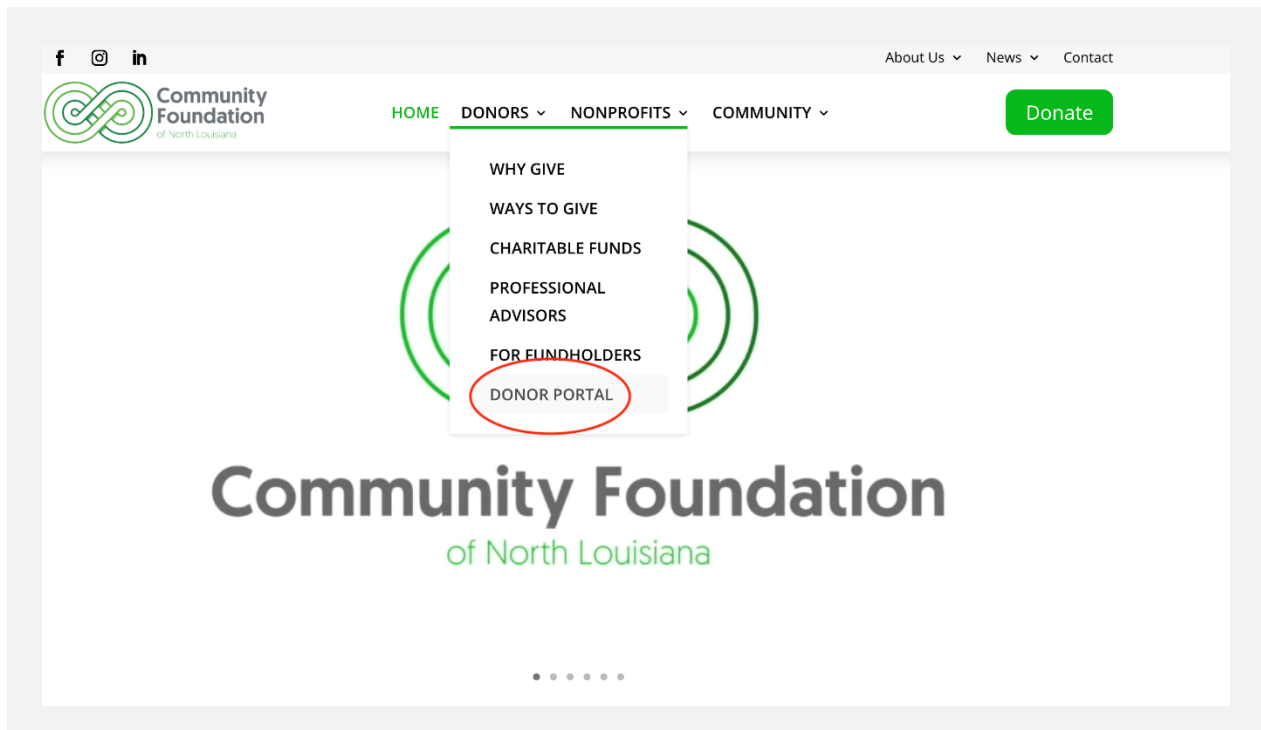
Community Foundation Online Donor Portal

Community Foundation of North Louisiana is making charitable giving even easier! Please use this simple reference guide to navigate through the basics of the donor portal system.

LOGGING IN

To access the portal, visit the Community Foundation website at cfnl.org. On the homepage, hover over the 'Donors' tab. Click 'Donor Portal' in the dropdown menu. You can also go directly to <https://cfnl.fcsuite.com/erp/portal> from any web browser. Sign in with your email address and password.

Forgot your password? If you forget your password, you can reset it yourself. On the login page, click 'Forgot Password.' On the next page, enter your email, then click 'Reset Password.' The system will send you an email with a link to reset your password. The email will come from '**no-reply@fcsuite.com**.' Please check your spam/junk folder if you do not receive an email after 10 minutes.



PORTAL FEATURES

FUNDHOLDERS WITH MULTIPLE FUNDS

If you have multiple funds at the Community Foundation, after you log in, you will see a 'Choose Fund' menu that lists all of your funds. Click on the fund you want to review.

HOMEPAGE

The tabs at the top right of the homepage display the different features available to you as a fundholder. Your homepage is a quick snapshot of your fund's most recent activity. It will show your fund's current balance, recent contributions to the fund, and recent grants paid out from the fund.

CONTRIBUTIONS

This tab shows all contributions made to a fund. Clicking on the contributor's name will bring up their history of contributions, including the date of gift, type, and amount. To download a full list of contributions to the fund, click on the "Export" tab, and the system will create an Excel spreadsheet with the information.

GRANTS

This tab shows a list of all grantees who have received a grant from your fund as well as the number of grants awarded to each organization. It also shows a list of individual grants awarded from your fund, including date, organization name, and amount. To download a full list of grants from your fund, click on the "Export" tab, and the system will create an Excel spreadsheet with the information.

REQUEST A GRANT

As the name of the tab suggests, this is where you can recommend a grant from your fund. In addition to the grant recommendation form, you can see the status of previously recommended grants. ***This tab is only available to users who have permission to make grant recommendations from the fund.***

FUND STATEMENTS

This tab shows your fund statements. You can view, save, or print each statement.

DONATE

The donate tab enables you to donate online using a credit card to any fund at the Community Foundation or purchase event tickets. ***Please note that the "Grant Request" section allows you to contribute to both external organizations and Community Foundation funds using your existing DAF funds, while the "Donate" section is specifically for credit card donations and event purchases.***

UPDATE YOUR PROFILE

When you are logged in to your account, click on the 'Profile' button in the top right corner of the page. You can change your Login (username), password, and contact information. When you are done, click the 'Save' button.

LOG OUT

Log out by clicking on the 'Profile' button in the top right corner of the page, then clicking the green 'Logout' button.

If you have questions about your account, contact Ashley Taylor at taylor@cfnl.org.