

THE NONPROFIT PORTAL

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 **PORTAL ACCESS** 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.

ROFIT RESOUR

PRIMARY CONTACTS/ESTABLISHING YOUR ACCOUNT

If you are the primary contact of your organization, 1 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.

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

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.

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Welcome Log In To Your Account

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

re a new nonprofit user, you will need to enter the email associa count and complete the authentication process before establish username or password and accessing nonprofit information.

e an individual managing credit card gifts made through The base enter the email associated with your account. You will rece tion email from The Columbus Foundation (from no-reply@fcusi ing a 6-digi PIN valid for 3 minutes. If you do not receive the en please check your spam or junk folders.

ease email us at co

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

	Verify your pin	The A
CONTRACT OF		
	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	

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 Columbus I	Foundation		A Contact	 							
				 GRANTS DIRECTORY LIS	TING CHANGE PROFILE						í
Select your name t	Choose a o view any personal donatic view your org	IN Account to ins or funds you are affiliated w anization's donation and grant	b View vith. Select the name of your nonprofit to history.	Questions about multi-	rear grants or historical grants made befor coming gifts and grants are sent to your p	re February 2023, please cor rimary contact, such as dono	ntact nonprofite	s@columbusfo	undation.org. tructions.		
	(2) Lastname, Firstname	e Organiz	© ration Name	SUMMARY GRADITS	Grant Summary Total \$7,600.00	Total Grants This Year \$1,600.00		Total Grants \$0.00	s Last Year		
	SELECT		ELECT		Grant Summary						
					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	
MAILING ADDRESS The Columbus Foundation 1234 East Broad Street Columbus, Ohio 43205-1453	PHONE EM 614/2514000 cor FAX HO 614/2514009 8 au	AIL Aschue®columbusfoundation.org URS 18: 60 S p.m. ET, Mon-Fri	OUR NISSION To exist down and others in strengthening and improving our community for the benefit of all its residents. OUR PRIOMISE To help you help others strough the next effective philarithopy possible.								

SECONDARY CONTACTS/ESTABLISHING YOUR ACCOUNT

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.



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**.

Welcome Log In To Your Account

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

> new nonprofit user, you will need to enter the email as nt and complete the authentication process before esta sername or password and accessing nonprofit informat

an **individual managing credit card gifts made throu** ase enter the email associated with your account. You on email from The Columbus Foundation (from no-reg ng a 6-digi PIN valid for 3 minutes. If you do not recei please check your spam or junk folders.

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

	Verify your pin	
Sale -	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	
The second second	LOGIN	
	Login with email	

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 DONATIC S MY AC	COUNT		
MY DONATIONS	ACCOUNT			To update you person If you'd like to reques	nal control information, plea t a change to your organizat	se email changes to <u>contactus@columbusfoundatio</u> ion's information, please send updates to <u>nonprofits</u>	n.org. @columbusfoundation.org.
DONATIONS	Total Donations \$125.00	Total Donations This Year \$125.00	Total D \$0. (PROFILE			© CHANGE PROFILE
RECURRING DONATIONS	Donation Summary			SECURITY	Name Primary Address	TestPerson, Thisis A 1234 East Broad Street Columbus, Ok 43205	
	FUND				Email	marketing@columbusfoundation.org	
	Credit Card Processing Fund				Phone Number	555-123-4567	
	Total						

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



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

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.

password.		eeed
The Columbus Foundation		
MY DONATIONS MY ACCOUNT To update your personal contact information, please email changes to <u>contactus@columbusfoundation.org</u> . If you'd like to request a change to your organization's information, please send updates to <u>nonprofits@columbusfo</u>	pundation g.	
PROFILE	HANOL SSWORD (+ LOGOUT	Recommendation: Set your username as the email address you used for authentication.
]

MY DONATIONS MY AC

PROFILE

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.



TABS IN THE NONPROFIT PORTAL

Please note: Your access to various tabs in the Nonprofit Portal is based on your role and permissions for a given organization.

GRANTS	Information on grants and credit card donations received.
DIRECTORY LISTING	To view and suggest changes to your organization's Directory Listing in The Giving Store.
MY ACCOUNT (this tab is only available to the primary contact on your organization's account)	Information about your organization.

GRANTS TAB

- 1. Grants Summary Total Total amount of grants received in the featured Grant Summary table (past five years).
- 2. Total Grants This Year Grants made to the organization to date this calendar year.
- Total Grants Last Year Total amount of grants made to the organization the previous calendar year.
- 4. Grants Summary Table (past five years) List of grants by fund or grants made by credit card through The Columbus Foundation's Giving Store.



Please note: Multi-year grants do not appear in the Grant Summary table until all grant payments have been made. At that time, the full amount will appear under the year the first payment was completed.

Grants

Viewing Gift and Grant Information

DATE	Grants appear in chronological order, beginning with the most recent first.	ORANTS Directory Listing CHANGE PROFILE Questions about multi-year grants or historical grants made before February 2023, please contact nonprofils#columbusfoundation.org Further details about incoming gifts and grants are sent to your primary contact, such as donor information and special instructions. SUMMARY Grants	L EXPORT
FUND	Name of the fund from which a grant was made. Credit card gifts made through The Columbus Foundation's Giving Store will appear as Credit Card Processing Fund after the	CRANTS	AMOUNT 10000 200000 200000 200000 200000 200000 200000
STATUS	 Paid/Complete: Grant payr organization. Voucher: Grant request ha 	/ment has been sent to the as been approved but not yet paid.	card vill not ir in the stable
DESCRIPTION	Special instructions regarding	the grant. paid o	ut as a
AMOUNT	Amount of grant.	grant.	
EXPORT	A select amount of data from t exported as a .csv file.	the Grants table may be 311303 10/24/2024 (2804) - Test FL 311302 10/24/2024 Credit Card Pro	ind acessing Func

To view specific information on a grant, click on the ID number in the first table column.

ID 🔶	DATE 🔶	FUND
<u>311303</u>	10/24/2024	(2804) - Test Fund
<u>311302</u>	10/24/2024	Credit Card Processing Fund
<u>218429</u>	12/08/2021	(2804) - Test Fund
<u>218427</u>	12/16/2020	(2804) - Test Fund
218425	12/19/2019	(2804) - Test Fund

Viewing Donation Details for Credit Card Gifts Made Through The Columbus Foundation's Giving Store

Donor details for credit card gifts including tribute information can be found under Grant Donations.



Viewing Grant Details from a Fund at The Columbus Foundation

Click "grant letter.pdf" to see additional details in the grant letter.

		Grant		Payments		
	GRANTS	ID	3#303	CHECK CH	IEC	
		Date	10/24/2024	DATE NU	ÉR	AM INT RECONCILED
The Columbus Foundation		Status	paid	10/24/2024	grant letter.pd	1,50100 <u>f</u>
•		Fund	(2804) - Test Fund			
		Description	For the support of the [Program Name].			
October 2024		Amount	1,500.00			
Test Organization						
1234 Test Road Columbus, OH 43205						
Dear Test Organization:					_	
On bability of Douglas F. Kridlar. President and CEO, and The Columbus Foundation Generating						
Committee, we are pleased to inform you that the following grant has been approved.						
Fund Name: Test Fund						
Grant Amount: \$1,500.00						
Special Instructions: For the support of the [Program Name].						
Acknowledgement Instructions: No acknowledgement to The Columbus Foundation is necessary. You may want to acknowledge the receipt of this grant directly to:						
Test Person						
1234 Random Drive						
Columbus, OH 43205						
The Columbus Foundation works in partnership with individuals, families, and businesses to strengthen						
The Columbus Foundation works in partnership with individuals, families, and businesses to strengthen and improve the community through the most effective philanthropy possible. If you have any						
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The Columbus Foundation works in partnership with individuals, families, and businesses to strengthen and improve the community through the most effective philanthropy possible. If you have any questions, please contact us. Sincerely, Donor Services Grant Team Faith Branmer 5(4-251-4000 ext. 137 Katrina Cunningham 5(4-251-4000 ext. 137 DAFgrantrequest@columbusfoundation.org P. & pacepting bit grant, your organization certifies to The Columbus Foundation that no tangible benefit, gooth or services						

TS DIRECTORY LISTING CHANGE PROFILE

Grants > Grant 311303

Questions about multi-year grants or historical grants made before February 2023, please contact nonprofits@columbusfoundation Further details about incoming gitts and grants are sent to your primary contact, such as donor information and special instructions

DIRECTORY LISTING TAB Viewing Directory Listing Information and Requesting Updates

The information displayed in your organization's public Directory Listing on The Giving Store can be found under the Directory Listing tab.

To request updates to your organization's Directory Listing in The Giving Store, please email <u>nonprofits@columbusfoundation.org</u>.

Columbus Foundation staff will review your request and let you know when your updates are live.



MY ACCOUNT TAB Viewing Your Organization's Profile Information

The organization's profile information on the **MY ACCOUNT** tab will only be visible to the primary contact. To make edits to the general information listed here, email <u>nonprofits@columbusfoundation.org</u>.

The Colombos FoonDarlon		A	Contact	Profile	LOGOUT
	Welcome back!				
Thanks	for being a friend of The Columbus Fo	undation.			
	J				
MY DONATIONS MY ACCOUNT					
To update your personar contact information, p If you'd like to request a change to your organi:	lease email changes to <u>contactus@columbusfound</u> ; zation's information, please send updates to <u>nonpre</u>	ation.org. ofits@columbusf	oundation.o	rg.	
				W CHANG	EFROFILE
PROFILE					
PROFILE SECURITY Name	TestPerson, Thisis A				
SECURITY Name Primary Address	TestPerson, Thisis A 1234 East Broad Street Columbus, OH 43205				
PROFILE SECURITY Name Primary Address Email	TestPerson, Thisis A 1234 East Broad Street Columbus, OH 43205 marketing@columbusfoundation.org				
PROFILE SECURITY Name Primary Address Email Phone Number	TestPerson, Thisis A 1234 East Broad Street Columbus, OH 43205 marketing@columbusfoundation.org 555-123-4567				
PROFILE SECURITY Name Primary Address Email Phone Number	TestPerson, Thisis A 1234 East Broad Street Columbus, OH 43205 marketing@columbusfoundation.org 555-123-4567				
PROFILE SECURITY Name Primary Address Email Phone Number	TestPerson, Thisis A 1234 East Broad Street Columbus, OH 43205 marketing@columbusfoundation.org 555-123-4567				

Directory Listing Tab | My Account Tab



If you still have questions about the Nonprofit Portal, please contact **nonprofits@columbusfoundation.org** or **614/251-4000**.

4/2025