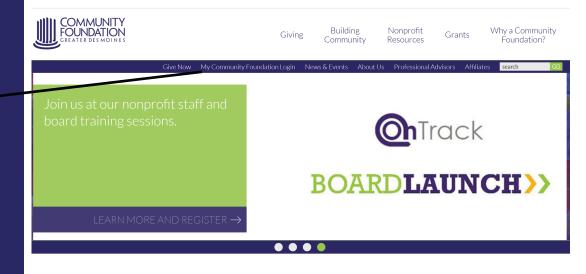


How to use Manage My Fund

Your personal online tool for managing the fund(s) you establish at the Community Foundation of Greater Des Moines.

Getting Started

To log on to Manage My Fund, click My Community Foundationonthe homepage of the Community Foundation's website at www.desmoinesfoundation.org.



Recent News



Entering Your User Name and Password

Enter the user name and password you received from the Community Foundation via email or mail.

If you need this information, contact the Community Foundation at 515-447-4206. The first time you sign on you will be prompted to change your password.

Then click log in.

Log In			
Login			
Welcome to My Community Foundation			Contact Us
We are pleased to offer My Community Foundation as a secure online resource to manage your relationship with the Community Foundation of Greater Des Moines.			Community Foundation of Greater Des Moines
Account Login			1915 Grand Avenue Des Moines, IA 50309
User			Phone: (515) 883-2626
Password			Fax: (515) 309-0704
Login			Business Hours: Monday through Friday from 8 a.m. to 5 p.m.
Forgot Password			
Get Started			
Fund Advisors	Board & Committee Members	Nonprofits	
Manage My Fund	Board and Committee View	Manage My Grants	
Current fund advisors with the Community Foundation can use Manage My Fund to contribute to or make grants from their fund, review fund activity, link to other account datalia and review or line fund.	Community Foundation board and committee members can review meeting packets, minutes shared resources and more through CommitteeView.	Nonprofits may use Manage My Grants to apply for Capacity Building and Leadership Grants online. Grant Administrators may log in above.	

Manage My Fund Donor Dashboard

This page explains all you can do while logged on to Manage My Fund.

You can:

- * view your fund activity
- * review your fund contributions
- * recommend grants
- * research an extensive database of nonprofit organizations supported through the Community Foundation
- * review the list of grants you want to recommend
- * update your profile information
- * access electronic fund statements and choose to receive notifications via email when statements are available through Manage My Fund.

Donor Dashboard

Fund Activity

Contribution Activity

Recommend Grants

All Grant History

All Grant Filstory

Single Grants Recurring Grants

Fund Relationships

My Documents

Give to My Fund

My Profile

Donor Dashboard

If you represent more than one fund at the Community Foundation, please select a fund from the fund selector drop-down to begin.

Fund

Doe Family Fund

Community Foundation of Greater Des Moines

Fund Balance

\$217,050.87 (Available to Spend) \$218.050.87 (Market Value)

Grant History Dashboard



Health/Mental Health 33
Human Services 20 %
Atts/Culture 19 %
Philanthropy 14 %
Other 14 %

This pie chart represents the 4 areas where you have granted the most dollars. All grants outside the top four areas are accounted for in the "other" segment. You may click each segment of the pie chart to view grants made in those areas.

Statements

Open Last Statement (In Acrobat)

See All Fund Activity and Statements

Contact Me

Your Donor Relations Contact



Bergetta Beardsley (515) 447-4207 beardsley@desmoinesfoundation.org



Thomas Biedenfeld (515) 447-4219 biedenfeld@desmoinesfoundation.org

Go Green

Check here – if you would like to be notified by email \
your statement is available online.

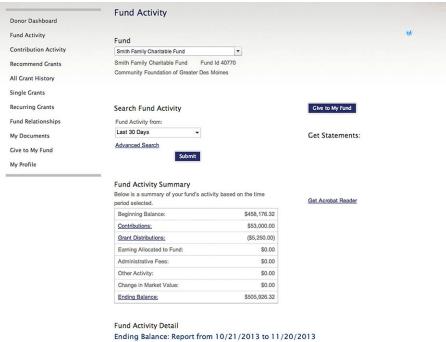
You are currently receiving statements by mail.

Fund Activity

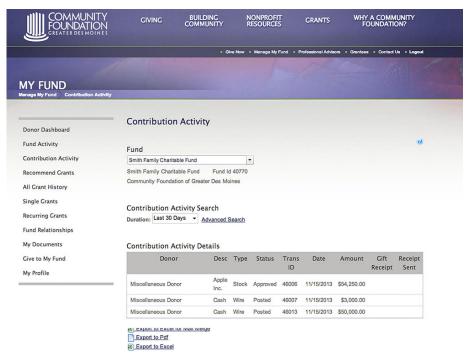
On this page you can view:

- * gifts to your fund
- * grants paid from your fund
- * grant recommendation(s) pending (submitted but not yet made)
- * total market value

You can also download previous fund statements and export them as either Excel or Pdf documents.



Description	Amount
Cash	\$47,750.00
Long-Term Growth Portfolio	\$456,984.59
Money Market Portfolio	\$1,191.73
Total	\$505,926.32



Give to My Fund Please select a fund from the drop-down fund selector and choose the fund you would like to make a credit card contribution to. Fund Smith Family Charitable Fund Smith Family Charitable Fund Fund Id 40770 Community Foundation of Greater Des Moines **Donation Details** Total Amount \$0.00 Description Smith Family Charitable Fund Contributor Information First Name Sara Middle Name Last Name Bonney Company Name Select 1915 Grand Avenue, Des Moin + Mailing Address 1915 Grand Avenue Des Moines, IA 50309 ✓Use Same Address For Billing Address Phone Number Cell Phone Number Email Address bonney@desmoinesfoundation.org Please notifiy this person of this gift Name: Address:

City, State, Zip:

Contribution Activity

This is an example of a page showing detailed contribution activity.

In this view of cumulative gifts to your fund, you can find detailed information on gifts including:

- * date of the gift
- * name of the donor
- * **description** of the gift
- * amount of the gift

This page also indicates when a gift receipt was sent. Below the contribution activity are links allowing you to export contribution activity into an Excel or Pdf document.

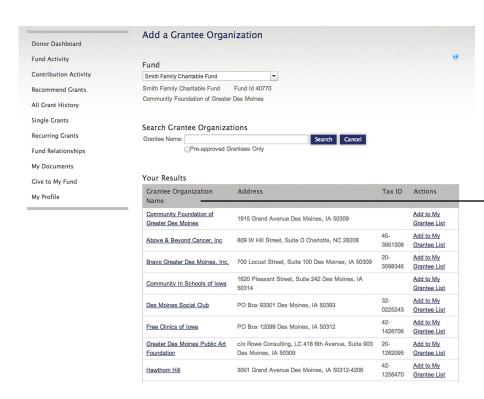
Giving to a Fund

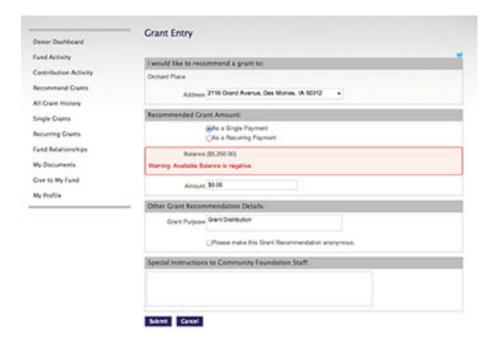
Start by clicking **Give to My Fund.**

Your information will automatically populate in many of the required fields, but you do have the opportunity to change or update information as necessary.

After determining and entering the amount you would like to contribute to the fund select **Submit.**

The next screen will ask you to enter the method of payment you will be using to make your contribution. Once you select **Submit** on this screen your gift is complete.





Research an Organization

To find out more information about the array of nonprofit organizations supported through the Community Foundation, click Recommend a Grant and then Search Grantee Organization.

This example shows results you'll find when you type in an organization name. Click on the name to view:

- * contact information
- * a link to the website
- * the organization's tax ID number

If you choose to support a group from your search, click **Recommend a Grant**.

Grant Entry

You'll see this form every time you choose to recommend a grant. If you recommend a grant to a nonprofit in our database, the information will be complete. When granting to nonprofits that are not in our database, please fill out the entire form.

On the form you can select if you would like to recommend the grant as a single or recurring payment. The fund balance available for granting is listed for your reference to assist you in selecting the recommended grant amount. This screen also allows you the opportunity to make your grant recommendation anonymous or write special instructions for the Community Foundation staff.

Select **Submit** to complete the grant recommendation.