# **DONOR VIEW**

Stanislaus Community Foundation is pleased to offer you Donor View, a free, secure, online tool to access your Fund information.

If you have access to the Internet and an e-mail address, you are able to:

- Review Fund balances and gift history
- Check grantmaking activity
- Review the status of pending grants
- Review Fund Statements online
- Give to the Fund

Go to stanislauscf.org, log in and explore.

If you have any questions, please email us at info@stanislauscf.org.

## EXPLORE DONOR VIEW TODAY, IT'S EASY

- Visit stanislauscf.org and click on LOGIN on the upper right corner, and then enter your username and password.
- 2. On your first login, you will need to change your password.
- Once you are in the secure Donor View portal, you can click on any of the links to explore.
- 4. You will have access to the charitable Funds for which you are a designated representative or advisor.

## DONOR ADVISED FUND Holders May Also

- Create a list of favorite charities
- View amount available for grantmaking
- Make grant recommendations
- View the status of grant recommendations



## **KEY FEATURES**

- DONOR DASHBOARD. See an overview of the Fund balance, available to grant, statements, contributions, and grants history.
- FUND ACTIVITY. Click on any underlined link to view the details of that activity. View and download Fund Statements (you will need to install Adobe Acrobat<sup>®</sup> Reader for this). Note: You will receive an email notification when new Fund Statements are posted monthly.
- **CONTRIBUTION ACTIVITY.** View the history of past gifts to the Fund. If needed, download the PDF or Excel file for your historical records.
- **GRANT ACTIVITY.** Access grant activity during a specified time period.
- ADVANCED SEARCH. Clicking on Advanced Search allows you to further define the time period needed for your report. Search by a specific range of dates.
- FUND MY ACCOUNT. Use this feature to make an online gift to the Fund.
- MY PROFILE. Review the information we have on file for you. Call us to update your personal information, including your preferred email address. You can change your password in the "Change Password" area. Please note that we do not have access to your password.

### **CUSTOMER SUPPORT**

For questions not addressed in this guide, or if you forget your username or password, please call Stanislaus Community Foundation at 209.576.1608 x 103 or email us at: info@stanislauscf.org. Support is available during regular business hours.



# **HOW TO RECOMMEND A GRANT**

#### 1

#### CLICK ON 'RECOMMEND GRANTS'

Giving Opportunities My Profile Donor Dashboard Fund Activity Contribution Activity Recommend Grants

Grant Activity Fund Relationships

Fund My Account

My Documents

#### 2

#### CLICK 'NEW GRANT' FROM GRANTEE LIST

#### **Grantee List**

Use this table to keep track of your favorite grantees. To add a new grantee to your watch list, click the 'ADD A GRANTEE' button. To remove a grantee from your list, click the 'X'. To recommend a grant, click the 'NEW GRANT' button beside the grantee name.



# HOW TO ADD A GRANTEE

#### **1** TO ADD A NEW ORGANIZATION TO YOUR GRANTEE LIST, CLICK ON THE 'ADD A GRANTEE' BUTTON

#### **Stanislaus Community Foundation**



#### SEARCH FOR ORGANIZATIONS OR You may 'Suggest a grantee' – Located towards the bottom of The organization search box

If you are unable to find an organization using the search, you may suggest a grantee or return to your Grantee List.

#### Search for Organization

Organization Name:

Suggest a Grantee Grantee List

Pre-approved organizations only

#### ONCE YOU CLICK ON 'SUGGEST A GRANTEE': YOU MAY ENTER IN THE ORGANIZATION'S INFORMATION AND HIT 'SUBMIT'

Charity Name	State CALIFORNIA 🔻	Fax	Submit
Street	Zip Code	Email	
City	Tax ID	Website	<i>Return to your Grantee List or Search for a Grantee.</i>
Country UNITED STATES OF AMERICA -	Phone	Comments	



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ONCE YOU HIT 'SUBMIT' THE ORGANIZATION WILL SHOW IN YOUR GRANTEE LIST. YOU WILL BE ABLE TO RECOMMEND GRANTS TO IT.

Once Stanislaus Community Foundation has performed a due diligence review of grantee, the grant will be processed if approved.