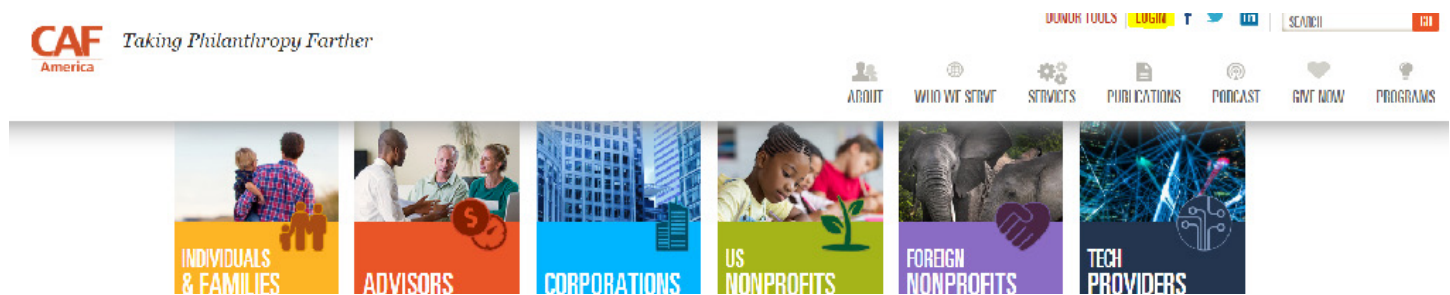


DONOR PORTAL

STEP 1: Login into your Donor Portal through CAF America's website. The login button is on the upper right hand corner of our page.



STEP 2. Use the login information that was sent to you in your Welcome email. Please contact friendsfunds@cafamerica.org if you need any assistance .



STEP 3: Clicking "Mange your Fund" will give you access to your Fund information.



Donor Portal Functions

1. **Dashboard:** View your fund balance, total contributions (excluding fees) and grant history (disbursements including the fees) here.
2. **Fund Activity:** View your monthly fund statements and a breakdown of your donations before and after administrative fees.
3. **Contribution Activity:** View donor information (name, payment method, amount and date). "Export to Excel" if you would like to obtain the donor's address.
4. **Suggest a Grant:** Use this section to maintain a list of your favorite charities.
5. **Grant History:** View disbursement history.
6. **Fund My Account:** Make payments to your account here (i.e. annual account management fee).
7. **My Profile:** Change personal information here

Please remember:

- Set your desired date range when searching for donations.
- Donations that are "Entered" but not "Posted" will not appear here.
- "Export to Excel" is always an option if you would like to view the data on a different platform.
- Feel free to reach out to friendsfunds@cafamerica.org if you have any additional questions.

