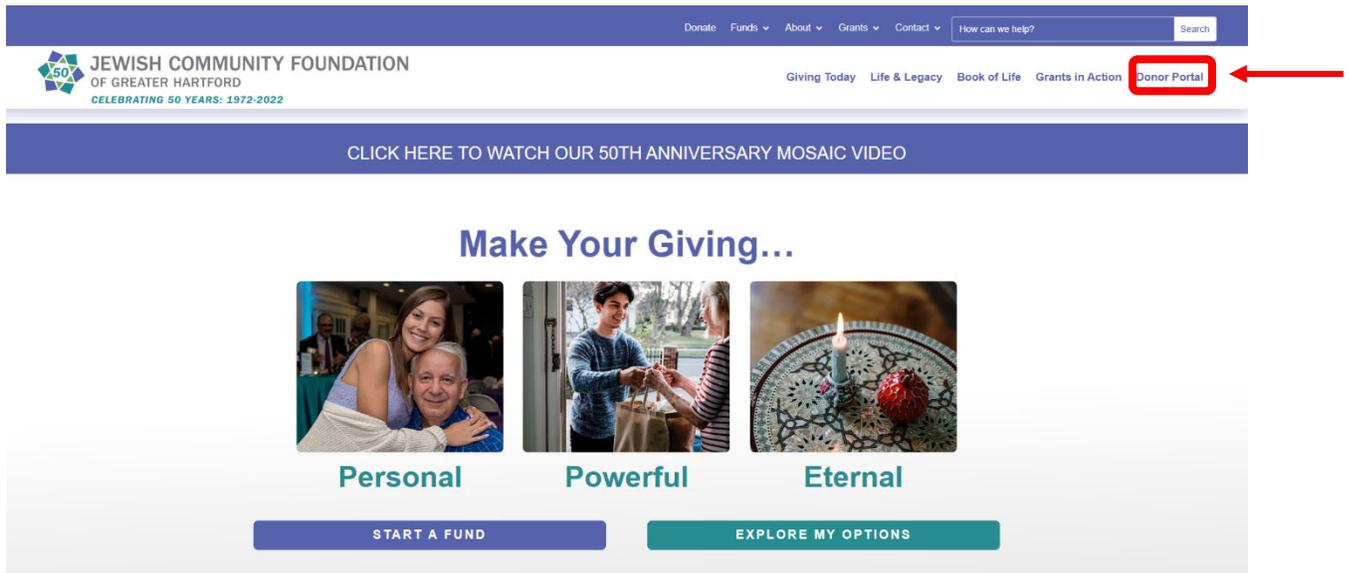


### I received a donor portal activation email. What do I do?

The custom URL from this auto-generated email will allow you to activate your new donor portal account and set a password. Please click the link provided and follow the instructions given to set up your account.

### Where and how do I log into the portal?

The custom URL provided in your activation email can only be used once and is not a permanent link to the donor portal. Once your account has been set up, you can find the JCF donor portal here: <https://jcfhartford.fcsuite.com/erp/fundmanager>. You can also access the donor portal through our main website (<https://www.jcfhartford.org>) by clicking the **Donor Portal** button on the top right corner of the page:

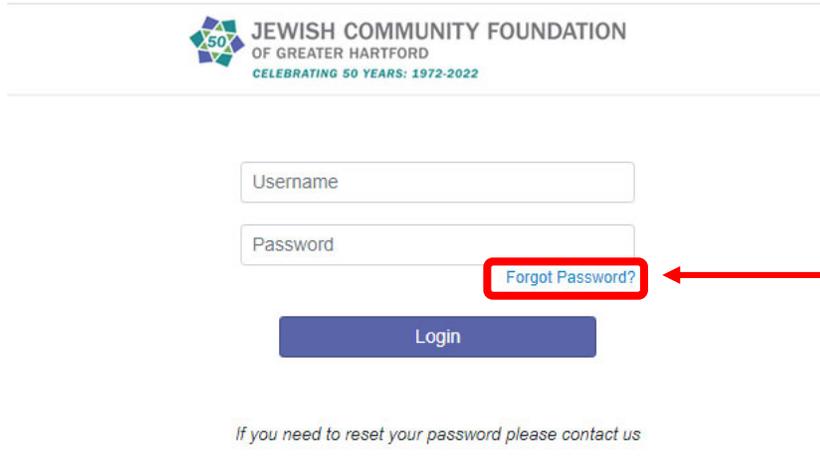


The screenshot shows the top navigation bar of the Jewish Community Foundation of Greater Hartford website. The navigation bar includes links for "Donate", "Funds", "About", "Grants", and "Contact", along with a search box. The "Donor Portal" link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a banner for the 50th anniversary, followed by a section titled "Make Your Giving..." with three sub-sections: "Personal", "Powerful", and "Eternal". At the bottom of this section are two buttons: "START A FUND" and "EXPLORE MY OPTIONS".

You will then be brought to the JCF donor portal login page.

### I forgot my username and password. What do I do?

By default, your username is the primary email the Foundation has on file (the address at which you received your fund portal activation email). If you have forgotten your password, click the **Forgot Password** button on the login page. Enter your username and click the Reset Password button.




**JEWISH COMMUNITY FOUNDATION**  
 OF GREATER HARTFORD  
CELEBRATING 50 YEARS: 1972-2022

Forgot Password? ←

Login

If you need to reset your password please contact us

If an account with the provided username is found, instructions to reset your password will be sent to the email address associated with that account. If you are still having trouble, please contact us at 860-523-7460 or [info@jcfhartford.org](mailto:info@jcfhartford.org) for further assistance.

### How do I check my fund balance?

You can select a fund upon logging in and change the fund you are viewing at any time using the **Choose Fund** tab.




**JEWISH COMMUNITY FOUNDATION**  
 OF GREATER HARTFORD  
CELEBRATING 50 YEARS: 1972-2022
Profile

**Example Fund**

Choose Fund
Home
Gifts
Grants
Grant Recommendation
Logout

**Current Balance: \$110,000.00**

**Spendable Balance: \$9,000.00**

Fund Advisors are: Eifenbaum, Mr. Michael L.

Recent Contributions				Recent Grants				
Date	ID	Contributor	Amount	Date	ID	Status	Recipient	Amount
08/10/2022	37795	Jewish Community Foundation of Greater Hartford, Inc.	100,000.00	08/10/2022	21691	Pending	Jewish Community Foundation of Greater Hartford, Inc.	1,000.00
08/10/2022	37796	Jewish Community Foundation of Greater Hartford, Inc.	10,000.00					

Once a fund has been selected, the **total fund balance** (including the portion currently available to spend) will be displayed on the home screen.

**How do I view gifts made to my fund?**

A summary of **recent contributions** made to your fund is provided on the home screen. To view more details and historical donations to your fund, please select the **Gifts** tab.




**JEWISH COMMUNITY FOUNDATION  
OF GREATER HARTFORD**  
CELEBRATING 50 YEARS: 1972-2022
Profile

**Example Fund**

Home Choose Fund **Gifts** Grants Grant Recommendation Logout

**Current Balance: \$110,000.00**  
**Spendable Balance: \$9,000.00**  
 Fund Advisors are: Elfenbaum, Mr. Michael L.

Recent Contributions				Recent Grants				
Date	ID	Contributor	Amount	Date	ID	Status	Recipient	Amount
08/10/2022	37795	Jewish Community Foundation of Greater Hartford, Inc.	100,000.00	08/10/2022	21691	Pending	Jewish Community Foundation of Greater Hartford, Inc.	1,000.00
08/10/2022	37796	Jewish Community Foundation of Greater Hartford, Inc.	10,000.00					

**How do I view grants made from my fund?**




**JEWISH COMMUNITY FOUNDATION  
OF GREATER HARTFORD**  
CELEBRATING 50 YEARS: 1972-2022
Profile

**Example Fund**

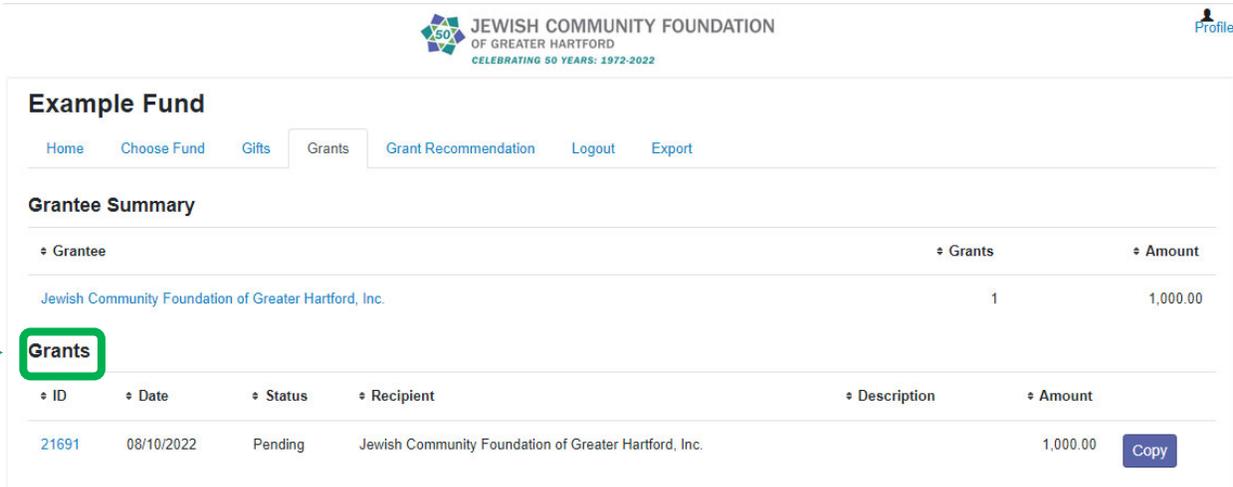
Home Choose Fund Gifts **Grants** Grant Recommendation Logout

**Current Balance: \$110,000.00**  
**Spendable Balance: \$9,000.00**  
 Fund Advisors are: Elfenbaum, Mr. Michael L.

Recent Contributions				Recent Grants				
Date	ID	Contributor	Amount	Date	ID	Status	Recipient	Amount
08/10/2022	37795	Jewish Community Foundation of Greater Hartford, Inc.	100,000.00	08/10/2022	21691	Pending	Jewish Community Foundation of Greater Hartford, Inc.	1,000.00
08/10/2022	37796	Jewish Community Foundation of Greater Hartford, Inc.	10,000.00					

A summary of **recent grants** made from your fund is provided on the home screen. To view more details and historical grants from your fund, please select the **Grants** tab.

A summary of grantees is provided at the top of the Grants page. Scroll down past this section to view details of all historical **grants** from your fund.



**Example Fund**

Home Choose Fund Gifts **Grants** Grant Recommendation Logout Export

**Grantee Summary**

Grantee	Grants	Amount
Jewish Community Foundation of Greater Hartford, Inc.	1	1,000.00

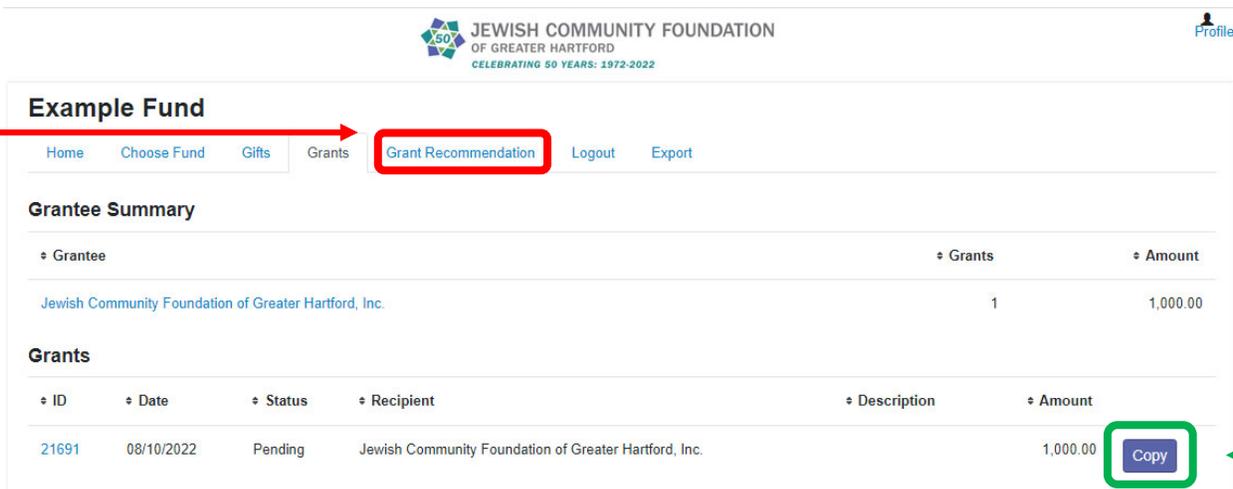
**Grants**

ID	Date	Status	Recipient	Description	Amount
21691	08/10/2022	Pending	Jewish Community Foundation of Greater Hartford, Inc.		1,000.00

Copy

### How do I recommend a grant from my fund?

If you would like to quickly duplicate a grant you have given in the past, you can **copy** a grant directly from the grants page. Otherwise, please select the **Grant Recommendation** tab to submit a new recommendation.



**Example Fund**

Home Choose Fund Gifts Grants **Grant Recommendation** Logout Export

**Grantee Summary**

Grantee	Grants	Amount
Jewish Community Foundation of Greater Hartford, Inc.	1	1,000.00

**Grants**

ID	Date	Status	Recipient	Description	Amount
21691	08/10/2022	Pending	Jewish Community Foundation of Greater Hartford, Inc.		1,000.00

Copy

On the Grant Recommendation page, you have the option to choose a previous grantee, search the site for a grantee, or enter grantee information manually.

### Choose from previous Grantee

Grantees you have given to in the past

Other foundation funds

or

### Search for other Grantees

Name

City

State

or

### Enter Grantee information manually

Name \*

Address \*

City\*

State\*

Zipcode \*

Phone \*

Email

\* required information