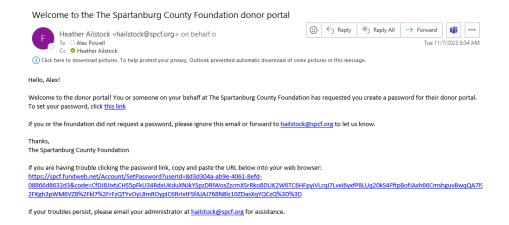
CREATING AND USING YOUR FUNDWEB.NET ACCOUNT



STEP 1: LOOK FOR EMAIL INVITATION

FundWeb.net users will receive an email invitation, initiated by the Foundation, that contains a link which directs you to the FundWeb.net portal for account creation. The sender address is noreply@fundweb.net. Below is an example of standard message.



If you do not receive this message be sure to check your junk or spam folder. If the email cannot be found in your spam/junk, please contact the foundation for assistance.

STEP 2: FOLLOW THE LINK AND REGISTER

Follow the email instructions and visit the included link. You will be directed to **enter your email address** (this will be your username), a **password**, and then you will need to confirm the password by retyping it. Select **Reset** when complete.



A confirmation screen will appear when complete. Additionally, a link will be available directing you to the main login page.

Reset Password Confirmation



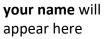
STEP 3: LOGGING IN

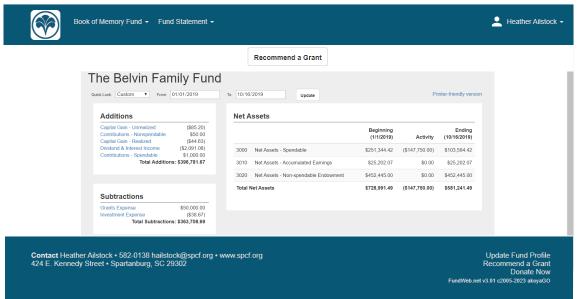
At the main login page, enter your email address and password and select GO to login.





Upon logging in you will see the fund statement for your fund.



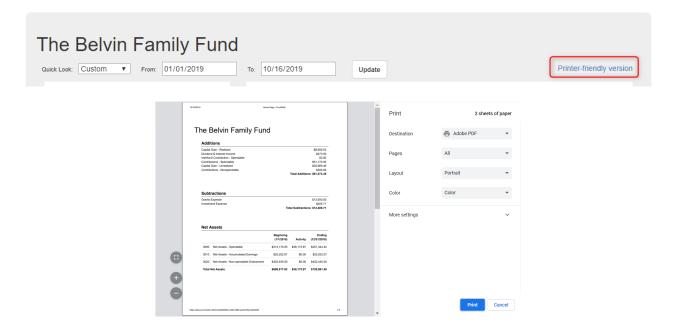


STEP 4: NAVIGATION

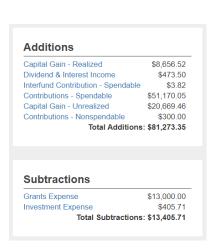
<u>Date Filters</u>: Beneath the name of the fund are date filter options. These functions allow you to view financial data for a specific time period. The "From" and "To" fields allow you to select custom date filters. Select **Update** to apply the chosen filter.



<u>Printer-friendly version</u>: Choose this option to generate a report that prints to a standard 8 x 11 sheet of paper.



<u>Account Drill Down</u>: Click on blue linked accounts to open another window displaying the ledger details that make up the shown balance (Note: this feature may not be available for all users).

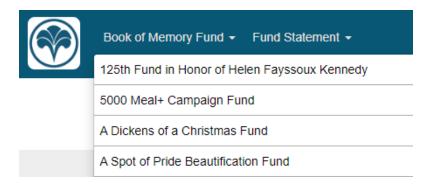




Net Assets: This section displays the current value of the fund split out by the specific net asset accounts utilized by the Foundation.

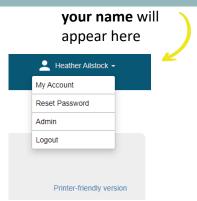


<u>Select Fund</u>: Near the top of the page the fund name is listed, and a drop-down arrow will appear if your account is linked to multiple funds. Click the fund name to display a list of funds available to you. Choose a different fund name to display the fund statement for that fund. (please note the image below does not show the example Fund)

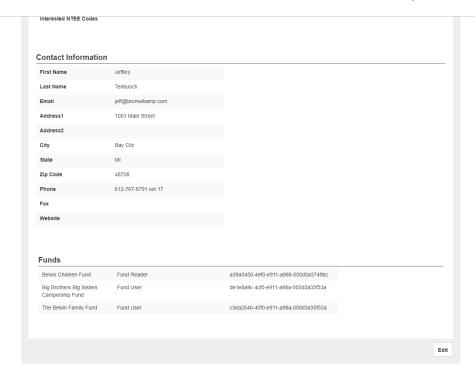


STEP 5: USER MENU

Selecting your name in the upper right-hand corner will open the user menu.



My Account: Allows you to review and edit the contact information the Foundation has on file for you.



<u>Reset Password</u>: You can elect to reset your current password. Enter your current password, then enter and confirm your newly selected password. Choose **Reset** when complete.



Logout: Logs you out of FundWeb.net and returns you to the login page.

RECOMMEND A GRANT

If available for your fund, there are two places to click "Recommend a Grant" link just under the blue bar at the top of the page and one is located at the bottom right-hand corner of the screen. Select this link to open the grant recommendation form and submit a grant recommendation to the foundation.





If you need to add a new organization in FundWeb, you can scroll to the very bottom of the dropdown to choose "***Add New***". You can then input the information exactly how you want it.