



## Instructions for Navigating the Donor Portal for Fund Representatives

**La Crosse Community Foundation** is excited to offer a new online donor portal where fund representatives can access fund information 24/7, 365 days of the year via a secure, password protected website.

### Three Steps to Get Started:

1. [In about a week from now, look for an email to arrive from sender \[no-reply@fcsuite.com\]\(mailto:no-reply@fcsuite.com\)](#)  
You will see “La Crosse Community Foundation” in the email’s subject line. Some email programs might flag this message as spam, so please check your other email folders if you don’t see this email by February 14.
2. [The email will provide you with a unique link to establish your password](#)  
Click the link in the email to start the simple set-up process. The set-up system is user-friendly, and you will likely be up and running in under two minutes. Be sure to write down your username and password. **Please note:** Your username will be the email address referenced in the cover letter of this information packet, unless you notify us of a change.

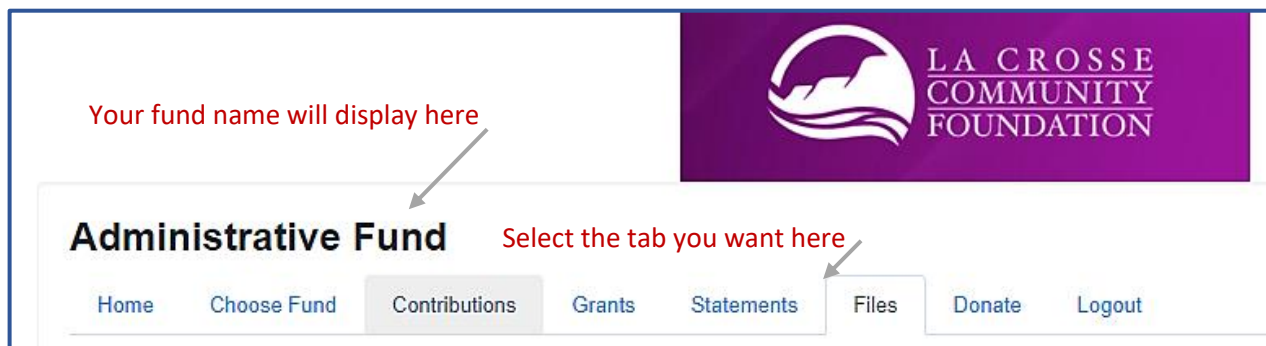
If more than one person serves as a fund representative for your fund(s), each will receive a unique link via email to set up their accounts. You will not all share login information for the same fund. And if you have more than one fund, your one login will allow you to view them all.

3. [Once you have successfully completed your password set up, you can log in to the donor portal at any time with this link: <https://laxcommfoundation.fcsuite.com/erp/fundmanager>](#)

The login link is also located on our website homepage where you used to log in to view your fund statements.

### After You Log In

Once you have logged in, you can select the tabs at the top of the page to view the different types of information available. Your screen will look like this:



- The “**Home**” tab shows the fund’s current balance plus the spendable balance (if applicable). This area also lists all fund representatives, shows recent contributions and recent grants given from the fund.
- The “**Choose Fund**” tab is visible only if you are a fund representative for more than one fund. If so, you can click on “Choose Fund” to view your different funds.
- The “**Contributions**” tab shows all contributions or donations to the fund from 2018 to current.
  - Clicking on a contributor’s name will bring up their history of contributions.
- The “**Grants**” tab will show the history of grants made from the fund from 2018 until current.
- The “**Statements**” tab will show your fund’s quarterly fund statements. Fund representatives will be able to view newly created fund statements immediately after they are created as well as past fund statements.
  - Printing Statements - The system will generate a PDF in a new window in your web browser that you may save or print.
- The “**Files**” tab will contain a copy of your fund agreement, and any other pertinent documents related to your fund.
- The “**Donate**” tab will allow you to donate to any LCF fund.
- Remember to use the “**Logout**” tab to close your donor portal. You will be automatically logged out each night even if you do not logout.

### **Locked Out of your Donor Portal?**

If you are locked out of your account, click **Forgot Password** on the login page. Enter your username and click the **Reset Password** button. If an account with the provided username is found, instructions to reset your password will be sent to the email address for that account. If you’re still having trouble, please contact us for help.

### **Alerts**

We can now alert you every time a donation is made, or a grant is paid out from your fund. These alerts can be utilized or cancelled at any point, but the alerts are not retroactive, so you will not be notified of past grants or donations. Please let us know if you wish to be notified of each donation and/or grant paid.