

Using Your Online Fund Advisor Portal



We are introducing a new online fund advisor portal. With the new portal, you can view your fund statements and fund balance.

Initial Login Process & Account Set Up

1. CFNGA will send you a link to access the **new portal** via email. Once you receive the email please click the link.
2. Next you will select – **LOGIN WITH EMAIL**

A screenshot of the login page. On the left is the Catholic Foundation of North Georgia logo. On the right, under the heading "Login", there are input fields for "Username" and "Password", a blue "LOGIN" button, and links for "Login with email" and "Forgot your password?".

3. Then use the email address that you received the portal information as your username and select **LOGIN**. The system will email you a **6-digit pin number** to use to log in.

NOTE: There are two options for continued logins.

A) Always log in with a pin. Select **SECURITY** on the left menu:

A screenshot of the left-hand navigation menu. It contains three items: "PERSONAL INFORMATION", "SECURITY" (which is circled in green), and "INTEREST TYPES".

then click the  button to receive a pin each time you login

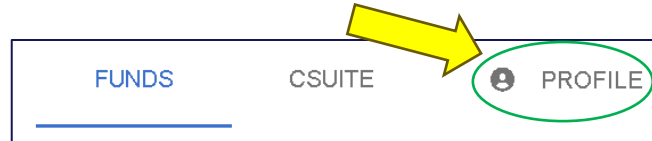
A screenshot of the "Verify your pin" page. It includes a message: "An email has been sent to the email provided. It contains a PIN which will be valid for up to 3 minutes. Check your spam or junk folders if you do not receive the email." Below this is a "Pin" input field (circled in green) and a blue "LOGIN" button. A "Login with email" link is at the bottom.

Select 2-Step Verification Method

- ☐ Use authenticator app
- ☐ Email pin to [redacted]
- ☐ Email pin to [redacted]
- ☐ Text pin to 404-497-9440

OR

B) Always login with a password. To create your own unique password select PROFILE button in the upper right corner



Next select [SET PASSWORD](#) and this will be the password you will use moving forward. Please be sure to save it in a safe space. If you forget it and need to reset, you can select *Forgot your Password*.

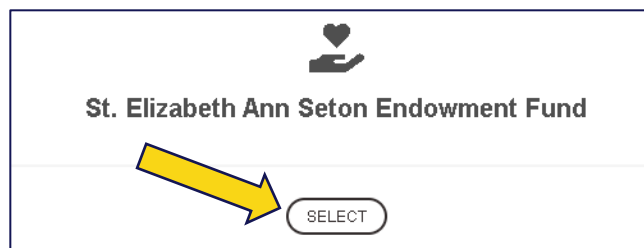
4. Under Profile, you can edit your contact information by selecting [EDIT INFORMATION](#).

You may edit information such as your address, phone and philanthropic interests. Please contact the Catholic Foundation to change your email address.

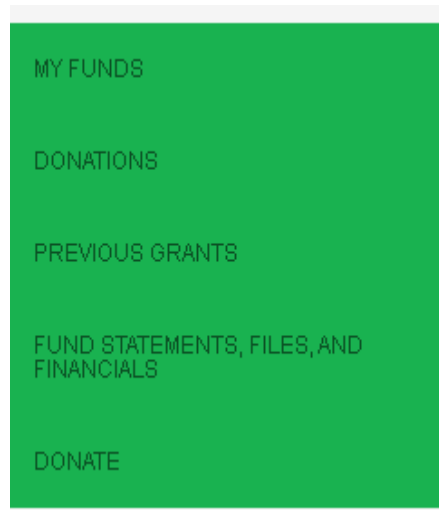
5. You will also be able to login to the portal from the [CFNGA website](#) by clicking the  button on the top right.
6. If you are locked out of the portal, click “Forgot Password.” Enter your username, then click the “Reset Password” button. An email will be sent to your email address for that account. If you are still having trouble, please contact us.

Tips for using the new Fund Advisor Portal

Once you log in, you will be on the fund landing page. (If you are an advisor of multiple funds with CFNGA, you will see each of the fund names.) Click [SELECT](#) under a fund name to choose a fund. From the fund’s homepage you can select the left side menu options for the resources that are available to you.



Fund Homepage



Here is a brief overview of the left side menu options. Subsequent sections go into more details about each option. This statement appears on every tab: *The current balance is an estimated balance not considering current quarter activity (i.e. investment gains, losses and fees).*

- **MY FUNDS** - A summary of the fund's current balance which includes contributions and grants made.
- **DONATIONS** - Shows all contributions or donations made to the fund.
- **PREVIOUS GRANTS** - Shows a grant summary and grant history of the fund.
- **FUND STATEMENTS, FILES AND FINANCIALS** - A walkthrough guide and other files from the Catholic Foundation can be found here. This is the location of quarterly fund statements for your fund.

Your quarterly statements will appear under the Fund Statements tab once posted. You will receive an email when the statement is ready to view.

- **DONATE** - This tab takes you to the online donations page where you can add funding using a credit card or ACH payment to your fund or donate to another fund at the Catholic Foundation.

My Funds

- This screen provides a quick overview of fund activity, including the Current Balance, Recent Contributions, and Recent Grants.
 - If you are an advisor of multiple funds, you can use the drop down to select a fund:

Current balance is an estimated amount not considering current quarter activity (i.e. investment gains, losses and fees).

MY FUNDS
DONATIONS
PREVIOUS GRANTS
FUND STATEMENTS, FILES, AND FINANCIALS
DONATE

St. Elizabeth Ann Seton Endowment Fund

Current Balance
148,752.08

Recent Contributions

10 entries per page

ID	Date	Contributor
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St. Elizabeth Ann Seton Endowment Fund

St. Elizabeth Ann Seton Endowment Fund
St. Elizabeth Ann Seton Endowment Fund (Agency)

Note: For the funds that have Agency and Donor subaccounts, there are two separate views. Totals from each must be summed together to see the total for the fund. See more information on agency and donor subaccounts under the Fund Statements, Files, and Financials section below.

Donations

- Shows all donations made to your funds.
- Click on the contributor hyperlink for additional details of the contributor(s).
- Click the **EXPORT** button to download a record of contributions to your fund.

Shows all contributions or donations to the fund.

Donations

10 entries per page

Search:

EXPORT

ID	Date	Contributor	Type	Description	Amount
18299	12/29/2023	Fortune, Mr. James R.	Check		10,000.00
9916	12/28/2022	Fortune, Mr. Jamie and Mrs. Emma	Check		5,000.00

Previous Grants

- Please note the instructions on the **Grant Summary** tab are for donor advised funds only and **do not apply to endowment funds and their advisors.**

Grant Summary Tab

This tab will list total amounts distributed from the fund. You can click on the hyperlinked grantee to see more information about the grants the grantee organization has received.

Current balance is an estimated amount not considering current quarter activity (i.e. investment gains, losses and fees).

MY FUNDS
DONATIONS
PREVIOUS GRANTS
FUND STATEMENTS, FILES, AND FINANCIALS
DONATE

St. Elizabeth Ann Seton Endowment Fund
GRANT SUMMARY GRANT HISTORY RECURRING GRANTS
Note: These directions apply only to Donor Advised Funds - not to Endowment Fund Advisors.
Select a grantee from the menu, then choose **COPY** to repeat a previous grant

- Minimum grant distribution is \$250
- Please attach information to make grant payment via ACH or give contact email
- Submissions completed by Friday pm will be processed the following week
- GRANT HISTORY Tab - Can also select a past grant to COPY and edit
- Please do not enter information in all caps

Grant Summary

Grant History Tab

This tab shows the grant history of the fund, listing each individual grant made from the fund. Click on the grant ID number(s) for more details on the grant.

Recurring Grant for DAFs Tab

This tab is not applicable for endowment funds.

Fund Statements, Files, and Financials

FUND STATEMENTS FILES FINANCIALS INVESTMENT REPORT

Select **MANUAL STATEMENT** Tab to view statement. Enter start date of quarter and hit **CREATE**

Statements

10 entries per page

Search:

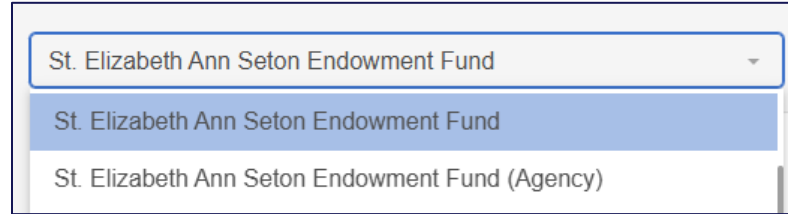
MANUAL STATEMENT

Description	Date Range
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- We will be transitioning from emailing fund statements to utilizing the portal to access them for ease and efficiency. Please note that the fund statements will have a new look in the software.
- Your fund statements will be listed under the **FUND STATEMENT** tab.
- You will receive an email informing you when your statement has been uploaded and is available to view. You can log in at any time to review your balance and statements from previous quarters. **Note: For the funds that have agency and donor subaccounts, there are two separate fund statements that together total the entire fund. Not all funds have agency and donor subaccounts.**

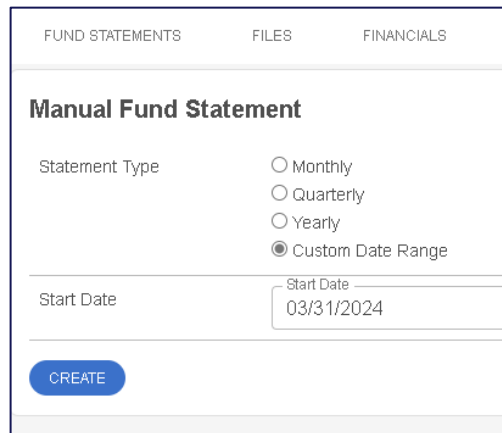
Organization endowments may have two parts for accounting purposes: an agency portion and a donor portion. Donations made to the fund from the beneficiary organization show in the agency fund. Donations made to the fund from any other source show in the donor fund. The agency and donor subaccounts must be totaled together for accurate fund financials.

Use the dropdown to select the fund you wish to see. Agency funds are marked with (Agency) at the end of the fund name. For example:



A screenshot of a dropdown menu. The selected option is "St. Elizabeth Ann Seton Endowment Fund". Below it, two more options are visible: "St. Elizabeth Ann Seton Endowment Fund" and "St. Elizabeth Ann Seton Endowment Fund (Agency)".

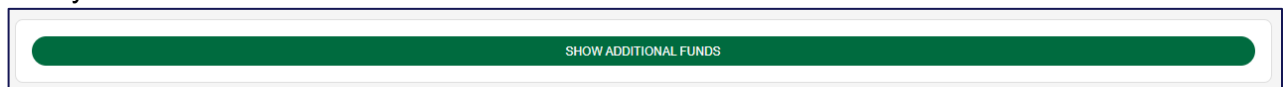
- You may generate any past statement by clicking the **MANUAL STATEMENT** button and entering the quarter start date.



A screenshot of the "Manual Fund Statement" form. The form has three tabs: "FUND STATEMENTS", "FILES", and "FINANCIALS". The "FUND STATEMENTS" tab is active. The form contains a "Statement Type" section with four radio buttons: "Monthly", "Quarterly", "Yearly", and "Custom Date Range" (which is selected). Below this is a "Start Date" field with a date picker showing "03/31/2024". At the bottom of the form is a blue "CREATE" button.

Donate

- On this screen you may donate online to add to your fund or another fund at the Foundation.
- **This donate page requires a credit card or ACH payment.**
- You may also search for a fund using keywords or click on 'Show Additional Funds' to find the fund you wish to donate to.



A screenshot of a green button with the text "SHOW ADDITIONAL FUNDS" in white capital letters.

Assistance

If you need to know any information that is not available through the Fund Advisor Portal, please do not hesitate to contact us at 404.497.9440. We are excited to offer the new improved online portal to better serve your needs.

Thank you,
Catholic Foundation of North Georgia Staff