

Log In instructions for new Donor Portal

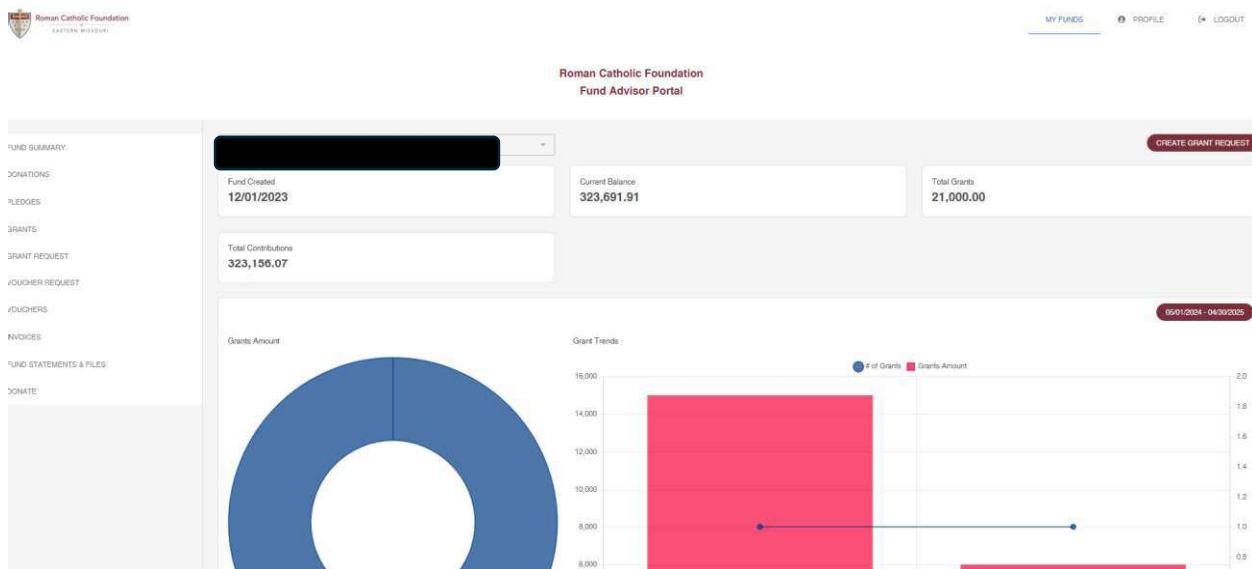
Step #1

Fund advisers will receive a link from noreply@fcsuite.com. Clicking on the link in the email will bring up the screen below where you will need to change your password:



The image shows a 'Change Password' form. At the top, it says 'Change Password' in bold. Below that is a pink box with the text 'Temporary password, please enter a new one.' There are two input fields: 'New Password' and 'Confirm New Password', both with a blue eye icon to toggle visibility. At the bottom is a blue button labeled 'CHANGE PASSWORD'.

Once the new password is set, you will land on the home screen for the donor portal:



Step #2

Verify and complete the profile information we have on file as follows:

Click on **“PROFILE”** to verify the contact details shown are accurate. Please update them as required.

PERSONAL INFORMATION
SECURITY
CONTACT PREFERENCES
INTEREST TYPES

Name

Primary Address

Email

Phone Number

Please click “save” to retain changes which were made.

Step #3

Two-factor authentication for security purposes is optional in the new portal. Once enabled, the two-factor authentication code can be received either via a text message to a cell phone or via an email. If you desire to turn it on click on **“Security”** on the left side of the screen. The window below will appear:

PERSONAL INFORMATION
SECURITY
CONTACT PREFERENCES
INTEREST TYPES

Username

Password

2-Step Verification

ENABLE

PERSONAL INFORMATION
SECURITY
CONTACT PREFERENCES
INTEREST TYPES

Username

Password

2-Step Verification

ENABLE

CHANGE USERNAME
CHANGE PASSWORD

Click on **“enable”** and follow the steps to activate the two-factor authentication. Please hit “save” to retain the information entered. If you have issues logging into the Donor Portal,

please send an email to either Andrea.Sharp@rcfstl.org or Christina.Duepner@rcfstl.org or call 314-918-2890 and we will be happy to help.

Click on Create Grant Request

Welcome to your Donor Portal!

CREATE GRANT REQUEST

Step #1 Select Grantee

You have three options for finding a Grantee:

CREATE GRANT REQUEST

Use the Create Grant Request form to recommend a new grant from your fund. Select a Previous Grantee you have supported, Search for Grantees in our database, or enter a nonprofit using the Manual Grantee option.

Grant Request ~ Choose Type

PREVIOUS GRANTEE OR FUND

SEARCH GRANTEE

MANUAL GRANTEE

Previous Grantee or Fund

Grant Request > Choose Type > Search

Choose from previous Grantees or Funds

Grantees you have given to in the past

Other foundation funds

Search Grantee

[Grant Request](#) > [Choose Type](#) > Search

Search for Grantees

SEARCH

Manual Grantee

[Grant Request](#) > [Choose Type](#) > Search

Enter Grantee information manually

* These fields are required.

SUBMIT

Enter your search information

Search Results for "stray"

ROMAN CATHOLIC FOUNDATION OF EASTERN MISSOURI RESULTS

CANDID RESULTS

	Name	Address	EIN
CREATE REQUEST	Stray Rescue of St. Louis	2320 Pine St Saint Louis, MO 63103-2219	

1 - 1 of 1

Search for Grantees

Grantee Name

stray

City

State

EIN

SEARCH

Step #2 Fill out the Grant Request form and Add to Cart

Grant Request

Grantee	Stray Rescue of St. Louis
Address	2320 Pine St Saint Louis, MO 63103-2219
Description	0/255 characters
Amount	
Anonymous	☐
Recurring	☐
Attachment	Choose Files No file chosen (or drag and drop anywhere on the page)
Attachment Description	
Additional Notes	

☐ Customize an agreement statement for distributions if you desire

ADD TO CART

Step #3 Review Grant Request(s)

Grant Request Cart				REVIEW GRANT REQUESTS	
	Recipient	Description	Attachment	Amount	
DELETE	Stray Rescue of St. Louis 2320 Pine St Saint Louis, MO 63103-2219			200.00	EDIT
Grant Request Total				200.00	

Grants

Review the grant request(s) created before going to step #4.

Step #4 Submit Grant Request

Grant Request Cart

Grantee	Description	Attachment	Amount	Anonymous
Stray Rescue of St. Louis 2320 Pine St Saint Louis, MO 63103-2219			\$ 200.00	No
Total			\$ 200.00	

When you click Submit Grant Requests, your recommendations will appear in your Grants list as *Request*. You will still have the ability to cancel your request at that time. Once it appears as Pending, our staff has begun processing and due diligence. When the grant status is Complete, the grant has been processed.

SUBMIT GRANT REQUESTS

Note: A grant request may be cancelled by the fund adviser up to the point the status is shown as “pending”. If you wish to cancel a pending grant request, please contact the RCF at 314-918-2890.

Once a grant request has been submitted the adviser will receive an email confirmation of the submission from the Donor Portal.