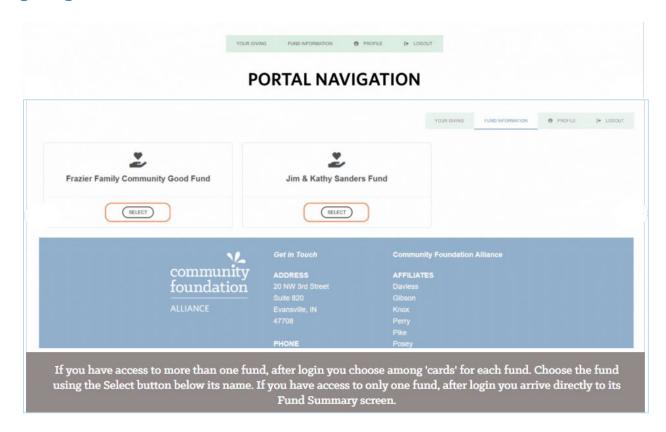


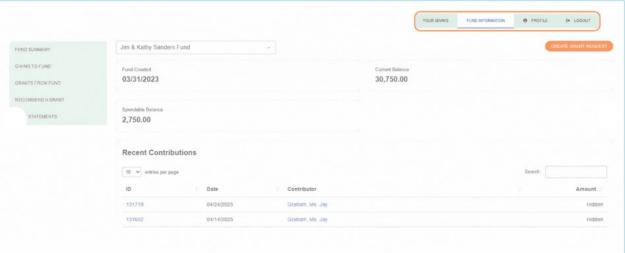
Portal User Guide

Updated 2025

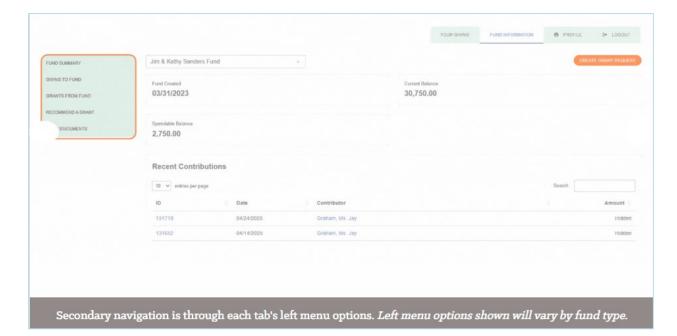
ALLIANCE

Navigating the Donor and Fund Portal



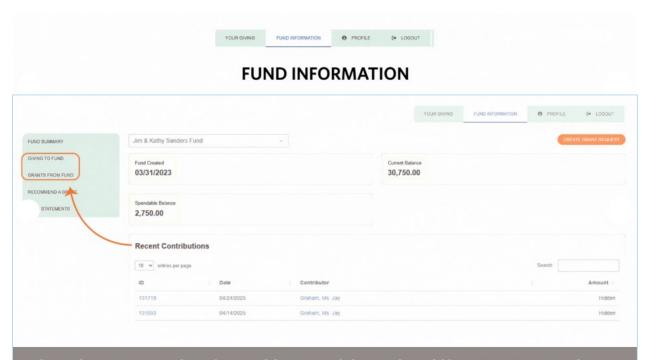


Primary navigation is through the bar of tabs found at the top right of each screen of the Portal. Active tabs are dependent on your access. Tabs may include: Your Giving (all donors); Fund Information (fundholders only); Profile (all users); and Logout (all users).





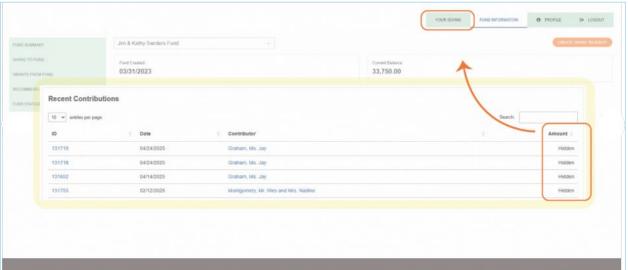
If you have access to multiple funds, you can toggle between them using the drop-down fund name menu on the Fund Summary screen.



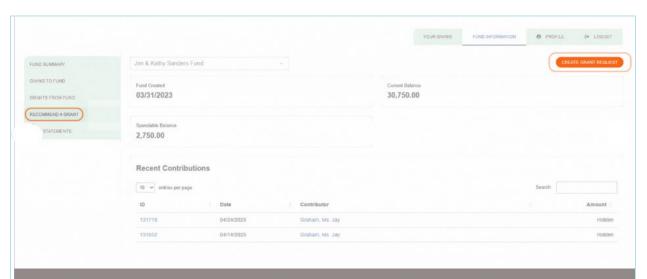
The Fund Summary screen shows the created date, current balance and spendable amounts, recent contributions to the fund, and grants out of the fund (for certain fund types only). Additional activity details can be viewed through available left menu options.



Click on any blue text to see additional details or views for an item. Use your browser's back button to return to the original screen.

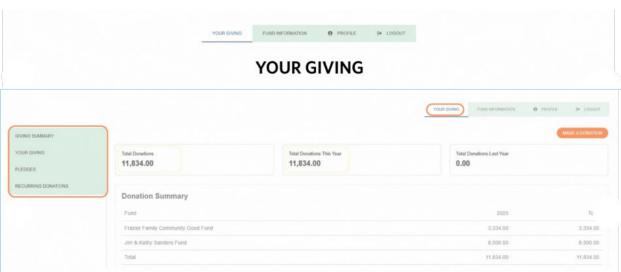


All donation amounts to the fund show as Hidden under the Fund Information tab, per Foundation policy. Your personal giving details, with amounts, are under the Your Giving tab. Only Agency fundholders see their own gift amounts under both tabs.

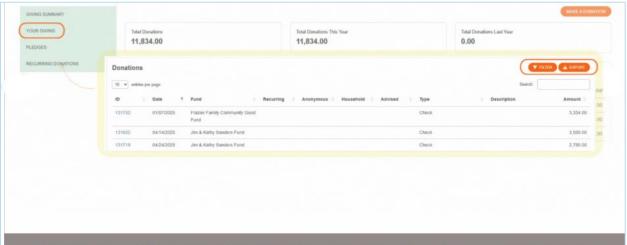


FOR DONOR-ADVISED FUND TYPES ONLY: Advisors recommend new grants using the Create Grant Request button at upper right (the Grant Request Guide below explains this process). From the left menu, Recommend A Grant lists grant requests by date, status, and amount.

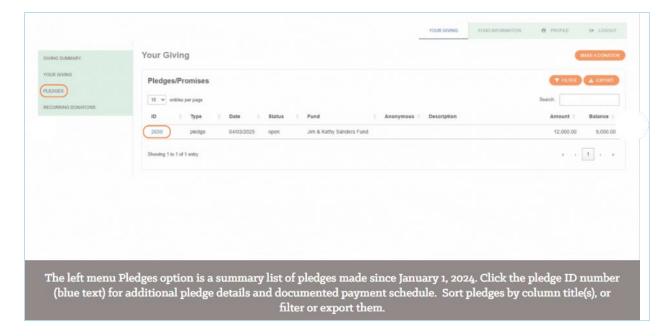


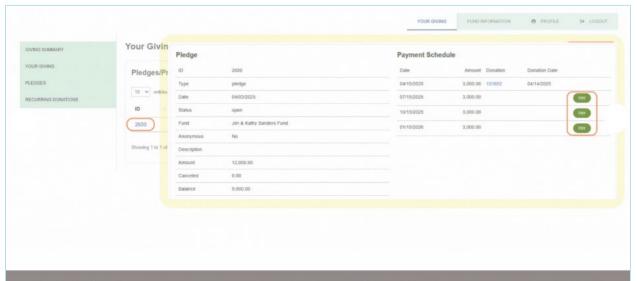


The Giving Summary screen shows your per-year giving totals by fund. New left menu options are specific to the Your Giving tab. All donation history in the Portal reflects charitable gifts made after January 1, 2000, and may show advised donations.



View a list of your gifts under Your Giving in the left menu. Sort using the small gray arrows by each column title(s). Filter or export information using the orange buttons at right. Click any blue text for additional details.





In the Pledges detail screen, you can securely and directly pay pledge installments, using a credit card or bank account information. Our online payment processor is Stripe.





The left Security option allows you to change or create your own username and password, using buttons at right. You may choose to enable 2-Factor Authentication. We do not have access to or store passwords that users set for themselves in the Portal.