



THE COMMUNITY  
FOUNDATION  
FOR NORTHEAST FLORIDA



**USER TIPS:**

On the login page below where you enter your user name and password, you can check a box that says **“Remember login.”** If you do, you will remain signed in unless you clear your browser cookies.

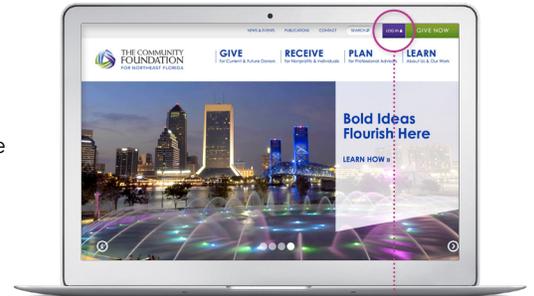
If you forget your username or password, click on the link that says **“Forgotten Password”** and follow the prompts. After submitting your response, you will receive an email with a reminder and reset instructions.

If you'd like to see screen-by-screen visual instructions for making a grant request online, go to: [bit.ly/MakeAGrantTCF](http://bit.ly/MakeAGrantTCF)

It's also available on the **Make A Grant Request** page in the right hand column under Kirsten's photo.

## ACCESS MY FUND EVERYTHING YOU NEED TO KNOW ABOUT USING OUR DONOR PORTAL

On our website [www.jaxcf.org](http://www.jaxcf.org), you have complete & secure access to your fund activity at all times through our donor portal, **Access My Fund.**



**Let's get started!**

- 1 Visit [www.jaxcf.org](http://www.jaxcf.org) and click on the purple  button at the top of the home page.
- 2 Click **New user registration** near the bottom of the Log In page.
- 3 Fill out the short form and click **submit** after you complete it. You will receive an email confirming your registration.
- 4 Foundation staff needs to process your login to connect your account. Transactions are processed daily, so please allow 24-48 business hours for full functionality to be added to your user login account.
- 5 Once your account has been processed, you can click on the  button again on the home page of [www.jaxcf.org](http://www.jaxcf.org).

Now you're ready to take full advantage of all the online resources available to you as a fundholder. You may want to start with **Access My Fund**, which can be found under the **GIVE** menu at the top of the page.



*Note: if you are a member of Women's Giving Alliance and you already have a login for [www.wganefl.org](http://www.wganefl.org), your user login will work for The Community Foundation website too.*

**ONLINE/GRANT HELP:**

If you need assistance with completing your online grant recommendation, or have other questions about how to use **Access My Fund**, please contact:



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