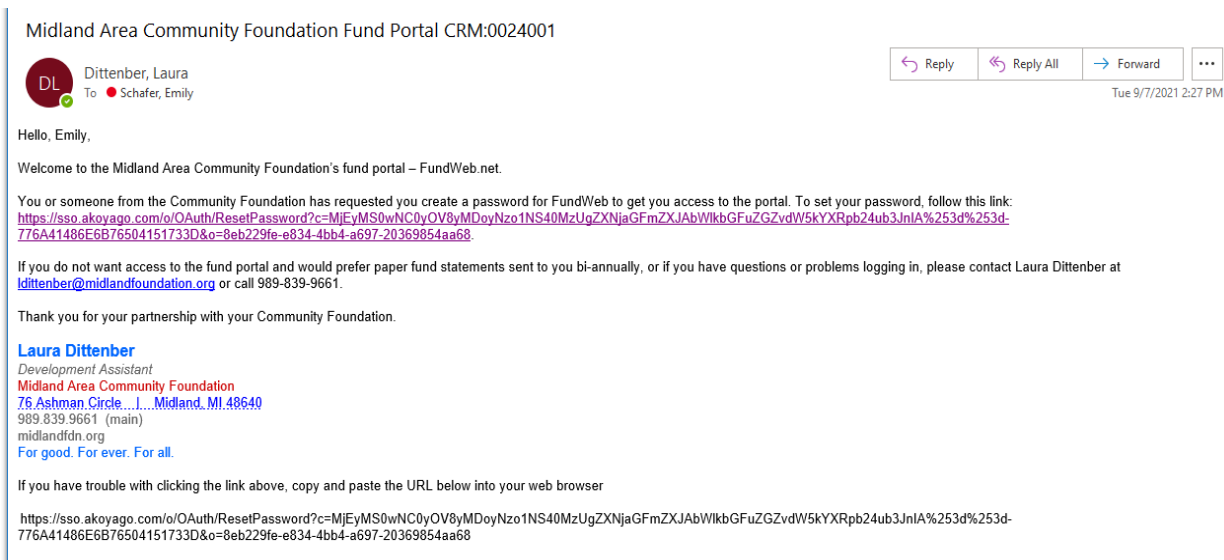# CREATING AND USING YOUR FUNDWEB ACCOUNT

STEP 1: LOOK FOR EMAIL INVITATION

FundWeb.net users will receive an email invitation, initiated by the Community Foundation, that contains a link which directs you to the FundWeb.net portal for account creation. The sender address is ldittenber@midlandfoundation.org. Below is an example of standard message.

If you do not receive this message, be sure to check your junk or spam folder. If the email cannot be found in your spam/junk, please contact the foundation for assistance.

STEP 2: FOLLOW THE LINK AND REGISTER

Follow the email instructions and visit the included link. You will be directed to enter your email address (this will be your username), a password (password must have at least one non alphanumeric character) and then you confirm the password by retyping it. Select **Reset** when complete.

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A confirmation screen will appear when complete. Additionally, a link will be available directing you to the main login page, macf.fundweb.net.

Reset password confirmation.

Password Reset Complete
Your password has been reset. Please Click here to log in.

STEP 3: LOGGING IN

At the main login page, enter your email address and password and select **GO** to login.

lquellis@midlandfoundation.org

••••••••••

GO

Forgot Password?

Upon logging in you will see the fund statement for your fund.

Cultural Awareness Endowment Fund ▾   Fund Statement ▾   👤 Emily Schafer ▾

Cultural Awareness Endowment Fund

Quick Look: Custom ▾   From: 01/01/2021   To: 09/07/2021   Update   Printer-friendly version

Additions

Contributions - Spendable	$4,900.00
Contributions - Non-Spendable	$85.00
Interfund Contributions -Spendable	$25.00
Realized Gains/Losses - Non-Spendable	$582.46
Unrealized Gains/Losses - Non-Spendable	$5,288.97
Interest/Dividends - Non-Spendable	$420.47
Interfund Transfer Income - Spendable	$26,686.00
Total Additions: $37,987.90	

Net Assets

		Beginning (1/1/2021)	Activity	Ending (9/7/2021)
3000	Net Assets - Spendable	$4,071.12	$23,494.99	$27,566.11
3010	Net Assets - Accumulated Earnings	$15,109.61	$4,343.55	$19,453.16
3020	Net Assets - Non-Spendable	$35,466.95	$85.00	$35,551.95
Total Net Assets		**$54,647.68**	**$27,923.54**	**$82,571.22**

Subtractions

Investment/Consulting Fees - Non-Spendable	$30.63
Bank Fees - Nonspendable	$3.83
Administrative Fee Expense - Non-Spendable	$469.19
Website Expense	$27.99
Project Expense	$9,532.72
Total Subtractions: $10,064.36	

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Date Filters: Beneath the name of the fund are date filter options. These functions allow you to view financial data for a specific time period. You can choose an option from the "Quick Look" drop down to see data from Last Year, This Year, Last Month, or This Month. The "From" and "To" fields allow you to select custom date filters. Select **Update** to apply the chosen filter.

Printer-friendly version: Choose this option to generate a report that prints to a standard 8 x 11 sheet of paper.

This is an example of the print layout:

Account Drill Down: Click on blue linked accounts to open another window displaying the ledger details that make up the shown balance (Note: this feature may not be available for all users).

Additions

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Contributions - Non-Spendable	$85.00
Interfund Contributions -Spendable	$25.00
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Project Expense	$9,532.72
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Cultural Awareness
Endowment Fund

×

Project Expense
2021-01-01 - 2021-09-07

Printer-friendly version

Posting Date	Amount	Note
Thu Jan 14 2021	($1,800.00)	
Wed Jul 28 2021	($122.60)	
Wed Jul 28 2021	$122.60	Reclass Invoice 2136782 - Quick Reliable Printing
Wed Aug 04 2021	($3,650.00)	
Thu Aug 05 2021	($170.72)	
Mon Aug 09 2021	($168.00)	
Wed Aug 18 2021	($3,744.00)	

Total: ($9,532.72)

Powered by FundWeb.net

Net Assets: This section displays the current value of the fund split out by the specific net asset accounts utilized by the Foundation.
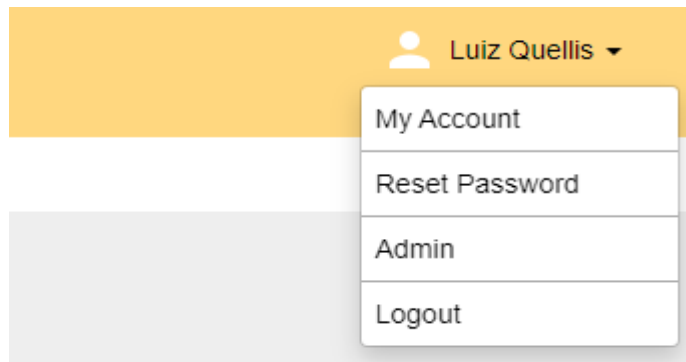
Net Assets

		Beginning (1/1/2021)	Activity	Ending (9/7/2021)
3000	Net Assets - Spendable	$4,071.12	$23,494.99	$27,566.11
3010	Net Assets - Accumulated Earnings	$15,109.61	$4,343.55	$19,453.16
3020	Net Assets - Non-Spendable	$35,466.95	$85.00	$35,551.95
Total Net Assets		**$54,647.68**	**$27,923.54**	**$82,571.22**

Select Fund: Near the top of the page the fund name is listed, and a drop-down arrow will appear if your account is linked to multiple funds. Click the fund name to display a list of funds available to you. Choose a different fund name to display the fund statement for that fund.

midland area
COMMUNITY FOUNDATION

"Middle of the Mitt" Miracle Field Project Fund ▾   Fund Statement ▾

"Middle of the Mitt" Miracle Field Project Fund

Adam and Imogene Dziadosz Memorial Endowment Fund

Administrative Fund

Adoption Option Inc. Endowment Fund

Affordable Housing Alliance Midland County Endowment Fund

"Middle of th

STEP 5: USER MENU

Selecting your name in the upper right-hand corner will open the user menu.

My Account: Allows you to review and edit the contact information the Foundation has on file for you.

Reset Password: You can elect to reset your current password. Enter your current password, then enter and confirm your newly selected password. Choose **Reset** when complete.

Logout: Logs you out of FundWeb.net and returns you to the login page.

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If you are a donor-advised fund holder, the "Recommend a Grant" link is located at the bottom right-hand corner of the screen. Select this link to open the grant recommendation form and submit a grant recommendation to the foundation. Follow the prompts to fill out a grant recommendation form. If you do not see the nonprofit that you would like to grant to, please contact the Community Foundation or use the electronic form found on Community Foundation website: midlandfoundation.org/daf-request

Recommend a Grant
Donate Now
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