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.
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.

**STEP 3: LOGGING IN**

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

Upon logging in you will see the fund statement for your fund.
**STEP 4: NAVIGATION**

**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.

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

**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.
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.
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