



DonorCentral Quick Start Guide

www.stlgives.org Click on **My Fund** to log in

The St. Louis Community Foundation's DonorCentral provides you online access to your fund activity and history. Depending on the parameters of your fund(s), you can view your latest fund balance, review gifts into and distributions out of the fund, access fund statements, make grant recommendations, and review history.

Get Started—Confirm your access, set a password and Log In

You will receive an email from the Community Foundation with a link to the DonorCentral user confirmation page to access the new DonorCentral the first time. Following the requirements outlined on this page, set up your password. Once the password is confirmed, the login page appears. Using the email address you confirmed for DonorCentral and newly created password, log in to DonorCentral.

Future visits to DonorCentral are accessed by clicking **My Fund** in the upper right hand corner of www.stlgives.org, the website of the St. Louis Community Foundation.

The dark navigation bar provides several ways to access your fund:

Dashboard Fund Info Grant History Recommendation ▼

Recommend a Grant (Donor Advised Funds)

Replicate and Modify a Previous Grant

1. Click the **Grant History** tab to view your previous grants. Use the **Filters** button to restrict your search by Date Range and/or Charity name to search for the grant you wish to replicate. Click **Apply Filters**.
2. Click on the round button with three dots to the left of the name of the Organization. Select **Recommend Again**. Review the previous information; modify if needed; click the **Submit** button to complete your recommendation.

Recommend a New Grant

1. From the **Recommendation** tab, click on **New Recommendation**. Find a nonprofit by searching for one of your prior recipients in the **Find in this list** field or Search for a recipient in the **Select a charity** field. Click on the name to select. Search tip: if **St. Louis** doesn't work, try **Saint Louis**. Be creative.

If the nonprofit isn't in our database yet, check the **Add a new charity** box to create a new option.

2. Follow the prompts, making sure to enter a Funding Source (your fund) and an amount.
3. Read the Important **Agreement** and check the **I agree** box. Click **Submit**.

At any time in the process, click **Save for Later** to store your recommendation without submitting or to submit a batch. To complete the grant later, look on the **Dashboard** tab in the **Unsubmitted recommendations** section.

For more information on the entire DonorCentral site, read or download the more detailed **DonorCentral Handbook** at <https://www.stlgives.org/my-fund/> or email DonorCentral@stlgives.org.