



GREATER
TACOMA
COMMUNITY
FOUNDATION

GTCF FUND ADVISOR PORTAL REFERENCE GUIDE

Establishing your password

GTCF staff will set up your account in the Fund Advisor portal. Once the process has been initiated, you will receive an automated email from no-reply@fcsuite.com. This message will provide instructions on creating a new password for your account. Note your username and password during this process.

Remember that your USERNAME IS CASE SENSITIVE.

The link in this email will expire after 30 days so DO NOT use it to access the system after you have completed the setup process.

If you did not receive an email to access the system but would like a password, please contact kausenhus@gtcf.org.

Accessing the portal

Access the portal anytime here: <https://gtcf.fcsuite.com/erp/fundmanager> and enter your username and password. Select the fund you want to review, and then use the menu items in the screenshots below to navigate through the Fund Advisor Portal.

Navigating the portal

gtcf

Username

Password

[Forgot Password?](#)

LOGIN

If you have any questions, please contact faservices@gtcf.org or call 253.383.5622.

Login Screen

Visit <https://gtcf.fcsuite.com/erp/fundmanager> from any web browser and most devices including smartphones and tablets to access the portal. Sign in with your unique username and password. Login information is case sensitive. (Please note that iPhone and iPad users may experience an automatic capitalization when entering information that may prevent successful login.)

For individuals who advise multiple funds

If you serve as an advisor for multiple funds in different capacities, you will choose your desired Profile once you have successfully signed in.

Likewise, if you have one Profile but advise multiple funds with GTCF, you will be able to Choose Fund once you have successfully signed in. Choose the particular fund with which you wish to interact. If you are listed as an advisor for only one fund, you will not see this screen.

Navigating the Menu

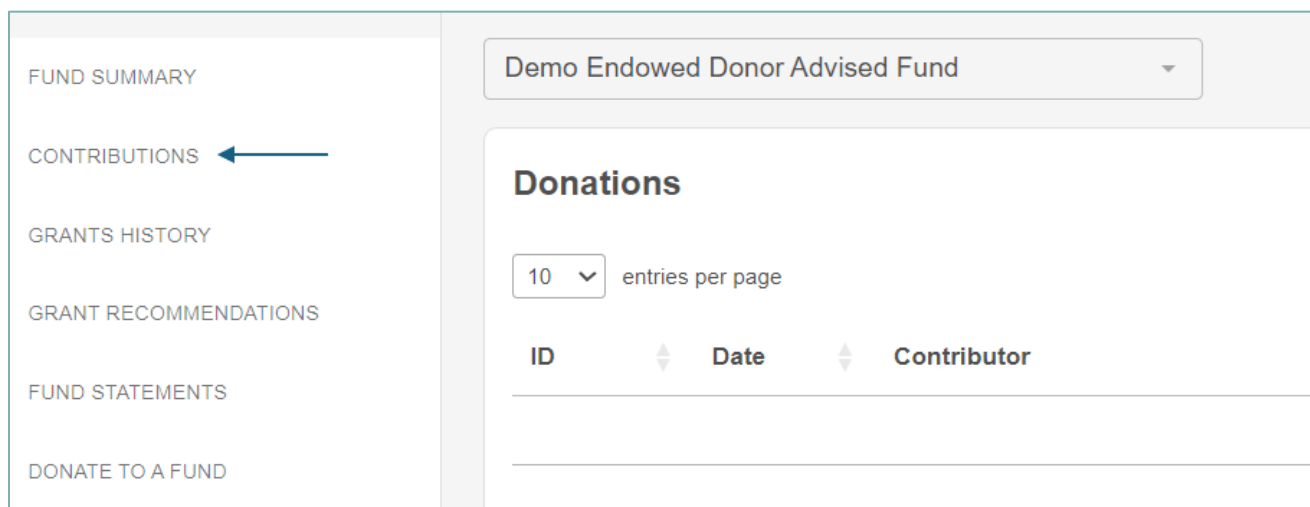
Home

The main screen shows a fund summary with real-time updates of the current balance, amount available to spend (if applicable), total contributions, and total grants. You will also see helpful graphs illustrating donation and grant totals by advisor and grant recipient, as well as donation and grant trends. You can customize this data by selecting a date range in the upper righthand corner.

Keep in mind that market gains and losses and administrative fees are only posted quarterly. Therefore current balance reflects the previous quarter's: ending balance, contributions to the fund, and grants paid from the fund.

Contributions

This tab provides the detail for each contribution received into your fund. For funds which receive contributions from others, you will be able to view more detail about each donor by clicking his/her name (unless the donor has requested to remain anonymous). You can also click the **Export** option on the upper righthand corner to export the details in an Excel spreadsheet.

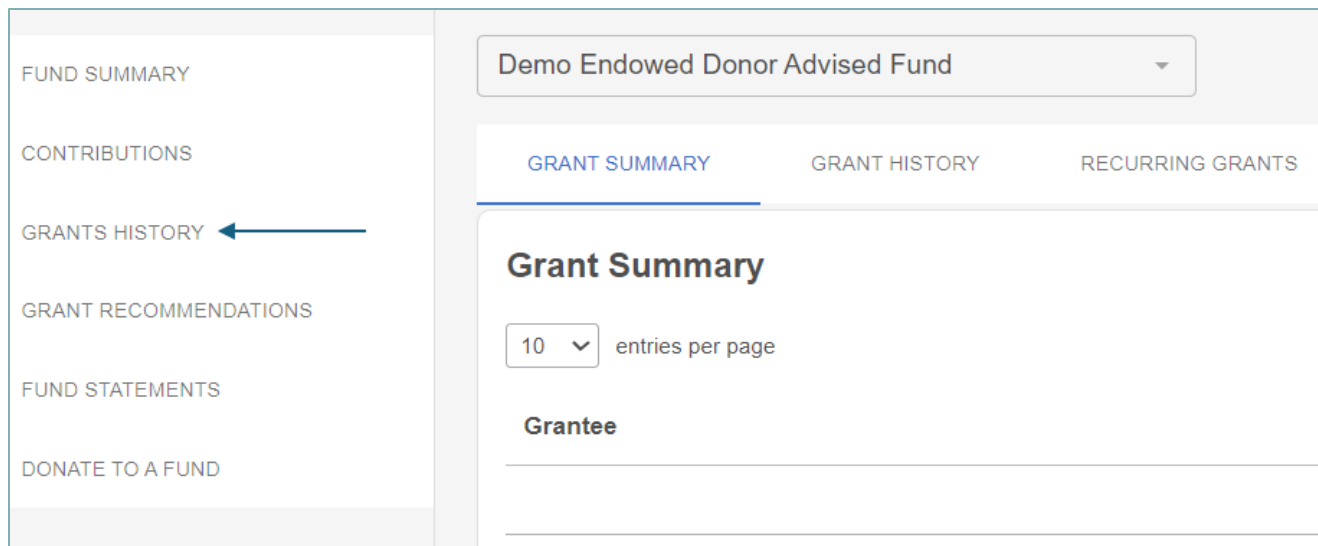


Grants History

This tab provides detail on all grants and fund expenses paid out from your fund. The first tab provides a summary of grants by recipient (grantee). The Grant History tab lists grants from newest to oldest. You can click the Export option on the far-right side of the menu bar (as shown below) to **Export** the details in an Excel spreadsheet.

- ❑ GTCF processes grants on the 15th and at the end of month. Grant requests must be submitted 5 business days before the processing deadline.
- ❑ **Complete** in status column means grant has been paid.
- ❑ Other status indicators may appear throughout the grantmaking process.

Please contact grants@gtcf.org if you have questions about the status of a grant.



Grant Recommendations

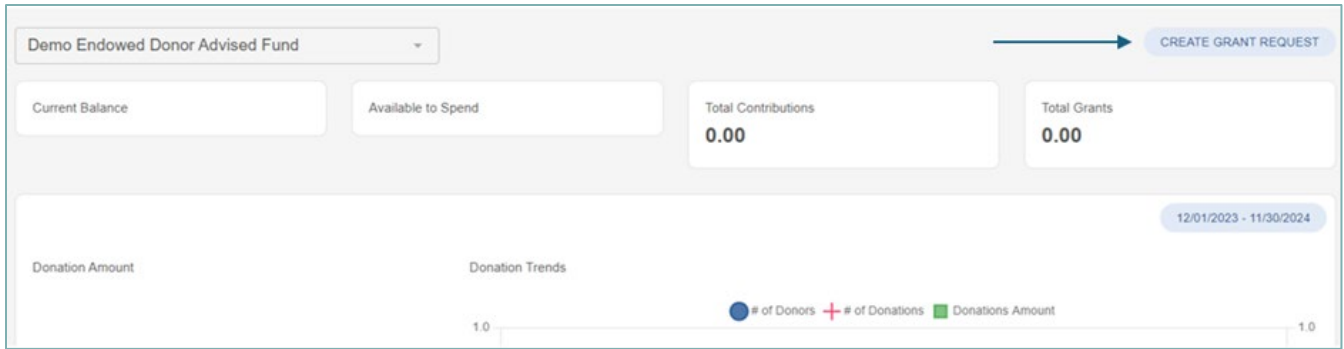
You will see a “Create Grant Request” button on the top righthand corner of every screen. Use this button to submit grant recommendations and invoices to be paid.

Use one of the options below to recommend grant payments to new recipients not previously paid from this fund.

- ❑ **Previous Grantee:** This option allows you to select from grantees that your fund has supported in the past. Former grantees will appear in a drop-down list for selection.
- ❑ **Search for Other Grantees** - This box queries the complete list of nonprofit organizations recorded in Greater Tacoma Community Foundation’s database. If the name of the organization you are searching for does not appear, select the CANDID tab for more results.
- ❑ **Enter Grantee Information Manually** - The last section allows you to manually enter the information GTCF will need to process your grant recommendation. Providing all the requested information allows GTCF to ensure your grant recommendation is processed as accurately and quickly as possible.

After you have recommended any grant, scroll to the bottom of the page and check the “I have reviewed and confirm that the information I have entered is correct” box, and then click the Add to Cart button. On the next page, click Review and Submit Grant Requests.

If you would like to make more grant recommendations before logging out, repeat the same grant request process and add them to your cart. When you are finished adding grant requests, you will see a Cart button on the upper righthand side of the page. Click that button to see a list of all your grant requests and Submit the group.



Grant Request Form:

- FUND SUMMARY** (Selected)
- CONTRIBUTIONS**
- GRANTS HISTORY**
- GRANT RECOMMENDATIONS**
- FUND STATEMENTS**
- DONATE TO A FUND**

Form Content:

- Fund: Demo Endowed Donor Advised Fund
- Instructions: Use this form to recommend a new grant from your fund. Select a grantee from the drop-down menu or enter a new nonprofit. GTCF will receive notification of your request and process your grant. We will notify you via email once the grant has been completed.
- Section: Grant Request > Choose Type
- Buttons: PREVIOUS GRANTEE, SEARCH GRANTEE, MANUAL GRANTEE

Fund Statements

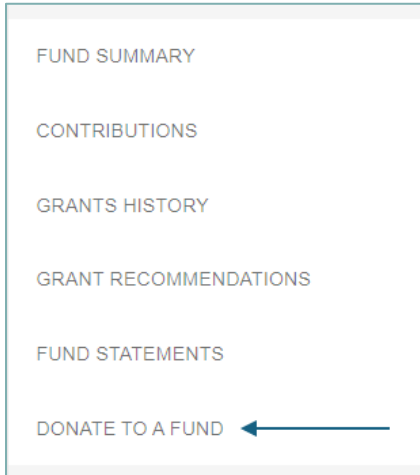
Your fund statements will appear under this statement tab. Your past fund statements starting in 2021 will be archived here as well. You will receive an email each quarter, letting you know when your updated fund statement is ready to view or print.

Fund Statements Page:

- Navigation:** FUND SUMMARY, CONTRIBUTIONS, GRANTS HISTORY, GRANT RECOMMENDATIONS, **FUND STATEMENTS** (Selected), DONATE TO A FUND
- Fund:** Demo Endowed Donor Advised Fund
- Section:** FUND STATEMENTS
- Sub-section:** Statements
- Filter:** 10 entries per page
- Table Headers:** Description, Date Range

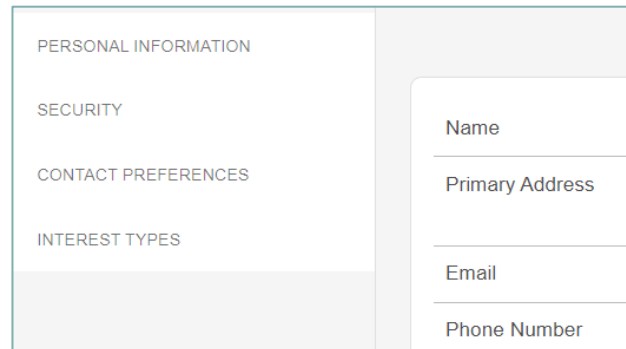
Donate

This tab provides you with an opportunity to donate to your fund(s) as well as a variety of other funds at GTCF.



Updating Your Profile

The Fund Advisor Portal allows you to update your Personal Information, Security settings, Contact Preferences, and Interest Types. Updating any of the fields on these pages will automatically update Greater Tacoma Community Foundation's database and send an automatic email to the Philanthropy Team. Thank you for keeping your information up to date.



Logout

We encourage you to log out when you are done accessing your fund.

Help When You Need It

GTCF'S PHILANTHROPY TEAM IS ALWAYS READY TO ASSIST WITH ANY QUESTIONS YOU MIGHT HAVE ABOUT THE FUND ADVISOR PORTAL WEBSITE. PLEASE EMAIL OR CALL KIERA AUSENHUS | KAUSENHUS@GTCF.ORG | 253.345.4174.