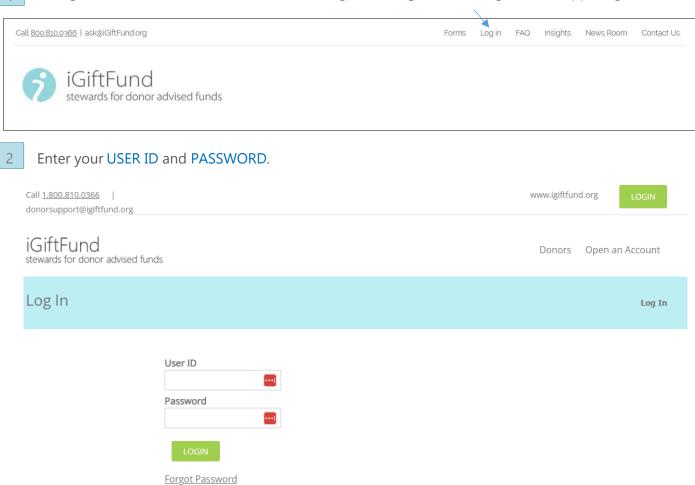


How to Log into **DonorView**

To log into <u>DonorView</u>, visit our website, <u>www.igiftfund.org</u> and click Log in in the upper right corner.



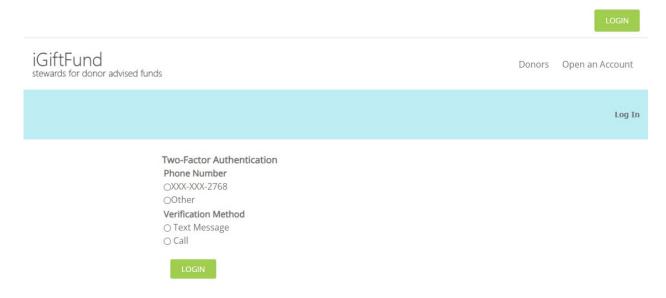
Your User ID can be found on your Welcome Letter.

within 24hrs.

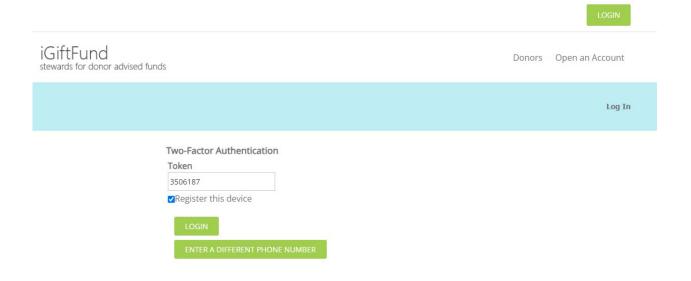
If this is the first time you try to log into DonorView, you will also need the temporary password that was emailed to you. This email is auto-generated and is sent separately from the Welcome Letter for security purposes.

If you require assistance logging in, please contact iGiftFund at (800) 810-0366, Monday - Friday between 9:00 AM - 5:00 PM EST. Outside of regular hours, please email donorsupport@igiftfund.org and someone will get back to you

Once you click Login, you will see the screen below in which you will go through the Two-Factor Authentication (TFA) process. You have the option to receive the token number via text or phone call to the phone number(s) you have on record.



Enter the token as shown below and select Register this device if you wish to avoid TFA every time you log into your account from the device you're using.



If you can't find your Welcome Letter or Temporary Password email, please email us at donorsupport@igiftfund.org and request a password reset.

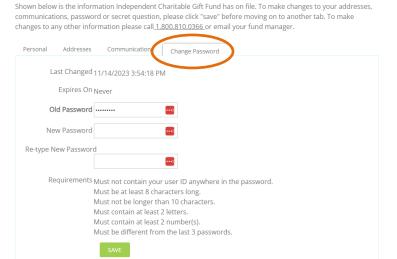
How to Change Your Temporary Password

Once in the portal, you can change your temporary password by selecting My Profile from the Navigation Menu.



Click on the Change Password tab

Donor Dashboard Fund Activity Contribution Activity Recommend a Grant Grant History Recurring Grants Grant Authorization Dashboard Fund Relationships My Profile



- Enter your temporary password (current password) into the Old Password field.
- Enter a new Password in the New Password and Re-type New Password fields that meets the following criteria:

Must not contain your user ID anywhere in the password. Must be at least 8 characters long. Must not be longer than 10 characters. Must contain at least 2 letters. Must contain at least 2 number(s). Must be different from the last 3 passwords.

If you need assistance, please give us a call or email us at donorsupport@igiftfund.org.