

DonorCentral 3.0 Basic Navigation

1. Sign in using your DonorCentral username and password at <http://www.milwaukeejewish.org/departments/philanthropy/jcf/donorcentral/>. If you don't know your username or password or you are locked out of your account contact Jen Vettrus (414-390-5722) or Sowa Unora (414-390-5712).
2. On your home page you will see the Fund Information module, Alerts, Links to other sites, JCF related events, a listing of your recent grants and a graphic depiction of your giving history. In the Fund Information module, click on "View" under **Actions**.
3. Now you are at the **Fund Summary** page. Under the words "Fund Summary" at the top left, you can choose to print the current page, export gifts or export grants.
4. Below that are sections summarizing fund activity. Amounts deposited into your fund will appear under **Gifts** or **Non Gifts**, and amounts disbursed from the fund will be under Grants Paid. You can sort these sections by clicking on the column headers (Date, Grantee, Amount or Description). Clicking on a header a second time will re-sort in the opposite order (oldest/newest, ascending/descending, etc). In the **Fund Statement** section you can select a date range to retrieve statements.
5. At the bottom of the page you can see details on the Market Value of and the Spendable Balance of your fund.

Always visible at the top of the page are links for Home, Fund Summary, Resources, FAQs, How to contact us and:

Suggestions: Fill out a form here to suggest a grant from your fund. If there is a number in parenthesis after the word "Suggestions", that means you have pending suggestions that have not been submitted. If this is true, a list of your pending suggestions will be the first thing you see when you click on this link.

Alerts: If there are alerts that you have not reviewed, this link will flash and show the number of unread alerts in parenthesis when you sign in.

My Profile: For you to update with your current contact information. Keeping your email address current here is important so that you receive confirmation emails for the grants you suggest.

Look Up Charities: If your charity of choice is already in our database you will be able to find it here. A blue square with "GS" may appear next to its name. Clicking on the square will take you to the organization's page on www.Guidestar.org. Guidestar is the most easy to navigate, complete and up to date on line listing of non-profit data. Here you may find information about charities including mission statements, 990 tax forms and Guidestar's own rating systems.