Community Foundation of Tompkins County

Fund Advisor Portal Overview

As a Fund Advisor you have access to the online fund advisor portal where you can access information about the funds you manage. Community Foundation of Tompkins County will send you a link to access the portal via email. Select the link and you will be prompted to create your own password to the fund advisor portal site. Once your password is created go to the Login page, enter your credentials and log in.

Fund Advisor Portal:  https://cftc.fcsuite.com/erp/fundmanager

If you serve as an advisor for multiple funds, you will see the “Choose Fund” menu once you have successfully signed in to the Donor Portal System. Choose the particular account with which you wish to interact.

• If you are listed as an advisor for only one Fund, you will go directly to the Home page for the Fund

Once you have logged in you can select the tabs at the top of the page to review the different areas available to you as a Fund Advisor.

• The “Home” tab shows the Fund’s Current Balance plus the Spendable balance (if applicable). This area also lists all fund advisors, shows recent contributions and recent grants given for the Fund.

• The “Choose Fund” tab is visible if there are other funds to select and view.

• The “Contributions” tab shows all contributions or donations to the fund.
  o Clicking on a Contributor’s name will bring up their history of contributions.

• The “Grants” tab will show the history of Grants or payments made from the fund.

• As a Fund Advisor of a Donor Advised Fund you may be able to make Grant Requests from the fund’s assets by clicking into the “Grant Recommendations” Tab.
  o This tab will show a list of Grants requested to be paid out on the right with the current status.
  o Grant Recommendations still in the “request” status can be canceled from here.
  o The left side of the screen is where Grant Recommendations are created.
Previous Grantees and Funds that you have given to can be selected from drop down lists.

- The bottom section is where a new Nonprofit or Grantee can be entered manually. You will need to enter the name of the new Grantee, an address, zip-code and a phone number to move the grant request to Community Foundation of Tompkins County for approval.

- In the middle of the left side of your screen is ‘Search for other Grantees’. This is helpful because you can type in some keywords and click the “Search” button. The system will search GuideStar for organizations containing the keywords. GuideStar is an information service specializing in reporting on U.S. nonprofit companies. The more keywords used, the better the search results will be.

- Once the Grantee information has been added, you can complete the request by clicking the “submit” button at the bottom of the page.

Grants are processed throughout the week. As grants are approved, the grantee will be notified and required to electronically sign the grant agreement. The check is distributed upon receipt of the signed grant agreement.

- The “Statements” tab will show fund statements and will be set up by January 31, 2023. Fund Advisors will be able to view newly created fund statements immediately after they are created.

- Printing Statements - The system will generate a PDF in a new window in your web browser that you may save or print.

- Remember to use the “Logout” tab to close your Donor Portal. You will be automatically logged out each night even if you do not logout.

Locked Out of your Fund Advisor Portal?
If you are locked out of your account, click Forgot Password on the login page. Enter your username and click the Reset Password button. If an account with the provided username is found, instructions to reset your password will be sent to the email address for that account. If you’re still having trouble, please contact Amy LeViere, Chief Philanthropic Services & Systems Officer at aleviere@cftompkins.org.

Alerts
Default settings alert you every time a Donation is made or a Grant is paid out from your Fund. These alerts can be utilized or cancelled at any point, but the alerts are not retroactive, so you will not be notified of past grants or donations. If you wish to have this notification turned off, please contact Amy LeViere at aleviere@cftompkins.org.