

ONLINE ACCOUNT ACCESS

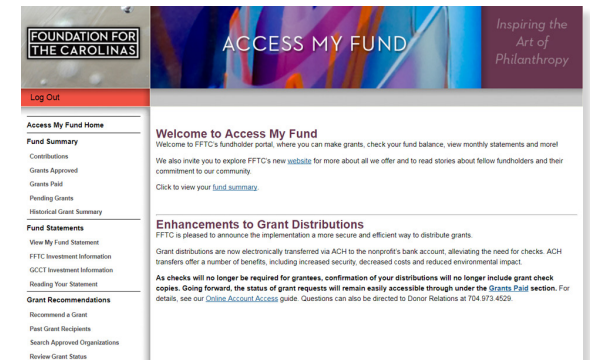
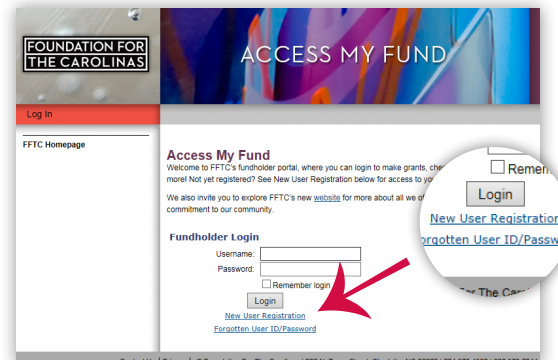
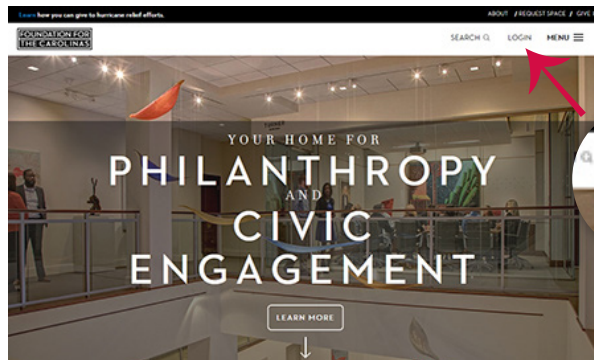
The Foundation's online account access is a convenient and secure way to manage your fund with Foundation For The Carolinas. By establishing your account, you will be able to view your fund summary and statements, see recent gift and distribution activity and recommend distributions from your fund.



Center for Nonprofit Sustainability

Creating an Account

- 1 Visit the FFTC homepage at www.ffc.org. Click the **Login** link on the upper right side of the page. You may also click the **Access My Fund** link at the bottom of the homepage.
- 2 You will be redirected to the Access My Fund online portal where you can complete the New User Registration Form. Upon completion you will receive a confirmation email.
- 3 The Foundation validates each new account prior to activating it. Once registered, please wait at least one business day before accessing your account.



Viewing Account Activity and Requesting a Distribution from Your Fund

- 1 Once logged in, click on **Contributions**, under Fund Summary. Contributions received are shown by year. You may filter by the current or previous calendar year, or by a specific date range. You may view distributions made from your fund by clicking on Grants Paid.
- 2 Fund Representatives and those with grant access can request distributions by clicking **Grant Recommendations**. You can enter and review your grant distribution details, including grant amount and designation, before submitting. *Note: Those with View Only status cannot make distributions from the fund.*
- 3 To view the status of grant distribution requests, click **Review Grant Status**. Once a distribution is processed, it will appear under the **Grants Paid** link. *Note: You will not be able to see recommendations made by other Representatives on the Review Grant Status page. Distributions will appear for all users on the Grants Paid page.*

