

## DONOR USER GUIDE

## Homepage tour

## Descriptions

### **Quick links**

Quick links are available for the most common actions; recommending a grant, planning a contribution, or downloading forms.

### Fund details \_

Click to expand for full details on a fund.

### Charitable impact

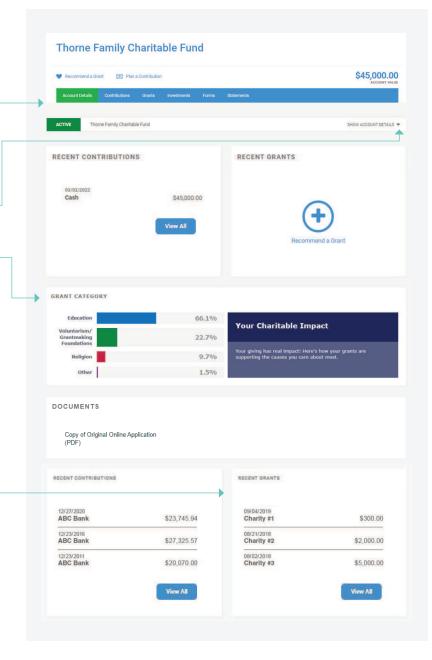
DFX shows you the impact of your giving by breaking grants into philanthropic categories.

### **Recent transactions**

Listed are the three most recent contributions and grants for a fund. Click on any transaction for more details.

### **Questions?**

Contact us toll-free at 800-231-4311 or ampf@reninc.com with questions on your RCF donor-advised fund.





## DONOR USER GUIDE

🖤 Re

+ Add an Account

nd a Grant 💽 Plan a Contribution

## **Making a grant**

### Descriptions

### Get started

Access the grant recommendation screen through the quick link or the navigation bar.

### **Charity search**

Search our database of over a million charities to find one to receive the grant.

### Select a charity to recommend

Choose from your favorite charities, manually enter information or search GuideStar to select your grant recipient.

### Enter the grant amount

Be sure you meet the minimum indicated in the text above the box.

### **Grant timing**

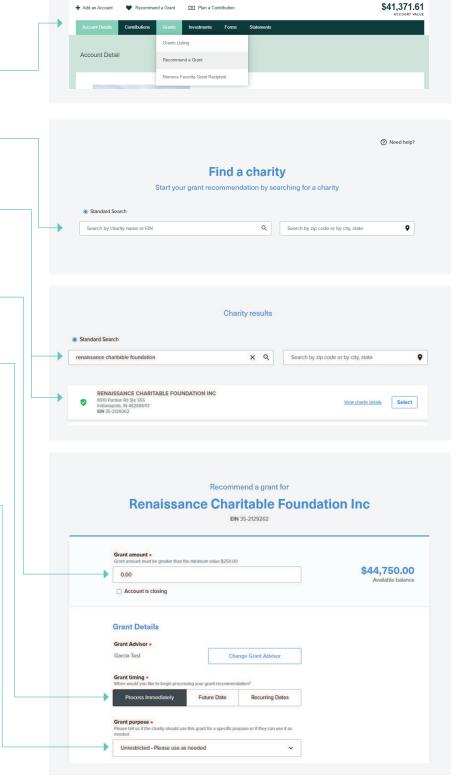
Process your grant recommendation immediately, on a future date or create a recurring grant schedule.

Please note that a future date selection indicates the date the grant review will begin and not the date of payment.

### Grant purpose

Would you like the funds to be restricted to a specific purpose? Select a purpose from the dropdown. If you would like to add your own purpose, select "Other" from the dropdown and you will be able to write in your purpose in the "Describe grant purpose" box.

Please note that the charity will see this information on the grant letter for approved grants.





## DONOR USER GUIDE

## Making a grant

### Descriptions

### **Dedication**

RCF allows you to choose if the grant will be dedicated to someone to honor them or their legacy.

### Acknowledgment

RCF allows you to choose how you are recognized for the grant. Issue it in the name of the fund, the primary donors. Grants can also be issued anonymously. The default is "Fund Name Only". Please note, the charity will see this information on the grant letter for approved grants.

### **Review grant**

Review the grant details before submitting the grant recommendation.

### **Review and submit**

Read and acknowledge the terms of the grant. When ready, submit the grant for processing. Please note that the "Add Special Instructions" field is only for instructing the RCF team if you would like the grant sent overnight (There is a \$25 fee for sending the check via overnight delivery).

These instructions will not be seen by the charity.

### Status of grant

The status of your grant submission can be viewed under the 'Grants Listing' tab.

	O Yes   No	ant to someone?		
	Acknowledgements • How would you like to be acknowledged i	in the grant correspondence with the c	harith/?	
	Fund Name Only Thome Family Charitable Fund	Change Acknowled		
	Delivery Method			
	How should the grant be delivered	ed? •	dress.	
	Mail a grant check to the charity		*	
	Charity address selectio			
	Available mailing addresses • This charity has multiple addresses availa	ble. We've preselected the most comm	ion address	
	used, but you may select a different addr 8910 Purdue Rd Ste 555 Indianapolis, IN 462686117	ess.	× .	
	Attention to Entries to this field will display under the letters but will not be a permanent addition	charity name for grant details, grant ch	ecks, and grant	
	Please enter a name			
	Contact phone Please enter the contact phone.			
	Please enter the contact phone.			
Back to form				Ø
Back to form		Review your	grant	Q
Back to form		Review your	1000 C	_
PROCESS IMMEE	Almost done! I		1000 C	ation.
PROCESS IMMEE \$250.0 Renaissance	Almost done! I		PLEASE ACDINOWLEDGE	ation.
PROCESS IMMEE \$250.0 Renaissance IN 35-2129262 Mail a grant che 5910 Purdue Rd	Almost done! I	Let's review and confirm	m your recommenda	ation.
PROCESS IMMEE \$250.0 Renaissance IN 35-2129262 Mail a grant che 5910 Purdue Rd	Almost done! I	Let's review and confirm	PLEASE ACINOWLEDGE Fund Name Only Thome Family Charitable	Intion.
PROCESS IMMER \$250.00 Renaissance EIN 35-2129263 Mail a grant che 9900 Purdua Rd ndianapolis, N	Almost done! I	Let's review and confirm	PLEASE ACINOWLEDGE Fund Name Only Thome Family Charitable	Intion.
PROCESS MARCE \$250.0 Renalissance Real a grant cho and a grant cho an	Almost done! I	et's review and confirm	PLACE ACHIEVENTICE PLACE ACHIEVENTICE Pland Name Only Thome Family Charltable Fund	Include Fund Name Ves
PROCESS IMMEE \$250.0 Renaissance Hard Statusses Hard Statusses Hard Statusses Hard Statusses Hard Statusses Agreement I have read a I haffma neither I affirm I affirm	Almost done! I	et to the best of my knowledge, y from this grant.	PLACE ACHIEVENTICE PLACE ACHIEVENTICE Pland Name Only Thome Family Charltable Fund	Intion.
PROCESS IMMEE 2250.0 Renaissance Renaissa	Almost done! I	et's review and confin cover romose Unrestricter - Prese use as needed e to the best of my knowledge, i y from this grant. control the governing board of ar nt to a supporting organization. s a grant recommendation that i ot a final grant decision.	M your recommendation of the second s	Intion.
PROCESS IMMET \$250.0 Renaissance Wali a grant che 1900 Purdue Rd nountapolis, W Agreement I have read a I affirm I affirm support I under making I affirm	Almost done! I	et's review and confin caver rueros: unestrictes - Prese use as needed e to the best of my knowledge, i y from the governing organization. s a grant recommendation that I to a supporting organization that is do final grant decision.	PLANE ACCROMMEDICE PLANE ACCROMMEDICE Pland Name Only Throne Family Charltonie Fund and that	🖌 Edit



**Finding documents** 

d a Grant

Test Grant Letter 2023

02-16-2023-4670756-TEST783

Test Statement 2023

CONTRIBUTION LETTER

Year: 2023 🗸

GRANT LETTER

STATEMENT

Plan a Co

### Any donor. Any gift. Any charity.

## DONOR USER GUIDE

\$45,000.00

## Descriptions

### Statements tab

Clicking the Statements tab will take you to the correspondence page.

#### Year

Documents are available based on the applicable year.

### Grant letter -

View grant letters sent to charities with processed grants. *Please note, if the grant is sent to the organization electronically, no grant letter will be generated.* 

### **Contribution letter**

Contribution letters can be used to supplement your tax preparation.

### Statements

View quarterly statements for the account.



## **DONOR USER GUIDE**

# Understanding your statement

### Descriptions

### Date

Date shows the quarter to which the statement applies.

### **Fund information**

Fund information shows the name of the fund, the fund's code, and the fund's account number.

### Account summary -

Account summary shows the balance of the account at opening and close of the statement's quarter.

### Account holdings

Account holdings provides a breakdown of the beginning and ending balances for underlying investments within the fund.

### Contributions to account -

A detailed listing of contributions and grants within the account during the quarter is shown in "Contributions to Account" and "Grants from Account."

_	Contributions to	Account				
	Total		\$772,804.06	\$3,288.85	\$776,092.91	100.00%
	Stock #2		\$477,326.64	\$3,288.85	\$480,615.49	61.93%
	Stock #1		\$295,477.42	\$0.00	\$295,477.42	38.07%
	Description		Beginning Balance	Change in Account Balance	Ending Balance	% of Account
	Account Holdin	gs				
	Ending Balance (M	arch 31, 2023)				\$789,873.91
	Account Fees					\$0.00
	Realized Gains (Los	ses)				\$0.00
	Interest and Dividen					\$0.00
	Market Value Chang					\$13,288.85
	Grants Paid from Ac	and the second se				(\$10,000.00
	Beginning Balance					\$772,804.06
	Account Summa					
				To access your online account information, visit us @ https://xyz.donorfirstx.com.		
	Indianapolis, IN 4	6268				
	8910 Purdue Rd, S					
	Special Giving F Code: TEST178 Account Number:					
	January 1, 2023 - M	March 31, 2023				



## DONOR USER GUIDE

## Updating your profile

### Descriptions

### **User preferences**

Hover over your name to change your email, password, security questions and to customize email notifications.

### Change password

Change your password using the parameters set by the organization.

### **Change security question**

Update the security question to log in to your account if you lose your password.

### Update email notifications

Opt-in to receive e-notifications regarding account activity.

Eberhardt, Chelsea Log Out
Change Email
Change Password
Change Security Questions
Email Notifications
Change Password
Fields marked with * are required.         Enter Your Current Password *         Create Your New Password *         Canfern Your New Password *         Mate be a minimum of 1 curcles linkers         Mate be a minimum of 1 numbers         Cantern of 1 numbers
Change Security Question  Fields marked with * are required.  CHANGE SECURITY QUESTION  Use this form to set your security question and answer. This is the question you have to answer when attempting to retrieve your password.  Security Question:  Change Security Question:  Confirm Answer:  Change Security Question:  Confirm Answer:  Change Security Question:  Confirm Answer:  Change Security Question:  Change Security Question: Change Security Question: Change Security Ques
UPDATE YOUR EMAIL NOTIFICATIONS
Contribution Received Correspondence Posted Grant Approved (Posted) Grant Paid Statement Posted
Save Changes