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Complete Training Course

Financial Advisors must complete the Donor-Advised Fund training course before they can access the donor-advised fund portal.

- Course is available via the Edward Jones Learning Site.
- System constraint in place until the FA has completed the training.
- **Course code:** 100002792
- **Course Name:** Donor-Advised Funds
- **Duration:** 15 minutes
- **Questions:** Contact Learning-and-Development@edwardjones.com

Note: Training for Branch Office Associates is recommended but not required.
Course completion status is refreshed only once/twice per day. When a user completes the course above, the status changes to COMPLETE in the Learning Site. The status is extracted and written to the Operational Database according to the schedule times below. The Operational Database is checked before the EJDAF can be opened.

- M-Thurs 5:30, 12pm, 6pm CST
- Fri-Sat- 05:30,12:00, 4pm CST
- Sun- 12pm, 4pm CST

Key Considerations When Opening an EJDAF Account

- Account Opening Minimum: $10,000
- Subsequent Contributions Minimum: $1,000
    - The Program Fee = .70%
    - FA will receive their standard payout on the 0.70% Program fee.
- In addition, Renaissance (Ren) will charge a tiered Administrative Fee starting at 60bps and tiering down based on the schedule below. The minimum annual administrative fee will be $200.
- EJDAF investments are held by Ren in firm-name advisory models and include seven investment solutions ranging from conservative to more aggressive.

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Information You Need to open an EJDAF account (Gather Data)

Please make sure you have collected the information below before you enter the DAF account. This will prevent entering duplicate accounts that must be deleted later.

- **FA/BOA**
  - First Name / Last Name
  - FA/BOA Email Address (@edwardjones.com email)
  - FA/BOA Branch Phone Number/Mailing Address
  - FA/BOA Branch City / State / Zip
  - FA/BOA Birthdate
  - Create new Password
  - Create new Security Answer
- **Fund Name**
  - This name will appear on the letter to the charity and general correspondence.
  - Do not use the words "**Trust**" or "**Foundation**" as they are separate giving vehicle types.
  - Do not use the name "**Edward Jones Charitable Gift Fund"**.
  - **Examples of DAF Names**:
    - ✓ The Teague Family Giving Fund
    - ✓ Beth and Chris Rhodes Charitable Fund
    - ✓ Mathur Gift Account
    - ✓ The Humanity Fund
    - ✓ The Kelley Family Olive Branch Gift Fund
- **Donor Details (Client)**
  - First Name / Last Name
  - Email Address
  - Phone Number
  - Mailing Address
  - Birthdate
  - What they plan on funding the account with
  - Which investment pool they want to select
  - Successor plan

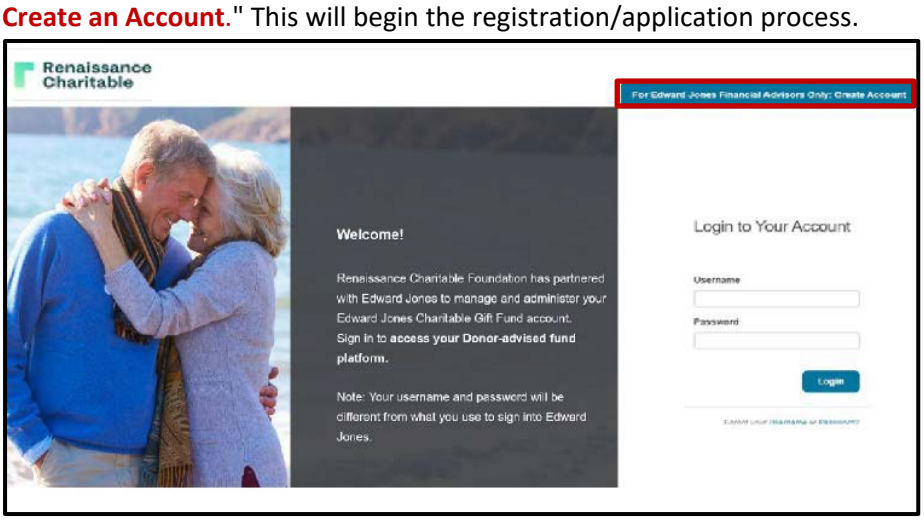
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Account Opening

Start by going to **F2 or All Tools** if on new Salesforce system in client's account at EJ.
It will take you to https://edwardjones.donorfirstx.com/.

1. If this is your first DAF you will this error message, "**Error: SO1**, You are not registered on the portal. Please register on the Donor First X portal and with your supporting institution."

2. This is normal, click on blue button in upper right-hand corner saying, "**For Edward Jones FA Only Create an Account**." This will begin the registration/application process.



3. Since this is your first DAF you must enter your FA/BOA details to create your profile in the system, this is the registration process and sets your SSO access for coming to the portal.

4. BOA's will select FA as their role, and we will edit the role to "other FA" once application is complete. There is no BOA role currently.

5. After you have yourself added, it will go to "Fund Name" this is the start of the application and will be all client information for the rest of the process.

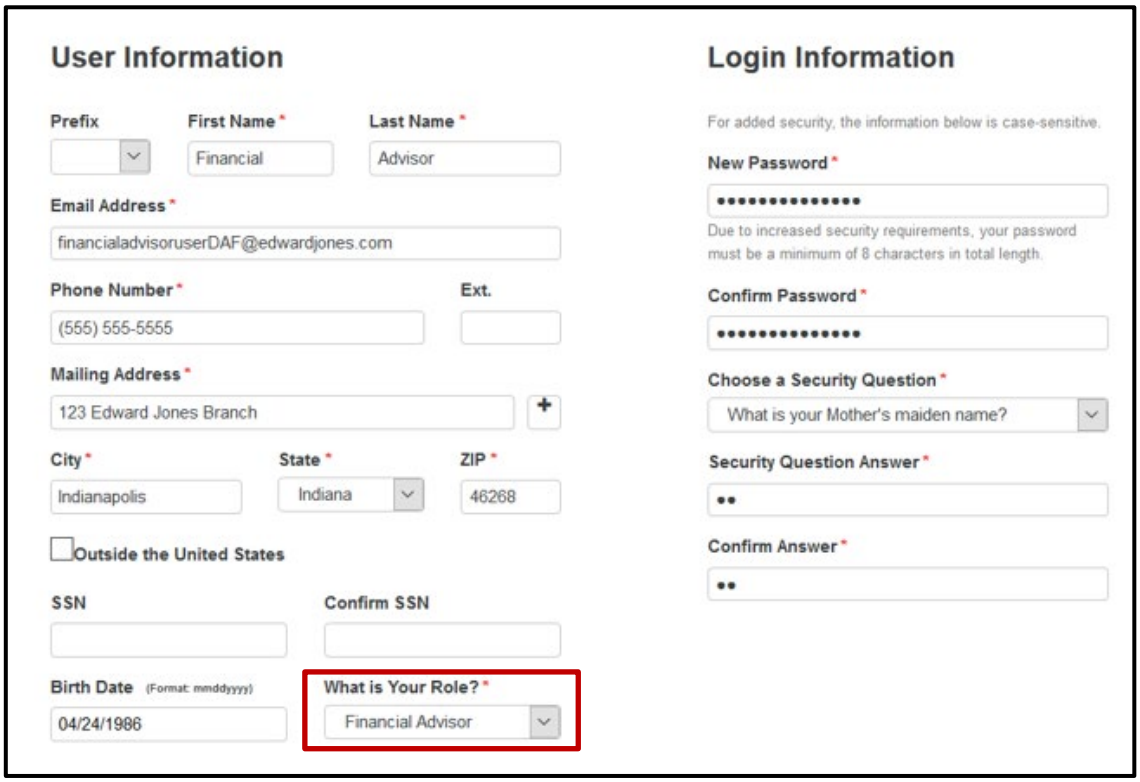
6. You do not need to add any other branch staff. Ren will add support staff to completed applications.

User Registration: Enter your FA/BOA Edward Jones Details

All red asterisk fields are required in the example below.

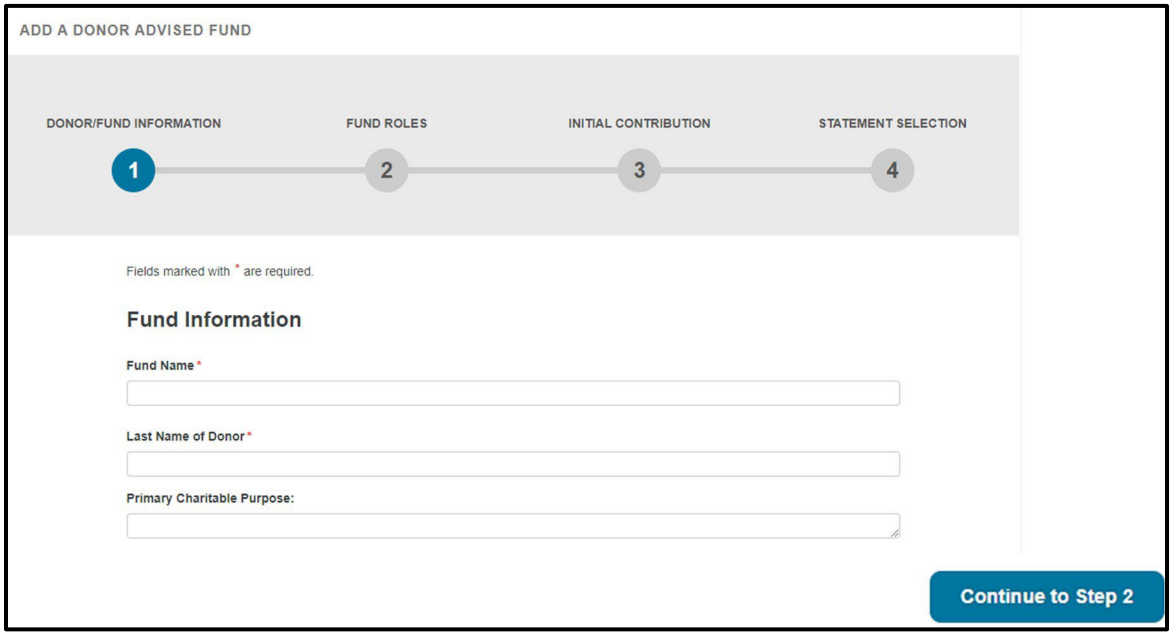
1. After the web user has been established for this user, you will access the DAF portal via the **F2/All Tools** menu.

2. The benefit of SSO is that the FA/BOA will not need to sign on using a User ID/password. Rather, SSO will take the user directly to their DAF portal landing page. You do not need to save the password or security question information. They are a one-time only use.



Application

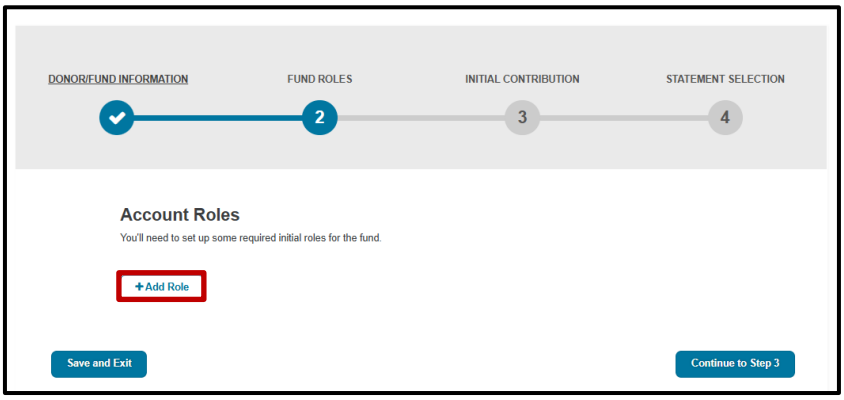
Step 1: Create the Name of the EJDAF donor-advised fund account



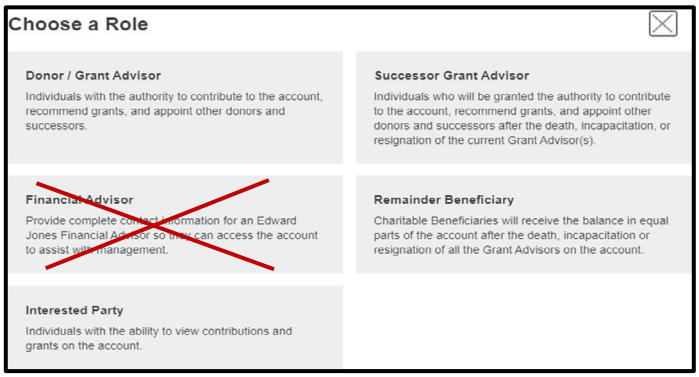
1. Enter the name/details of the new EJDAF donor advised fund account.
    - **Fund Name***
    - **Last Name of Donor***
    - **Primary Charitable Purpose:** This field is not required.
        - If your client has a desire for their giving to support a specific cause, this information may be included here. It is not binding; it is optional.
2. This name will appear on the letter to the charity and general correspondence.
3. Fund names cannot use the words **"Trust"** or **"Foundation"** as these are separate giving vehicles.
4. Avoid using the name "Edward Jones Charitable Gift Fund".
5. Examples of **EJDAF Names** include: The Humanity Fund, The Smith Family Fund etc.
6. Fund name changes can be completed via email request at any time.

Step 2: Setup Account Fund Roles

1. **ONLY add your clients in this section. This section is for client-related roles only.**



- You **do not need** to add yourself here, you were added above. If the FA is entered again during this initial account setup it will cause issues with the web user profile.



- **Please Note:** At minimum, only one Donor/Grant Advisor role is required to open an account. All additional roles can be added after the account is opened.

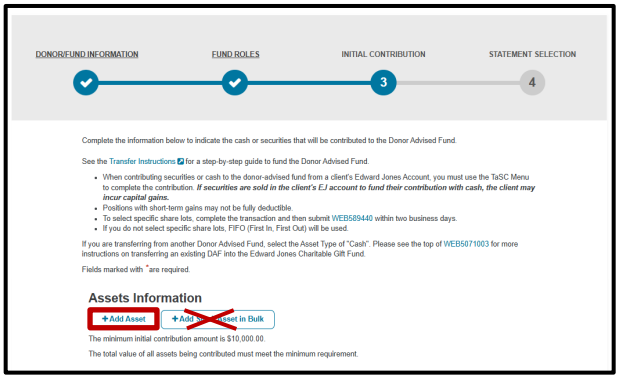
2. **Create a Role: Donor/Grant Advisor (Client)**

*Indicates required field

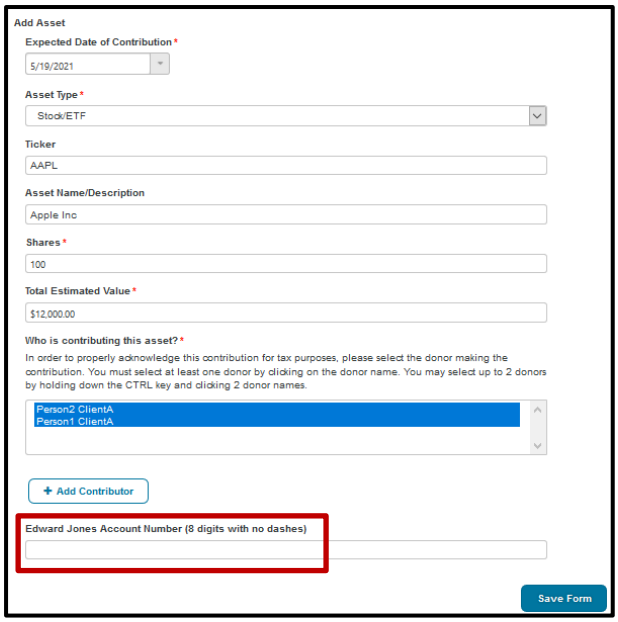
- Prefix / First Name*/ Middle Name / Last Name*
- Address 1*/ Address 2 / City*/ State* / Zip Code*
- Home Phone / Work Phone (and ext.) / Cell Phone / Fax:
- Email Address: **Strongly recommended and required if** Donor/Grant Advisor (Client) would like to have online access to their DAF account or receive email correspondence.
  - This email address **should NEVER contain an @edwardjones.com** email address. This will cause problems with the web user profile.)
- SSN/Confirm SSN - NOT REQUIRED
- Birth Date (Format mmddyyyy)*:
- **Leave these empty if you do not want a restriction of grants going out:**
  - Maximum Grant Amount Allowed:
  - Maximum Percentage Value Allowed per Grant:
  - Maximum Dollar Amount Allowed per Grant:
- After the Donor/Grant Advisor (Client) form is completed, select **"Save Form"** to continue.
- ***IMPORTANT:** You do not need to add any branch support roles, we will do that for you.

Step 3: Initial Contribution

1. Select the **"+Add Asset"** button.
    - The **"+Add Stock Asset in Bulk" should not be used** as it can create errors.



- ***Required: You must enter the EJ account number.**



2. Enter the information about the expected account opening gift(s).
    - Expected Date of Contribution*
    - Asset Type*
        - Cash
        - Mutual Funds
        - Stock/ETF
        - Bond
        - Other
    - Ticker
    - Asset Name/Description
    - Shares*
    - Total Estimated Value*
    - Who is contributing this asset?*

3. If the donor is not the client select "Add Contributor" button. This ensures the tax receipt will be produced for the person or entity funding the account (if not your clients directly).
    - ***IMPORTANT** Determination of who receives Tax Receipt:
        - If you are sending funding from a joint account, **select both donors**.
        - If sending from an account that is only affiliated with one client, **only select that client**.
    - If sending funding from a Trust, select "Add Contributor" button to add the trust information. Use the **"is an organization"** checkbox.

4. ***REQUIRED:** **Edward Jones Account Number** (8 digits no dashed). This number must be entered. It is the line back to the client's EJ account. Without this account number, manual intervention to research and identify the EJ account will delay the account funding process.

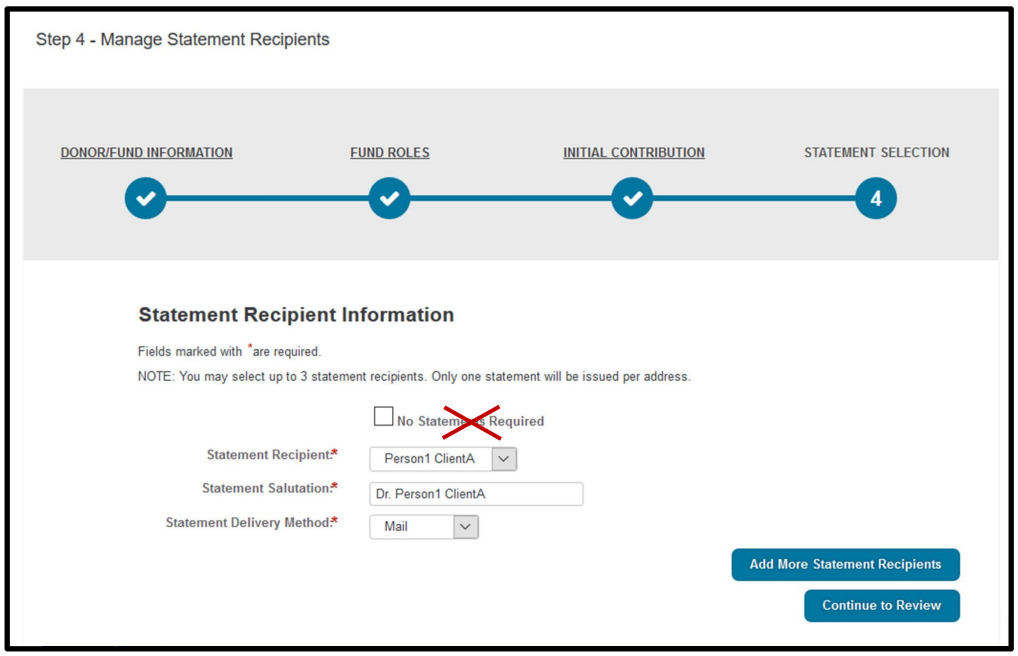
5. Verify the information reflects correctly in contribution before scrolling down to the Investment section.

6. **Investment Selection:** You may choose up to two pools.
    - Once you have completed the SELECT OUR INVESTMENT screen, select continue to step 4.
    - If you select "Save and Exit" button, you will be taken back to the landing page. The saved DAF application will be listed under the Pending Accounts which appears at the bottom of the screen.

    ***IMPORTANT:** The information entered on this screen DOES NOT initiate the transfer. The transfer will be entered into a different system during a later step. Should the amount or asset type change after entering this information and completing the asset transfer, you MUST update the contribution or enter a new one on the portal.

Step 4: Statement Selection

1. Statement Recipient Information:
    - No Statement Required Box – **SHOULD NOT BE SELECTED**
    - Statement Recipient*
    - Statement Salutation*
    - Statement Delivery Method*: Paperless



2. Salutation refers to how the statement will address your client in the address field. This will also affect how they are addressed in additional correspondence. Please be sure to **use both first and last name here.**

3. You may choose up to 3 statement recipients.

4. Only one statement will be issued per address.

5. Once you have completed the MANAGE STATEMENT RECIPIENT screen, select the "Continue to Review" button on the bottom right of your screen.

Step 5: Account Verification

1. "**Finish**" button:
    - Review all previously entered information on the ACCOUNT VERIFICATION screen. You may navigate back using the edit buttons to make changes.
    - The next screen will be the completed Donor Advised Fund Application (DAF Client application).
    - A pdf copy of this DAF client application will appear in the DOCUMENT section of the client's account on the DAF portal.
    - You can choose to print the client application by selecting the "Print" button, or you can exit by selecting the "Exit" button.

2. "**Save and Exit**" button:
    - This option will take you back to the FA Landing Page.
    - A signature **IS NOT REQUIRED**. In lieu of signature, donors are emailed an application summary.

3. The account is now ready to be funded via TaSC.

How to Transfer Assets into the Edward Jones Charitable Gift Fund

1. After opening your client's account in the Edward Jones Charitable Gift Fund, it is time to fund the account with an initial contribution that matches the "Planned Contribution" asset information that was entered in the Charitable Gift Fund portal. This is completed in the TaSC Menu.

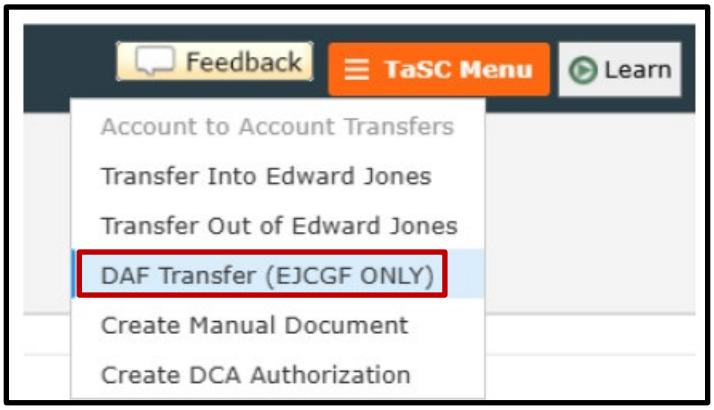
2. This job aid illustrates how to transfer securities or cash from the client's Edward Jones account to their donor-advised fund in the EJCGF program. These same steps apply to making a subsequent contribution to an existing account.

3. If your client wishes to transfer an existing DAF held in another program, please see section for instructions to complete a "DAF-to-DAF" transfer.

4. ****Per IRS regulations, Contributions made to a donor-advised fund are irrevocable****

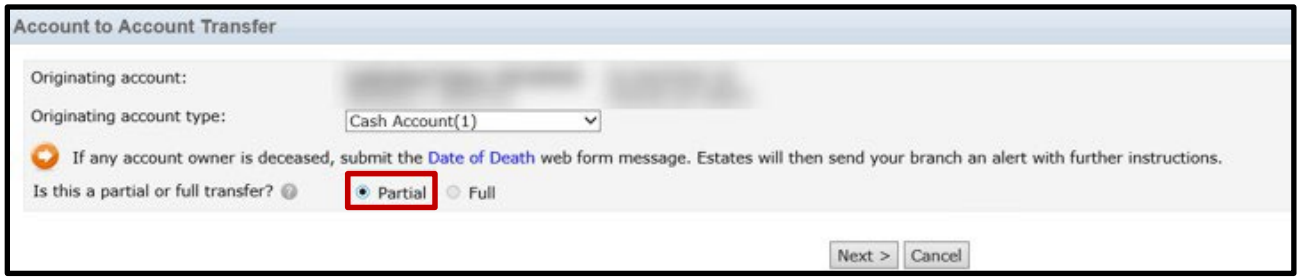
Internal Transfer – Transferring Securities into the Edward Jones Charitable Gift Fund

1. From the TaSC Menu, select DAF Transfer (EJCGF ONLY).

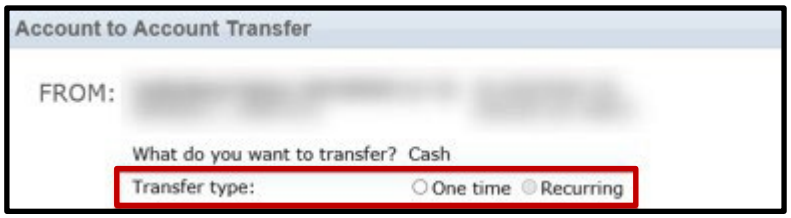


Please note that this TaSC Menu option is used only for contributions to the Charitable Gift Fund. If your client is contributing to an account in a legacy/other DAF program, follow the procedures for contributing to that account.

2. Select **Partial** transfer. You will be unable to select Full.



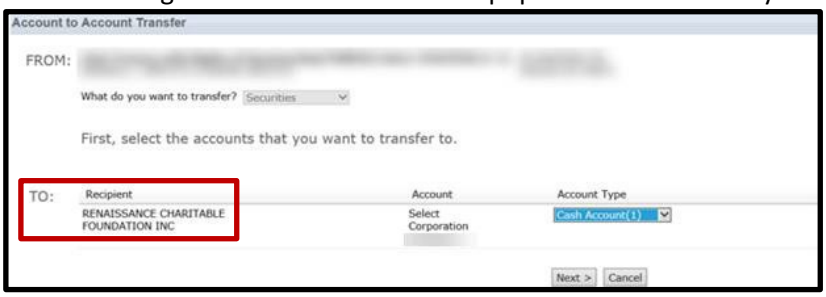
3. **Transfer type: One time** is pre-selected. (Recurring transfers to the EJCGF are unavailable)



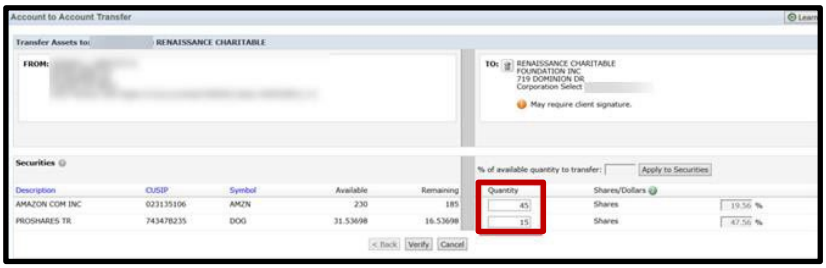
4. Select Securities.



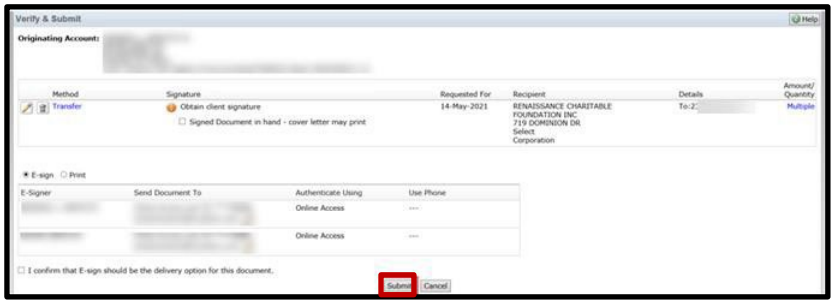
5. The "receiving account" for Renaissance populates automatically for the "TO:" account.



6. Enter the quantity of shares you wish to transfer to the Edward Jones CGF and click **Verify**.



7. Obtain any required client signatures and click **Submit** to transfer the assets.
*****Contributions made to a donor-advised fund are irrevocable*****



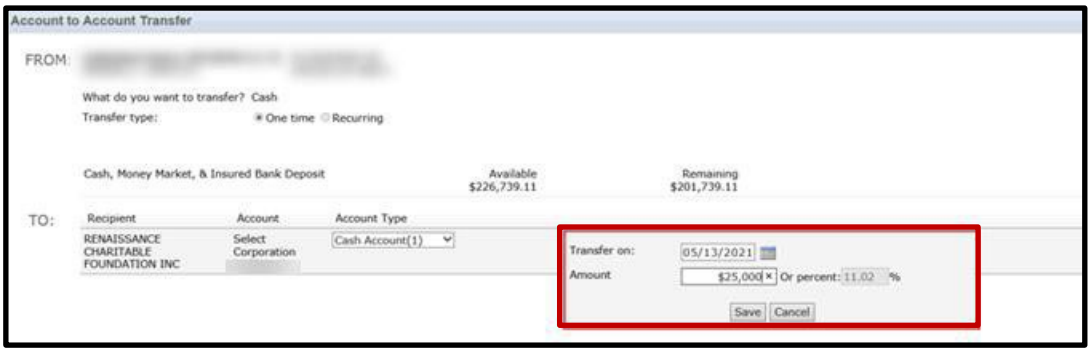
Internal Transfer – Transferring Cash into the Edward Jones Charitable Gift Fund

Note: Steps 1-3 are the same as for a transfer of Securities above.

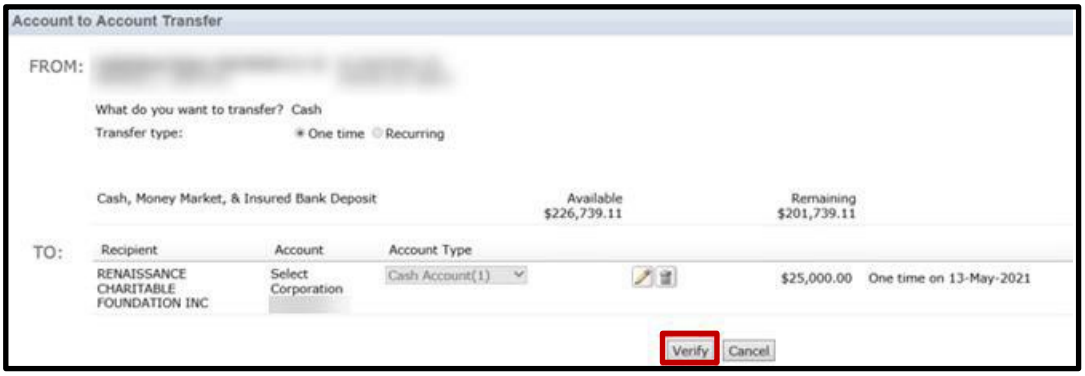
5. Select Cash.



6. The "receiving account" for Renaissance populates automatically for the "TO:" account. Enter the transfer date and cash amount, then click Save.



7. Ensure the information is correct. Click **Verify**, then **Submit** on the following screen.
*****Contributions made to a donor-advised-fund are irrevocable*****



External Transfer – Transferring an External DAF (not administered by Renaissance) into the Edward Jones Charitable Gift Fund ("DAF-to-DAF transfer")

After the client/donor opens their EJCGF account…

1. Client logs in to their existing/external DAF and requests an account-closing grant payable to Renaissance Charitable Foundation FBO the Edward Jones Charitable Gift Fund.
    - This is generally done in the same manner the donor requests a check to be sent to an end charity.
    - Please request the check be payable to:

    Renaissance Charitable Foundation C/O EJCGF <*Fund Name*> / <*Account ID*> OR <*Account Code*>
    8888 Keystone Crossing, Suite 1200
    Indianapolis, IN 46240

    Note: This will not result in any tax receipt to the client, as they received their deduction when their previous DAF was originally funded.

2. The external DAF administrator will receive a tax receipt letter from Renaissance.

3. Once Renaissance deposits the check in the Charitable Gift Fund, the proceeds will be transferred to the investment option selected by the client at account-opening.

4. The branch and client can now view their DAF account holdings in the Renaissance portal.

External Transfer – Transferring a DAF with Renaissance as the current administrator to the Edward Jones Charitable Gift Fund ("DAF-to-DAF transfer")

After the client/donor opens their EJCGF account…

1. Client logs in to their existing/external DAF and requests an account-closing grant payable to Renaissance Charitable Foundation FBO the Edward Jones Charitable Gift Fund.
    - This is generally done in the same manner the donor requests a check to be sent to an end charity.
    - Renaissance will transfer the funds internally to your Edward Jones Chartable Gift Fund account.

    Note: This will not result in any tax receipt to the client, as they received their deduction when their previous DAF was originally funded.

2. A tax receipt letter will be retained by Renaissance for their own reporting.

3. Once Renaissance deposits the funds into the Charitable Gift Fund, the proceeds will be transferred to the investment option selected by the client at account-opening.

4. The branch and client can now view their DAF account holdings in the Renaissance portal.

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Login Credentials Link

1. After account opening, if there is an email on file, the client will receive an application summary in lieu of signature (we are a paperless program).

2. The client will receive 2 more emails once the account is fully funded with their login credentials. These emails are only good for 24 hours and provide the link below to finish setting up access.
    - If donor misses this window, this email can be resent to the client, please contact edjonesdaf@reninc.com or call us at 855-334-9307.

https://edwardjones.donorfirstx.com