



## LOG IN & PASSWORD RESET

### First time users:

Click on the Donor Advised Fund Portal from The Catholic Foundation Website  
Click on the Register Link at bottom of Log In screen  
You will receive an email when your registration has been approved

### Users who are already registered:

Click on the Donor Portal link from The Catholic Foundation Website  
Click on "Log In"  
Enter your Login ID – This is your email address  
Enter your password  
Click on the Log In Box or press the Enter Key

### If you forgot your password:

Click on the email my password hint link  
the hint that you created at registration will be sent to your email address

**OR**

Click on the Reset Password link  
A new password will be sent to your Login email address

### Change your Donor Portal Login Password:

Click on MY PROFILE from the Menu on the left side of computer screen  
Click on the "Change Password" link (Link is between Account Information and My Organizations)  
On the Change Password Screen:  
Enter your current password  
Enter your new password and confirm  
Create a Password hint which can be emailed to you in the event that you forget your password  
Click on the Save Box