YOUR FUND DASHBOARD | GUIDE AND REFERENCE

CONTENTS

LOG IN TO YOUR FUND DASHBOARD .................................................................................................................. 2
FIRST-TIME LOGIN INSTRUCTIONS .................................................................................................................... 3
NAVIGATING YOUR FUND DASHBOARD .................................................................................................................. 4
MOBILE FRIENDLY .................................................................................................................................................. 4
FUND DASHBOARD .................................................................................................................................................. 5
FUND ACTIVITY ....................................................................................................................................................... 6
INVESTMENT ALLOCATION .................................................................................................................................... 7
CHANGE INVESTMENT ALLOCATION .................................................................................................................. 8
CONTRIBUTION ACTIVITY ...................................................................................................................................... 9
RECOMMEND GRANTS .......................................................................................................................................... 10
   ADD A GRANT TO YOUR GRANT CART ............................................................................................................... 11
   GRANT CART DETAILS ....................................................................................................................................... 12
   ADD AN ORGANIZATION TO YOUR GRANTEE LIST ......................................................................................... 13
CREATE A SINGLE OR RECURRING GRANT .......................................................................................................... 14
   EDIT AN EXISTING RECURRING GRANT .......................................................................................................... 15
   EDIT AN EXISTING RECURRING GRANT (CONTINUED) .................................................................................. 16
GRANT HISTORY ...................................................................................................................................................... 17
FUND RELATIONSHIPS .......................................................................................................................................... 18
MY DOCUMENTS .................................................................................................................................................... 19
MY PROFILE ........................................................................................................................................................... 20

Questions? Call InFaith at (800) 365-4172
LOG IN TO YOUR FUND DASHBOARD  http://www.InFaithFound.org/fundlogin

Please log in to our secure site to view and manage your fund, or apply for grants and scholarships. We welcome you to contact us with questions, concerns, comments or for help with online access. For questions about scholarship and grant applications, please email us.

UPDATES:
Daily fund values on your fund dashboard are estimates based on investment performance as it becomes available. An accurate fair-market value of your fund is available 10 -15 business days following month-end and can be accessed here through the PDF version of your statement.

NEWS
Stay up to date with InFaith news and giving resources. Visit Donor News at inFaithFound.org for resources on how to engage your family in giving, how to make additional gifts and how to help ensure all have access to clean water through InFaith’s Creation Care Initiative. If you have an endowment fund at InFaith, visit Endowment News.

LOGIN
User
Password
Enter Username
Enter Password
LOGIN
Forgot Password

Password Requirements:
• Between 6-10 characters
• Includes at least 2 letters
• Includes at least 2 numbers

Hint! If you can’t remember your ‘User name’ or ‘Password’ use the link here
FIRST-TIME LOGIN INSTRUCTIONS

Following your first login, you will be prompted to enter any missing information; Date of Birth, Email, etc.

As well as a Challenge question to be used in case you need to reset your password.

Hint: Answers are Case Sensitive and spaces will be remembered, so be mindful how you spell your answer.
NAVIGATING YOUR FUND DASHBOARD

Your Fund Dashboard has several sub-pages with detailed information.

These pages can be accessed by:

A. clicking on the menu, “Fund Dashboard”
B. Next click on one of the sub-page menus to load the page for that section.

MOBILE FRIENDLY

Each page on your Fund Dashboard has a button that will change the site layout to a more mobile-friendly layout.

Click once to turn this feature on. Click again to return to a non-mobile layout.
Daily fund values on your fund dashboard are estimates based on investment performance as it becomes available. An accurate fair-market value of your fund is available 10 - 15 business days following month-end and can be accessed here through the PDF version of your statement.

NEWS
Stay up to date with InFaith news and giving resources. Visit Donor News at InFaithFoundation.org for resources on how to engage your family in giving, how to make additional gifts and how to help ensure all have access to clean water through InFaith's Creation Care Initiative. If you have an endowment fund at InFaith, visit Endowment News.

FUND DASHBOARD
Please select a fund from the dropdown menu to begin. Please call us if you have questions at 800-365-4172. Quarterly market commentary can be found in My Documents 30 days after quarter end.

YOUR FUND
The Church Endowment
The Mission Endowment
Endowment Fund – Fund Id 48330
InFaith Community Foundation

FUND BALANCE
$980.53 (spendable)
$10,451.01 (market value)

STORIES:
Open Last Story (in Acrobat)
See All Fund Activity and Stories

GO PAPERLESS
Check here – if you would like to be notified by email when your Statement is available online. You are currently set up to receive an email when your Statement is available online.

TOTAL CONTRIBUTIONS
Recent Contributions
No contributions have been made to this account in the past 30 days.

GRANT HISTORY
Recent grants
Grant Actions
See All Grants

YOUR FINANCIAL REP:

click here to recommend a new grant

Contributions to your Fund
Statements: Recent and Historical
Fund Balance Information
Grant History: Recent Requested and Pending Grants will show up here
FUND ACTIVITY

Below is an overview of your fund’s activity. Daily fund values are based on end-of-day prior to selected date range, through the end-of-day of the date range. Fund values on your dashboard are estimates based on investment information as it becomes available.

An accurate fair-market value of your fund is available 10-15 business days following month-end and can be accessed here through the PDF version of your statement. Please call us if you have questions at 800-365-4172.

Contributions and grant distributions will be reflected on your fund summary once they have been processed. Click on any link in the Fund Activity Summary to view more information. NOTE: Date ranges will reflect all contributions/distributions since inception, however investment information is not available prior to 2014. Statements prior to 2014 are available upon request, please contact us.

FUND

Endowment Fund – Fund ID

INFaith Community Foundation

SEARCH

Fund Activity from:

Advanced Search

GET STATEMENTS:

2/1/2017 - 2/28/2017
1/1/2017 - 1/31/2017
12/1/2016 - 12/31/2016

Get Acrobat Reader

FUND ACTIVITY SUMMARY

Beginning Balance: $18,478.65
Total Period Contributions: $0.00
Retained Earnings: $0.00
Fees Allocated to Account: $0.00
Administrative Fees: $54.75
Other Activity: $0.00
Change in Value of Investments: $208.15
Ending Balance: $18,683.19

FUND ACTIVITY DETAIL

ENDING BALANCE: REPORT AS OF 3/31/2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Growth Portfolio</td>
<td>182.212</td>
<td>$110.17</td>
<td>$19,662.12</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$18,683.19</td>
</tr>
</tbody>
</table>

Note: Life insurance contracts listed above reflect the cash surrender value of the policy, not the death benefit value.
INVESTMENT ALLOCATION

Your Fund's current Investment Allocation

Click here to change your Fund's current Investment Allocation if desired

Click to change your Investment Allocation
Note: Allocations are typically adjusted within 2 weeks of your request.

Investment Portfolio Options for your Fund

<table>
<thead>
<tr>
<th>Investment</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Growth Portfolio</td>
<td>Investing for growth for maximum sustained support to charities far into the future</td>
</tr>
<tr>
<td></td>
<td>85% equities / 15% fixed income</td>
</tr>
<tr>
<td>Mission Portfolio</td>
<td>Investing for growth for maximum sustained support to charities through investments that are aligned with mission and provide positive outcomes for our shared community</td>
</tr>
<tr>
<td></td>
<td>65% equities / 35% fixed income</td>
</tr>
<tr>
<td>WomenInvest Portfolio</td>
<td>Investing for growth for maximum sustained support to charities by Investing in companies that target the root causes of violence against women</td>
</tr>
<tr>
<td></td>
<td>75% equities / 25% fixed income</td>
</tr>
<tr>
<td>Income Portfolio</td>
<td>Investing for stability and maximum grant support within a shorter time horizon</td>
</tr>
<tr>
<td></td>
<td>100% fixed income</td>
</tr>
</tbody>
</table>
**CHANGE INVESTMENT ALLOCATION**

As a donor/fund advisor at InFaith Community Foundation, you have the flexibility to recommend how your charitable fund is invested. Your fund can be invested in InFaith’s long-term portfolios, the Core Growth Portfolio, Mission Growth Portfolio, or WomenInvest InFaith Portfolio. Or, depending on your fund type, you can invest all or a portion of your fund’s allocation to the Income Portfolio to reduce or eliminate your fund’s investment in equities. To determine the right investment mix for your giving, consider your grantmaking goals:

- What are your short-term or long-term grantmaking goals? Do you want to grant for 10 to 20 years or more, or pass advisement to future generations? Do you grant larger amounts within the next 2 to 10 years?
- How would short-term fluctuations in investment values affect your grantmaking plans?
- Do you want all or a portion of your fund invested for financial and mission/social return?

Enter your Fund Information

Choose one of InFaith’s long-term portfolios or choose Custom to select a blend of the portfolios
CONTRIBUTION ACTIVITY

This page provides the history of contributions to a selected fund. Use **Advanced Search** to use a specific date range, search for specific keywords, or search by the Status of the contribution.

Clicking the Export Results to Excel link at the bottom of the page saves the list to an Excel spreadsheet. This export also provides more detail about each transaction.

**FUND**
The [Fund Name] Fund – Fund Id
InFaith Community Foundation

**SEARCH**
Duration

- **Advanced Search**
- **Submit**

**DETAILS**

<table>
<thead>
<tr>
<th>Trans ID</th>
<th>Date</th>
<th>Party</th>
<th>Description</th>
<th>Status</th>
<th>Amount</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1707585</td>
<td>12/17/2018</td>
<td></td>
<td>American Mutual Fund CL F2</td>
<td>Received</td>
<td>$14,577.76</td>
<td>Mutual Fund</td>
</tr>
<tr>
<td>1707586</td>
<td>12/17/2018</td>
<td></td>
<td>T Rowe Price Growth Stock Fund</td>
<td>Class</td>
<td>Received</td>
<td>$9,586.50</td>
</tr>
</tbody>
</table>

- **Export to Pdf**
- **Export to Excel**

Clicking the 'Export to Pdf' or 'Export to Excel' links will cause the 'Details' information to be exported to a file that can be saved on your computer.

[Click here to change the time range that activity is shown; Last 30, 60, 90 days, 6 months, or last year.]

[Click 'Advanced Search' for a more precise date range.]

[Details of Contributions to your Fund for the selected time period.]
RECOMMEND GRANTS

Your personalized list of organizations for grantmaking appears below. This list includes organizations you have selected online or made grants to through your Fund Dashboard.

- Add grantees to your list using "Search Available Grantees" button.
- To recommend a single grant, or a recurring grant, click "New Grant."
- To recommend grants to multiple organizations at once, click "Add to Cart." Then "Check Out" to confirm your grant recommendations. (Cart not available for recurring grants.)
- The minimum grant recommendation is $100. If you request a grant that will reduce your fund below $1,000, please consult with InFaith staff.

There are no items in the cart for the currently selected account.

Once you have added an Organization(s) that you want to grant to:

1. To make a single One-Time Grant - or - a Recurring Grant, click the "New Grant" button
2. If you will be making more than one Grant, use the "Grant Cart" functionality by clicking "Add to Cart"

Click here to select an organization to add to your Grantee List. *Details on the following pages

SEARCH AVAILABLE GRANTEEES

Click the "x" to remove an organization from your Grantee List. This will Not delete the Organization, simply remove it from YOUR list.
ADD A GRANT TO YOUR GRANT CART

Organization: Foundation

Purpose:
- general support
  Enter Instructions to the Grantee Organization regarding the purpose of the Grant

Amount:
- Enter the Grant Amount

Make Grant Anonymous

Special Note:
- If you have any Special Instructions to InFaith (not the Grantee Organization) enter it here

Once you have the Grant Details Complete:

1. Click "Save Changes" The Grant will be added to your "Cart" and you will be returned to the main Grant page.

2. Click "Save Changes & Go To Cart" when you are finished making Grants and ready to Check-Out

3. Click "Close" to return to the main Grant page without saving the item to your cart
GRANT CART DETAILS

The [Redacted] Fund 3 item(s) in your cart [EDIT CART OR CHECK OUT]

YOUR GRANT CART
Below is the list of all grant recommendations you have added to your "Grant Cart". You may edit or remove grants from this list, or go back to your "Grantee" list. When you are ready to submit your recommendations, please click "Checkout".

NOTE: Any time you make a change on this page, you must click the "Update" button to save your changes.

<table>
<thead>
<tr>
<th>Grantee Name</th>
<th>Amount</th>
<th>Grant Purpose</th>
<th>Anonymous</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>We Raise Foundation</td>
<td>$250.00</td>
<td>general support</td>
<td>N</td>
<td>Edit</td>
</tr>
<tr>
<td>Brother's Brother Foundation</td>
<td>$100.00</td>
<td>general support</td>
<td>N</td>
<td>Remove</td>
</tr>
<tr>
<td>Epiphany Lutheran Church</td>
<td>$500.00</td>
<td>general support</td>
<td>N</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Number of grants 3
Total Amount $850.00

Spendable Balance $132,793.53

Hint: If you make any changes, click "Update Cart" to save them

Your Grant Cart
1. To Change the Amount, Purpose, etc. of a Grant in the cart, use the Action Buttons
2. Be Sure to click "Update Cart" if you make any changes!
3. To add another Grant not currently in the cart, click "Add Another Charity"
4. When you are finished click "Check Out"
5. After clicking "Check Out" you will be shown a Summary page. Your Grants are not final until you click "Confirm and Submit"

Account: The [Redacted] Fund

<table>
<thead>
<tr>
<th>Grantee Name</th>
<th>Amount</th>
<th>Grant Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted] Foundation</td>
<td>$250.00</td>
<td>general support</td>
</tr>
<tr>
<td>[Redacted] Foundation</td>
<td>$100.00</td>
<td>general support</td>
</tr>
<tr>
<td>[Redacted] Church</td>
<td>$500.00</td>
<td>general support</td>
</tr>
</tbody>
</table>

Number of grants 3
Total Amount $850.00
Spendable Balance $132,793.53
ADD AN ORGANIZATION TO YOUR GRANTEE LIST

USE THIS PAGE TO SEARCH FOR A GRANTEE TO ADD TO MY GRANTEE LIST.

• For better results, try entering only the first few characters of the grantees name. (e.g., try "Salv" instead of "Salvation Army of St. Louis").
• If you do not find the grantees you want, try to refine your search by using the state filter or by entering less specific information.
• Leaving the search field blank will return all available charities in the selected state.
• You can also click here to suggest a new grantees to Infaith.

In the results list, click on the desired organization to add it to My Grantee List, or return to My Grantee List.

SEARCH GRANTEE ORGANIZATIONS

FUND
InFaith Community Foundation

SEARCH
Grantee Name:
State:
SUBMIT

1. Type in the organization’s name or partial name
2. Click on the organization name in the search results to add them to your personal Grantee List

Refine your search by selecting the organization’s State

Click Submit to search, then review the search results (Step 2)
CREATE A SINGLE OR RECURRING GRANT

GRANT ENTRY

I would like to recommend a grant to:
Habitat for Humanity Greater San Francisco
Address:
445 Harrison St. #201, San Francisco, CA 94107

Select either a Single Grant Payment or a Recurring Grant Payment
If you select Recurring you will have an additional section of choices

Enter the Grant Amount you would like to recommend. Be aware of the available Balance of your fund.

Select a Grant Amount:
- As a Single Payment
- As a Recurring Payment

Balance: $6,863.60
Amount: $0.00

Recurring Payments:
- Frequency: Select how often you would like this Grant Payment to recur; Annually, Bi-monthly, Quarterly, Semiannually
- # of Payments: How many times should this grant recur
- Start: 4/7/2017
- End Date: 04/07/2018

Other Grant Recommendation Details:
- Grant Purpose: general support
- Grant Purpose: Please make this Grant Recommendation Anonymous.
- Special Instructions: If you have any Special Instructions to InFaith (not the Grantee Organization) enter it here

Enter Instructions to the Grantee Organization regarding the purpose of the Grant

For single grants of $25,000 or more, you can request a grant report from the charity by checking this box

Check this box if you want the Grant Payment to be anonymous
EDIT AN EXISTING RECURRING GRANT

GRANT HISTORY

Start by going to your Grant History Page

This page shows all grant activity (single grants and recurring grants) for the selected fund during a specified time period. Use Advanced Search to use a specific date range, search for specific keywords, or search by the Status of the grant recommendation.

The Type column indicates whether the grantee payment is a Single grant or a Recurring grant. If it is a recurring grant, a View Schedule link is also displayed. Clicking this link displays the payment schedule in detail.

Clicking the Export Results to Excel link at the bottom of the page saves the list to an Excel spreadsheet and provides more detail about each recommendation.

> View only Single Grants
> View your Recurring Grant Schedules

FUND

RECURRING GRANT SCHEDULE(S)

This page displays any recurring grant schedules you have established at InFaith Community Foundation, as well as the status of each. Or you can recommend a new recurring grant. Clicking the Advanced Search link allows you to further narrow down the list. You can search by a specific range of dates, for specific keywords, or by the status of the grant recommendation.

Use the link in the Actions column for further information about a schedule. Clicking the Export Results to Excel link at the bottom of the page saves the list to an Excel spreadsheet and also provides more detail about each recommendation.

FUND

The [InFaith Community Foundation]

RECURRING GRANTS SEARCH

Status: All Active  Advanced Search

RECURRING GRANTS DETAIL

<table>
<thead>
<tr>
<th>Grantee Name</th>
<th>Frequency</th>
<th>Payments To Date</th>
<th>Payments Left</th>
<th>Amount (per)</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>[InFaith Community Foundation] Church</td>
<td>Monthly</td>
<td>6</td>
<td>6</td>
<td>$400.00</td>
<td>Entered</td>
<td>Details</td>
</tr>
</tbody>
</table>

Click on the Grantee Name to view details about the Grantee Organization

Click on the 'Details' link to view the history of this recurring grant and to edit or cancel the recurring grant

[Export to Pdf]  [Export to Excel]
EDIT AN EXISTING RECURRING GRANT (CONTINUED)

RECURRING GRANT DETAILS

Church

Schedule
From 9/6/2018 to 8/6/2019 Monthly for $400.00

Purpose
general support

Status
Entered

Use these buttons to make changes to the recurring grant. *Note* these changes will only affect the future, not any grants in the past.

Click "View" for more details about a single instance of the recurring grant.

PAYMENTS TO DATE

<table>
<thead>
<tr>
<th>ID</th>
<th>Status</th>
<th>Amount</th>
<th>Created</th>
<th>Scheduled</th>
<th>Issued</th>
<th>Cleared</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1567534</td>
<td>Posted</td>
<td>$400.00</td>
<td>9/6/2018</td>
<td>9/6/2018</td>
<td>9/10/2018</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>1600383</td>
<td>Posted</td>
<td>$400.00</td>
<td>9/22/2018</td>
<td>10/6/2018</td>
<td>10/9/2018</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>1665466</td>
<td>Posted</td>
<td>$400.00</td>
<td>11/22/2018</td>
<td>12/6/2018</td>
<td>12/12/2018</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>1716487</td>
<td>Posted</td>
<td>$400.00</td>
<td>12/23/2018</td>
<td>1/6/2019</td>
<td>1/8/2019</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>1746101</td>
<td>Posted</td>
<td>$400.00</td>
<td>1/23/2019</td>
<td>2/6/2019</td>
<td>2/7/2019</td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>
GRANT HISTORY

This page shows all grant activity (single grants and recurring grants) for the selected fund during a specified time period. Use Advanced Search to use a specific date range, search for specific keywords, or search by the Status of the grant recommendation.

The Type column indicates whether the grantee payment is a Single grant or a Recurring grant. If it is a recurring grant, a View Schedule link is also displayed. Clicking this link displays the payment schedule in detail.

Clicking the Export Results to Excel link at the bottom of the page saves the list to an Excel spreadsheet and provides more detail about each recommendation.

> View only Single Grants
> View your Recurring Grant Schedules

Click here to select the Fund that you want to see Grant History for

Click here to change the time range that activity is shown; Last 30, 60, 90 days, 6 months, or last year

Click 'Advanced Search' for a prescise date range

Clicking the 'Export to Pdf' or 'Export to Excel' links will cause the 'Details' information to be exported to a file that can be saved on your computer
Below is a list of all users that are related in some way to your fund(s). Use the dropdown to view other funds if you have more than one with the Foundation.

Donor/Fund Advisors can request the addition/removal of online fund access by signing and submitting a request form. ([Download form](#)) If you need to make any other changes to this information, please [contact us](#).

FUND

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>Adviser-requested access</td>
<td>Full Access</td>
</tr>
<tr>
<td>[Redacted]</td>
<td>Donor/Adviser-Deceased</td>
<td>No Access</td>
</tr>
<tr>
<td>[Redacted]</td>
<td>Primary Financial Rep</td>
<td>Read Only</td>
</tr>
</tbody>
</table>

Contact InFaith by phone or via an email form to make changes to existing relationships.

Download a form to add or remove a fund relationship.

The individuals who currently have a relationship to this Fund and their Access Level.
Here you will find other documents related to your fund:
Your original Fund Agreement, Quarterly InFaith Investment Reports and other fund maintenance forms

**Note**
Monthly and Quarterly Statements are found on the front page, 'Donor Dashboard'

### GENERAL DOCUMENTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Size</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using DonorView</td>
<td>1.70 MB</td>
<td>Download</td>
</tr>
<tr>
<td>Most Recent Quarterly Investment Report</td>
<td>Unknown</td>
<td>Download</td>
</tr>
<tr>
<td>InFaith Portfolio Allocation</td>
<td>728.99 KB</td>
<td>Download</td>
</tr>
</tbody>
</table>

### FOR INDIVIDUALS

<table>
<thead>
<tr>
<th>Title</th>
<th>Size</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q3 2016 Update - Donor Advised Dynamic Funds</td>
<td>42.93 KB</td>
<td>Download</td>
</tr>
<tr>
<td>Your Fund - Change Authorized Access</td>
<td>629.63 KB</td>
<td>Download</td>
</tr>
<tr>
<td>InFaith Charity Change Form</td>
<td>748.63 KB</td>
<td>Download</td>
</tr>
</tbody>
</table>

### FOR ORGANIZATIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Size</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q3 2016 Update - Organizational Endowments</td>
<td>34.99 KB</td>
<td>Download</td>
</tr>
<tr>
<td>Fund Advisor Change Form</td>
<td>636.15 KB</td>
<td>Download</td>
</tr>
<tr>
<td>Add/Remove Online Access Request</td>
<td>34.76 KB</td>
<td>Download</td>
</tr>
</tbody>
</table>
This page contains information pertaining to you, the person logged into FundView. You can make changes to your Address, Phone, Email, Username, Password or your Secret Question(s).

Please use the 'Add' button to add your new address, then click 'Save'.

Please don't use 'delete' as it is important for InFaith to retain a record of prior addresses.