

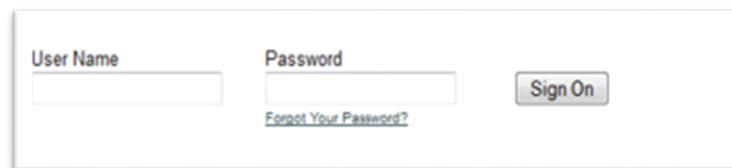
Your Guide for DonorCentral

The Oklahoma City Community Foundation is pleased to provide DonorCentral, a secure and convenient online reporting system for scholarship endowment fund representatives. DonorCentral offers the ability to review fund balances, gift history and past scholarship awards. Below are helpful steps to ensure DonorCentral is a useful tool for you. If at any time you have questions or need assistance, please contact Jennifer Stewart at 405/606-2912 or j.stewart@occf.org or Jessica Schwager at 405/606-2917 or j.schwager@occf.org.

Accessing DonorCentral

DonorCentral is accessible through the Oklahoma City Community Foundation website: occf.org. On the website's home page, you'll find a link to DonorCentral in the navigation at the top of the screen. Click on the link and you'll be directed to the web page that includes a link to the sign on page shown at right. DonorCentral access requires a user name and a password.

DonorCentral Sign On



User Name Password

[Forgot Your Password?](#)

*Don't remember your User Name and Password?
Contact Jennifer at 405/606-2912 or
Jessica at 405/606-2917.*

Password Protected

Each time you log in to DonorCentral you will need to enter your Username and a password. Once you are logged in, you can change your password by clicking on My Profile and then clicking "Change Password."

Your DonorCentral Home Page

Once you log in, you will see your scholarship fund DonorCentral home page. Note that your organization's funds are individually listed. The FAS 136 Funds hold gifts that came directly from your organization to the organization endowment fund. The other funds hold gifts from individual donors.

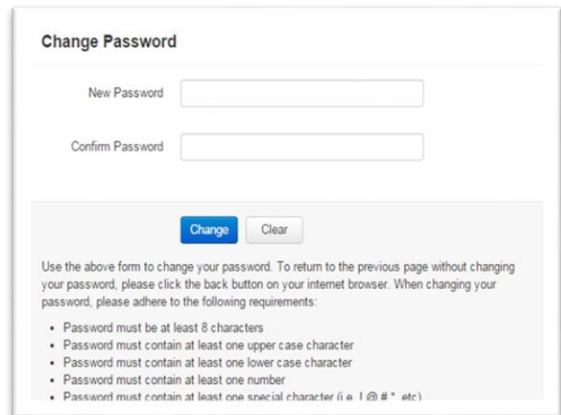
The main navigation bar includes the following links:

Home – brings you back to your DonorCentral home page.

Research Charities – is a service for donors.

Fund Summary – will be the most resourceful page.

My Profile – includes contact information and can be edited.



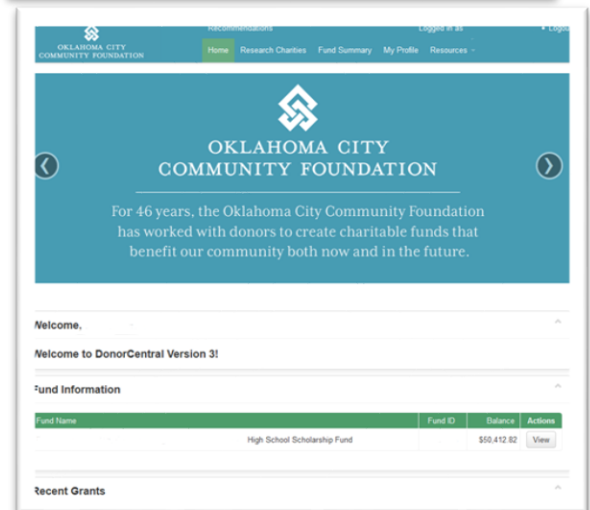
Change Password

New Password

Confirm Password

Use the above form to change your password. To return to the previous page without changing your password, please click the back button on your internet browser. When changing your password, please adhere to the following requirements:

- Password must be at least 8 characters
- Password must contain at least one upper case character
- Password must contain at least one lower case character
- Password must contain at least one number
- Password must contain at least one special character (i.e. ! @ # * etc.)



OKLAHOMA CITY COMMUNITY FOUNDATION

Home Research Charities Fund Summary My Profile Resources

OKLAHOMA CITY COMMUNITY FOUNDATION

For 46 years, the Oklahoma City Community Foundation has worked with donors to create charitable funds that benefit our community both now and in the future.

Welcome,

Welcome to DonorCentral Version 3!

Fund Information

Fund Name	Fund ID	Balance	Actions
High School Scholarship Fund		\$50,412.82	View

Recent Grants

Resources – provides links to a Contact Us page, GiveSmartOKC.org and our online giving page.

Using the Fund Summary Page

The fund summary page provides an opportunity to view the overall balance, gifts and grants associated with your fund(s).

If you are the fund representative for multiple scholarship funds, from the **Fund** dropdown button, you can select specific funds to view individually.

From the **Gifts** dropdown button, you can review each individual gift to the scholarship endowment fund. The information provided includes donor name, date of gift and gift amount.

Grants Paid represents the total amount of scholarships/awards made from the date the endowment fund was established. The dropdown feature will display each individual scholarship/award made, date of award and recipient name.

Spendable Balance represents what is currently available to spend from the endowment fund. If the scholarship/award for the current calendar year has been posted, this number may be a negative sum.

Total Fund Balance includes the most recent investment performance.

Fund Statement gives you several options on how to view and even share the statement with other interested parties.

DonorCentral Mobile

You can easily access the scholarship endowment fund information from your mobile devices.

Fund Summary link on DonorCentral home page.

