

Your Guide for the new 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. As of July 20, 2015, we are utilizing a new version of DonorCentral. Below are helpful steps to ensure the new 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 Megan Hornbeek at 405/606-2917 or m.hornbeek@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 page shown at right. DonorCentral access requires a user name and a password.

New Password Requirement

When you log in to the new version of DonorCentral for the first time, you'll be asked to reset your password. After creating a new password, you'll be able to log in. Please note that passwords are case sensitive.

Don't remember your user name and password? Contact Jennifer Stewart at j.stewart@occf.org or 405/606-2912.

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:

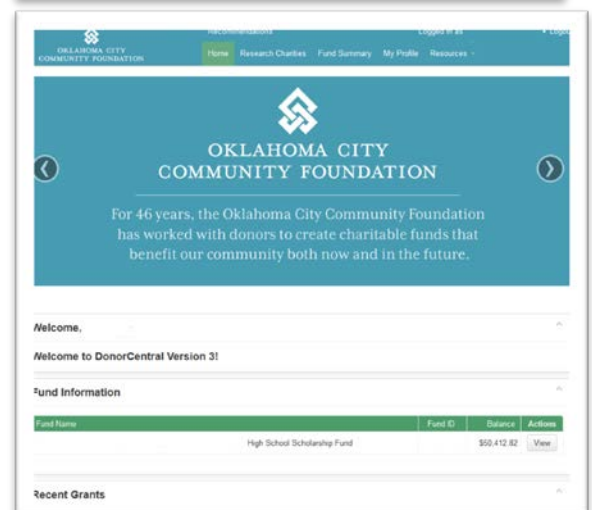
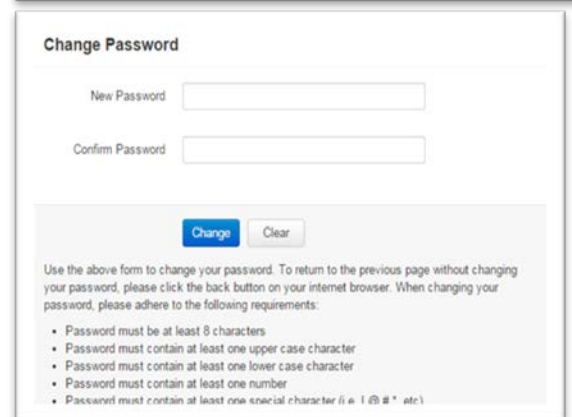
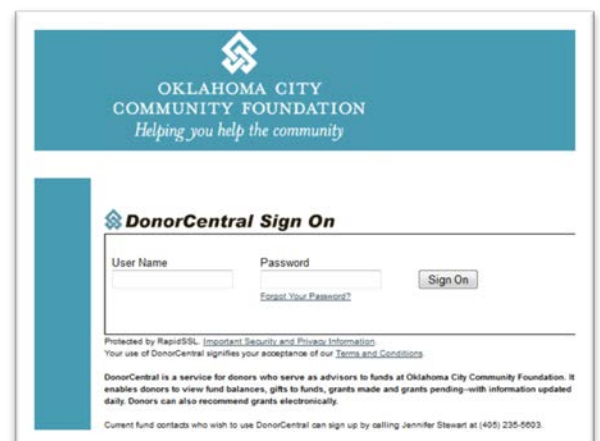
Home – brings you back to your DonorCentral home page.

Research Charities – is a service for donors.

Fund Summary – will be the most resourceful page.

My Profile – includes contact information and can be edited.

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



Fund Summary link on DonorCentral home 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.

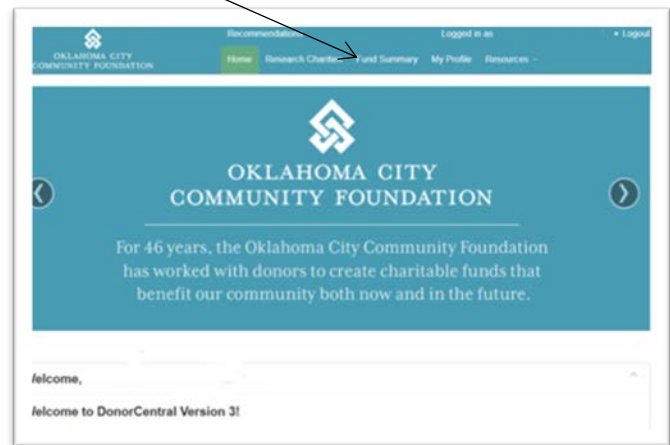
Spendable Balance represents what is currently available to spend from the endowment fund. If the scholarship/award for the current calendar year has been posted, this number may be a negative sum.

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.



Category	Amount
Gifts 1	\$45,800.37
Grants Paid	\$8,250.00
Pending Grants	\$2,750.00
Spendable balance as of 7/8/2015	(\$179.00)
Total Fund Balance as of 7/8/2015	\$50,228.96