



Northwest  
Minnesota  
FOUNDATION

## Fund Advisor & Fund Viewer Web Portal Quick Start Guide - **REGISTRATION**

Northwest Minnesota Foundation's (NMF) online portal provides you with 24/7 access to your fund account at NMF. Once logged in, you can review and complete a number of tasks for your fund(s).

If you are a Fund Advisor (Fund Chairperson, Fund Secretary/Treasurer or the Fund Contact) for a fund at NMF, you will use the Fund Advisor view. As a **Fund Advisor**, with qualified permissions, you can do the following:

- View your fund's financial records, including fund statements and history of contributions and distributions.
- Recommend grants and check grant history.
- Request payment of mission related expenses directly to vendors or through reimbursements.

If you are a Fund Advisor-Committee Member for a fund at NMF, you will also use the Fund Advisor view, and you will have a simplified screen that allows you to check current fund balance (current net assets) and download fund statements.

Please register with your User ID (email address), address, phone number and password (which you generate). Please remember to keep record of your username and password.

Please allow 1 to 4 working days for your registration to be processed. We will send you a confirmation email upon your registration completion.

If you have questions, you may reach out to your Philanthropy Officer or Chris Bell, Philanthropy Specialist at [chrisb@nwmf.org](mailto:chrisb@nwmf.org).

### **GETTING STARTED**

1. Click on the link to access the portal: <https://nwmf.spectrumportal.net/#/donors/home>
2. The first time you access the portal, you will need to register for an account. All users must register even if you held an account in our previous portal - Fund Web.
  - Under the blue **Sign In** button, click on **Register**. (see below)
  - Under **Create an account**, fill in your information and create a new username and password. Passwords must be at least 6 characters and include a number or symbol.
  - Click on **Register**.
  - You will receive an email confirmation after we have completed the set-up of your new account. **Please allow up to 4 business days** for us to complete the registration process in case we need to create or edit your record in our primary database.

# Web Portal

## Sign In

Welcome to the updated Northwest Minnesota Foundation Web Portal. You must register and create a new password. New registrations will be verified and approved within 1-4 business days.



Scroll down to the bottom of the page to find the Register link.

**DO NOT CLICK "SIGN IN" IF YOU HAVE NOT REGISTERED YET. YOU MUST REGISTER AND WAIT TO BE APPROVED BEFORE YOU CAN SIGN IN. REGISTER [HERE](#).**

**FOR BEST RESULTS USING OUR WEB PORTAL: Please use Google Chrome as your web browser and add [frontdesk@nwmf.org](mailto:frontdesk@nwmf.org) to your email contact list.**

User ID (Email address)

Password

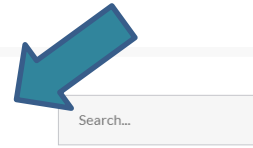
Keep me signed in

Sign In



[Register / Send password hint / Reset password](#)

3. Once you receive confirmation, you may access your new account, with the email and password you used to set up your accounts. Visit this link <https://nwmf.spectrumportal.net/#/donors/home> or go to [www.nwmf.org](http://www.nwmf.org) and click on the link to the portal on our home page.
4. For your next visit to the web portal, you may go to the [www.nwmf.org](http://www.nwmf.org) site and access the web portal through this page.



## ADDITIONAL RESOURCES

- To change your password or edit contact information, click on **My Account** from the navigation bar at the top of your home screen.
- To view NMF's newsletter, click on [Resource Newsletter](#) under **NEWS** on the NMF home page. To receive newsletters directly, contact Bethany Wesley at [Bethanyw@nwmf.org](mailto:Bethanyw@nwmf.org)

## FIND HELP

- Each page on the portal has help topics to answer your questions. Click on the green half circle on the upper right-hand side of your screen for additional information.
- For staff assistance, contact Chris Bell, Philanthropy Specialist, at [chrisb@nwmf.org](mailto:chrisb@nwmf.org)

