

## Fund Advisor & Fund Advisor Viewer Web Portal Registration Guide

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

If you are a **Fund Advisor** (Fund Chairperson, Fund Secretary/Treasurer or Fund Contact) with qualified permissions, you can do the following:

- View your fund's financial records, including fund statements.
- View the fund's history of gifts and grants.
- **NEW!** Recommend a grant or a fund transfer from your fund.

If you are a committee member Fund Advisor for a fund at NMF, you can gain access to the NMF Web Portal and have the same access as noted above except recommending grants or fund transfers.

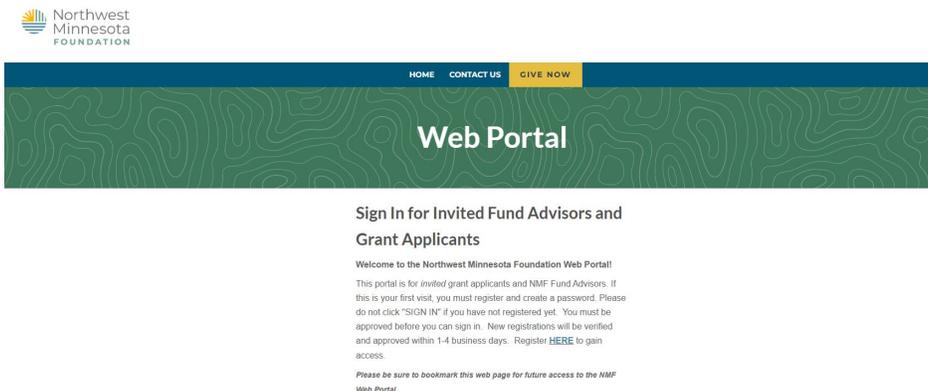
### GETTING STARTED

1. Go to [www.nwmf.org](http://www.nwmf.org) and click on NMF Web Portal at the top of the navigation bar:



2. From there, it will bring you to the NMF Web Portal main sign-in page.

*TIP: bookmark this page for future use.*



3. The first time you access the NMF Web Portal, you will need to register for an account.
  - At the bottom of the page under the blue **Sign In** button, click on **Register**. (see below)

- From there, you will be brought to **Create an Account**, fill in your first name, last name, email address and password. Please remember to keep record of your username and password. You will also be asked to accept our Terms and Conditions. Please review them carefully.
- Choose your Portal Access (*Fund Advisor* or *Fund Advisor Viewer*)
- Click on **Register**.

Please allow 1 to 4 working days for your registration to be approved. We will send you an email confirmation once that is completed. If you have questions, you may reach out to your Philanthropy Officer or call 218-759-2057 or email [giving@nwmf.org](mailto:giving@nwmf.org)

Please note: the NMF Web Portal uses multi-factor authentication (MFA) in order to log in. Please reference the "Navigating Registration Guide" for guidance on MFA and how to navigate it.

**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)

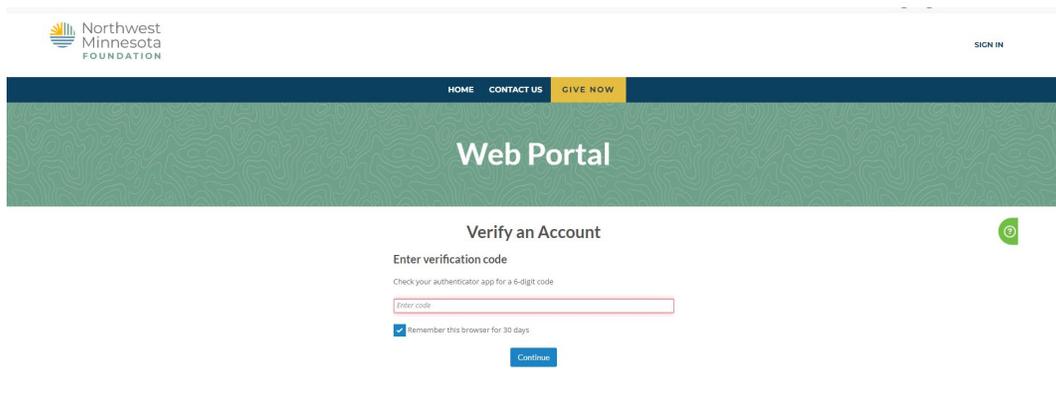
Password

Keep me signed in

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

## MULTIFACTOR AUTHENTICATION

Northwest Minnesota Foundation Web Portal (hosted by NPact Solutions) now requires multi-factor authentication (MFA) in order to log in. The purpose of MFA is to provide more verification factors to gain access to the NMF Web Portal in order to ensure maximum security for our constituents.



There are two ways to be prompted to prove your identity either by using a mobile authenticator app on your mobile device, entering a code sent through text message or confirming your identity through a phone call before log in access. There is a prompt after MFA verification code has been entered to “skip” further MFA for a period of 30 days. Once that time has passed you will be required to configure MFA again.

Please note: if you check the “remember this browser for 30 days” and you are prompted again for the MFA verification code within that timeframe, it is likely because you need to enable cookies for this website.

## 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.
- 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.
- If you forgot your password, click on the **Send password hint** or **Reset password** below the blue **Sign In** button.



A screenshot of the Northwest Minnesota Foundation Web Portal. At the top, there is a dark blue navigation bar with the links "HOME", "CONTACT US", and "GIVE NOW". Below this is a green banner with a topographic map pattern and the text "Web Portal" in white. The main content area has a white background. On the right side, there is a blue arrow pointing to a green circular icon with a white question mark. The text "Sign In for Invited Fund Advisors and Grant Applicants" is centered. Below this, a welcome message reads: "Welcome to the Northwest Minnesota Foundation Web Portal! This portal is for invited grant applicants and NMF Fund Advisors. If this is your first visit, you must register and create a password. Please do not click 'SIGN IN' if you have not registered yet. You must be approved before you can sign in. New registrations will be verified and approved within 1-4 business days. Register HERE to gain access." The word "HERE" is a blue hyperlink.

If you have any questions or need assistance with NMF Web Portal, please contact us at 218-759-2057 or email [giving@nwmf.org](mailto:giving@nwmf.org)