



COMMUNITY  
FOUNDATION  
*Of North Florida*


## DonorCentral Quick Start Guide

DonorCentral is the Community Foundation's online portal providing you access to your organization's fund(s) information. From here you can view the latest fund balances, get fund statements, request distributions, and review gift and distribution history.

### Getting Started

You will receive an email with directions on how to set up your Username and Password for DonorCentral. Remember the email address you use **MUST** be the same email on file at the Community Foundation. Once you have set up the login information you will have access to your fund information in DonorCentral.

Using your email address and newly created password, log into DonorCentral.

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*Welcome to DonorCentral! View your account by logging in with your Blackbaud ID. Questions? Call 850.222.2899 and we will be happy to assist you!*

Sign in to continue

Blackbaud ID

sstout@cfnf.org

Password

.....

Forgot password?  Remember my email

Sign in



















2. You will receive an email that includes a link to reset your password. Click reset password, complete the form and click Submit.

## Reset password

Password \*

*- Requires 8 characters or more,  
- including 3 of the following:  
- Capital letter  
- Lowercase letter  
- Number  
- Special character (!, #, %, etc.)*

Confirm password \*

**Submit**

Cancel

**Questions about DonorCentral? We are here to help!**



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