



## THE DENVER FOUNDATION

### The Denver Foundation Connect

These instructions are for Connect, The Denver Foundation's online portal for fundholders. This document contains instructions for the below activities:

- Log in
- Retrieve a forgotten password
- Change your password

When you first request access to our online donor portal, you will receive a welcome email informing you of your **User Name** and the initial **Password**.

#### Accessing Connect

Go to [denverfoundation.org](https://denverfoundation.org) and click on the **Donor Login/Key** icon on the upper right corner to access the **Donor Login page**. Alternatively, you may also go directly to [connect.denverfoundation.org/home](https://connect.denverfoundation.org/home).





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### How to Log In

You will then arrive on the Donor Login page. Your **User Name** is the primary email address we have on file for your fund. Once you have entered your **User Name** and **Password** and clicked on the **Login** button, you will be in the Connect portal. If you have forgotten your **Password**, click the **Forgotten password** link below the **Login** button.

### Retrieve a Forgotten Password

The **Forgotten password** link will bring you to the page where you enter your email address and click **Submit**. You will receive an email confirming your **User Name** and a link to reset your **Password**. Follow the link and the instructions to create a new **Password**, which must be at least eight characters long, include one lowercase letter, one uppercase letter, and one numeric or special character. Then return to the **Donor Login** page and login with your **User Name** (email address) and new **Password**.



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### Welcome Page

Once you have successfully logged in, you arrive on the Welcome page of Connect, The Denver Foundation's online community. This page offers immediate access to all activities currently available for you to work with your fund.

**WELCOME**

This is Connect, The Denver Foundation's online community

**Your PORTAL TO CONNECTING WITH THE DENVER FOUNDATION.**

Through our Online Community, you can access your account, recommend grants, and learn what The Denver Foundation is accomplishing with your support.

This site gives you around the clock access to the most recent information about your Fund. If this is your first time on the site, here are some tips to help get you around:

- Click here to [Make a Grant](#). The Foundation processes donor-advised grant checks each week; any recommendation received by Sunday will be mailed the Friday of that week.
- If you are designated as a fund statement recipient, you can [view recent fund statements](#) and [view gift history](#).

**Crisis Relief Donation Options**

The Denver Foundation is here to assist our donors respond to disasters. Please [click here](#) for philanthropic response options

**My Account**

- My Home Page
- Change Password
- Logout
- View Fund Statement
- View Gift History
- View Grant History
- Manage My Grants
  - View Available to Spend
  - Recommend a Grant
  - Grant Recommendation Status

Menu of available options (scroll down to see all options)

### How to Change Your Password

When you click on **Change Password** on the Welcome page, you will be taken to the **Change User Login** page. Enter your new Password in the two boxes and click **Update**.

**Change User Login**

Username:

New Password:

A complex password of at least 8 characters is required and is case-sensitive.

Confirm New Password:

[How to Create or Reset Your Password](#)

This [document](#) will show you how to create a password if this is your first time logging on to our new system, or reset your password if you have forgotten it. Please check with your fund manager to make sure you are set up in our new system before trying to log in.

**My Account**

- My Home Page
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- View Grant History
- Manage My Grants
  - View Available to Spend

You will then be asked to provide confirmation of your current Password. When you have entered the correct password, you will receive the following verification page:

**THANK YOU FOR UPDATING YOUR PROFILE**

Your changes will be reflected online in your personal profile immediately, but will not be made public to the directories and other forms until the information has been processed. Please allow up to two business days for your profile update to be processed.

If you have further questions or comments regarding the use of our site or updating your profile information with us, please contact our staff. We will be glad to assist you.

**My Account**

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