



MyNHCF

USER GUIDE

New Hampshire Charitable Foundation's online portal, MyNHCF, gives fundholders and advisors secure, 24/7 access to fund information. Within MyNHCF, you can easily check the fund balance, view and download fund statements, request and track grants, add to the fund and more.

Accessing the portal

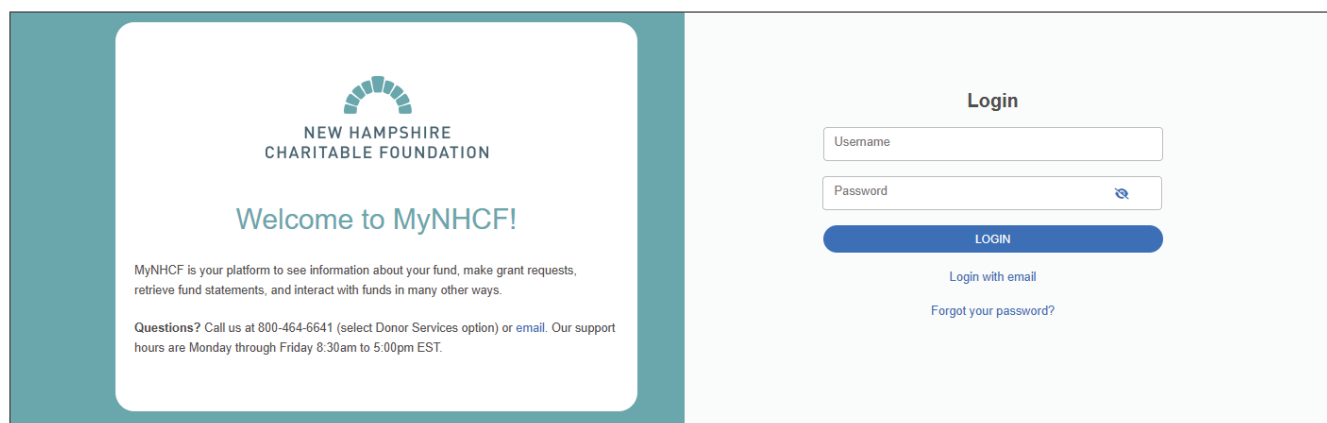
INITIAL LOGIN PROCESS AND CREATING YOUR ACCOUNT

You will receive an automated email from sender “no-reply@fcsuite.com” with “New Hampshire Charitable Foundation” referenced in the subject line. The automated email will instruct you on the steps to create a custom password specific to your account. Your username will be the primary email address we have on file.

Once you click on the invitation link in the email, you will be prompted to create a password of your choice. Your password must contain at least 8 characters and each of the following:

- Capital letter
- Lowercase letter
- Number
- Special character (!, #, %, etc.)

The link contained in the initial automated email can only be used once to establish your initial password and will expire after 30 days.



NEW HAMPSHIRE CHARITABLE FOUNDATION

Welcome to MyNHCF!

MyNHCF is your platform to see information about your fund, make grant requests, retrieve fund statements, and interact with funds in many other ways.

Questions? Call us at 800-464-6641 (select Donor Services option) or email. Our support hours are Monday through Friday 8:30am to 5:00pm EST.

Login

Username

Password

LOGIN

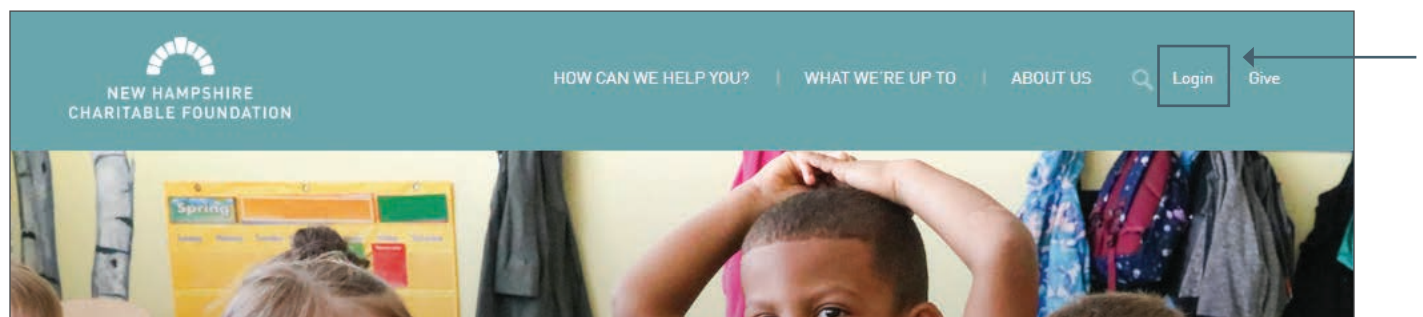
[Login with email](#)

[Forgot your password?](#)

IMPORTANT: If you access My NHCF from a shared computer or device, we strongly encourage you to use the logout option after completing each session. This ensures no one other than you has access to the system.

RETURNING USERS


To access the portal at any time (following the initial setup), simply visit nhcf.org and click on the login button at the top right corner of our website. This will take you to the login screen where you will enter your username and password established in the step outlined above.



Navigating MyNHCF

Once you are logged in, the fund summary will appear. If you manage multiple funds, you can select the fund you would like to view. Also, at any time, you can change which fund you would like to access at the top of your screen by clicking on the fund name.

If you are listed as an advisor for only one fund, your fund summary will be shown.

FUND SUMMARY	Sample Fund	
CONTRIBUTIONS TO FUND	Fund Created 01/18/1989	Current Balance 6,693,608.50
GRANTS & INTERFUND GRANTS FROM FUND		
CREATE & MANAGE GRANT REQUESTS	Charitable Distribution Amount 5,126,838.28	
FUND STATEMENTS & DOCUMENTS		
DONATE	Your Contact Langille, Amy	 al@nhcf.org
	Recent Grants	

The tabs in the portal's menus display different features available to you as a Fund Advisor:

FUND SUMMARY: The fund summary is a quick snapshot of the fund's most recent activity. This tab shows the fund's up to date information and history. This tab will automatically show each time you login to the portal; think of it like a homepage.

CONTRIBUTIONS TO FUND: All gifts made into the fund appear in this tab, unless the donor requested to give anonymously. All dollar amounts for gifts to a fund will be hidden for donor privacy.

GRANTS & INTERFUND GRANTS FROM FUNDS: All grants and interfund grants from the fund including date, recipient name, purpose, and amount are listed in this tab. The grant summary tab provides a summary of grants and transfers by recipient. Click on the grant history tab to see grants and transfers listed chronologically from most recent to oldest.

CREATE & MANAGE GRANT REQUESTS: Click here to make a grant request from the fund and track the statuses of recent grants. Note: online grant requests are only available to Donor-Advised Funds and grants can only be requested by Advisory Chairs.

FUND STATEMENTS & DOCUMENTS: Click here to view, download, or print your fund statements. There is also a tab for files where you will be able to access documents posted by NHCF.

DONATE: Opens a new window for you to contribute to the fund, or other funds managed at New Hampshire Charitable Foundation.

MY FUNDS: The button located in the top menu will take you back to the fund summary page

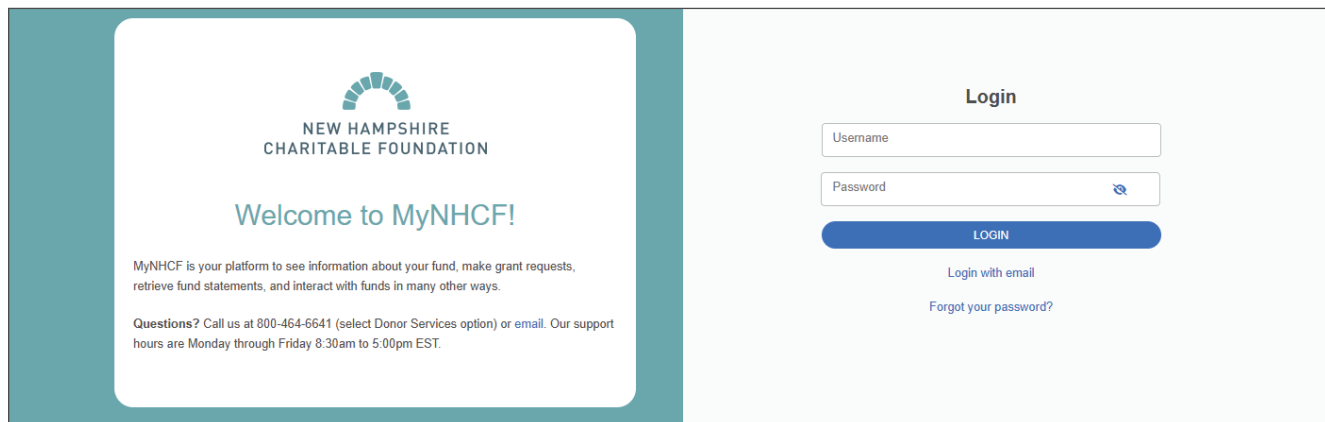
PROFILE: You can update your information on this tab.

LOGOUT: Remember to click "Logout" at the top right of the page to close MyNHCF. You will be automatically logged out after a period of inactivity even if you do not log out.

Frequently Asked Questions

What if I forget my password?

On the login page, click “Forgot Password.” Enter the username of your account. Check your email for password assistance. For security reasons, NHCF staff cannot reset your password for you, but we can help you navigate the process if you need assistance.



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Username

Password

LOGIN

[Login with email](#)

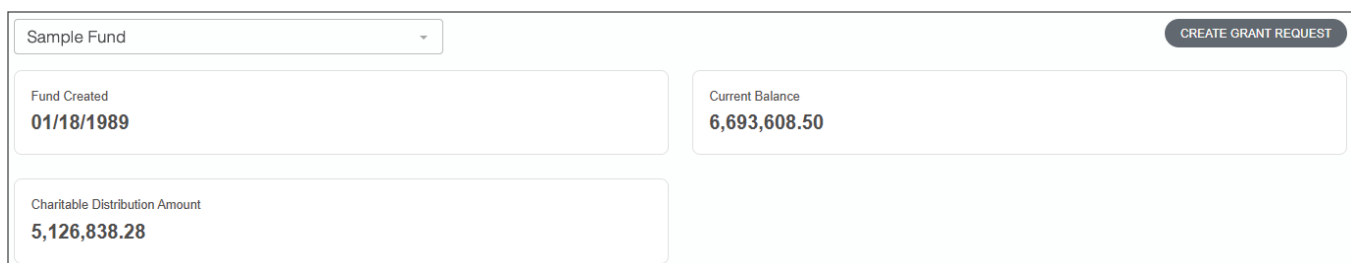
[Forgot your password?](#)

Note: MyNHCF will lock you out after five unsuccessful login attempts.

If you need assistance or are locked out of MyNHCF, please contact our Donor Services Team at 800-464-6641 (select Donor Services option) or email donorservices@nhcf.org

Where do I find my fund balance?

The **Fund Summary** tab of the portal displays the current fund balance as well as the charitable distribution amount to grant.



Sample Fund

CREATE GRANT REQUEST

Fund Created
01/18/1989

Current Balance
6,693,608.50

Charitable Distribution Amount
5,126,838.28

Frequently Asked Questions

How do I make a grant or interfund grant?

After logging in to MyNHCF and selecting the fund from which you want to recommend this grant or interfund grant, you can click on “Create Grant Request” button at the top right of the portal or click the Create & Manage Grant Requests tab at the left of the page. There are multiple ways you can start the recommendation process:

When you click the Create Grant Request button, you may:

- **Choose a previous Grantee or Fund** to see a drop down list of grantees from the fund’s grant history or a drop down list of all other foundation funds;
- **Search for other Grantees** by typing keywords that allow Candid, an information service specializing in reporting on U.S. nonprofits, to search for organizations containing those keywords. The more keywords you provide, the better the search results will be;
- **Enter Grantee information** manually.

The screenshot shows a web interface for creating a grant request. On the left is a vertical navigation menu with links: FUND SUMMARY, CONTRIBUTIONS TO FUND, GRANTS & INTERFUND GRANTS FROM FUND, CREATE & MANAGE GRANT REQUESTS (highlighted), FUND STATEMENTS & DOCUMENTS, and DONATE. The main content area has a header with a dropdown menu set to 'Sample Fund' and a 'CREATE GRANT REQUEST' button. Below this is instructional text: 'Use this form to make grant requests to public charities/nonprofits or other foundation funds you wish to support. Selecting Previous Grantee or Fund will allow you to search for previous grantees from the fund or search other foundation funds. Selecting Search Grantee will allow you to search the NHCF organization database or Candid, an online national nonprofit search engine. Selecting Manual Grantee will allow you to enter organization information directly.' A sub-header reads 'Grant Request > Choose Type'. Below it are three buttons: 'PREVIOUS GRANTEE OR FUND', 'SEARCH GRANTEE', and 'MANUAL GRANTEE'.

Once you select the grantee, the system will automatically move to a screen where you can indicate:

- a **description** to let the grantee know how grant is to be used;
- the **amount** (the minimum grant amount is \$250);
- whether you want the grant to remain **anonymous**;
- if you would like to include an **attachment** as well as an attachment description.
- any special instructions you want our staff to see before processing your grant request. This can include any special handling instructions.

Click “Add to Cart” which will take you to the **Grant Request Cart** page.

You will now see your request appear in Grant Request Cart. The Cart button with any unsubmitted grants is also located at the top right of your screen.

You will need to click the **Review Grant Requests** button in the cart to review grants before submission. To complete grant submission, click Submit Grant Requests. Click Continue to view the current list of grants in process.

Frequently Asked Questions

When will my grant be processed?

Grants are typically processed within 10 business days.

How can I check the status of a grant?

The **Create & Manage Grant Requests** tab will also show a list of grants requested to be paid along with their current status. Under the Status column, you will see one of six statuses for each grant:

- **Request** means that your grant request has been sent to our team. If you would like to cancel a pending grant request before it is processed, click the **Cancel** button.
- **Cancelled** means your grant request has been cancelled.
- **Pending** means that our team is currently processing your grant request.
- **Approved** means your grant request has been approved but not yet paid.
- **Paid** means that the grant request has been approved and a check has been sent to the organization.
- **Completed** means the grant request has successfully been fulfilled.

Once a grant recommendation has been paid, the grant will appear in the **Grants** section.

Grant Request Cart				REVIEW GRANT REQUESTS
	Recipient	Description	Attachment	Amount
DELETE	Test Organization 37 Pleasant Street Concord, NH 03301	Test		250.00 EDIT
Grant Request Total				250.00
Grants				
Request Date	Status	Recipient	Description	Amount
05/21/2025	Approved	Conway Area Humane Society	for general support (test)	257.00

Frequently Asked Questions

Where can I find my fund statement?

Fund statements are posted quarterly by going to Fund Statements & Documents and looking under the Fund Statements tab. You will be notified via email when your fund statement is ready to be viewed in MyNHCF.

Can I download a list of my grantees or contributions?

You may use the Export button to download all transactions from the Contributions to Fund or Grants & Interfund Grants from Fund. Doing so will generate and download a CSV file.

How do I manage my contact information?

You can update your contact information in the Profile section in the upper right hand corner.

Who do I contact if I have additional questions?

For other questions or assistance, please reach out to your foundation contact listed on the Fund Summary page or email donorservices@nhcf.org.



NEW HAMPSHIRE
CHARITABLE FOUNDATION

The New Hampshire Charitable Foundation, New Hampshire's statewide community foundation, is dedicated to making New Hampshire a more just, sustainable and vibrant community where everyone can thrive.

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