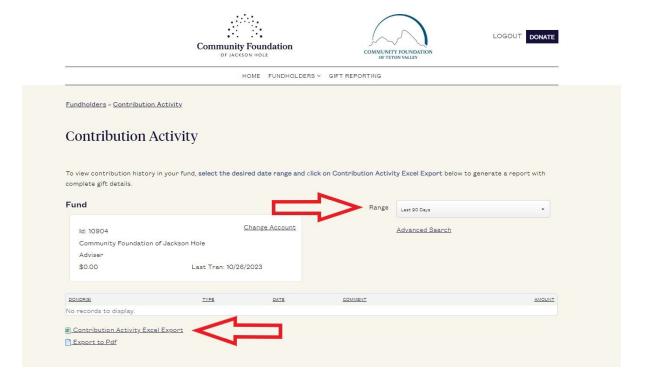


## How to view Old Bill's donations to your organization:

The Community Foundation provides a secure webpage for your organization to view your Old Bill's donations. This is the way to access Old Bill's gift information, including donor designations, contact information, and expressed preference to not receive thank you notes. To view and download complete donor information, use the instructions below.

- 1. Go to: <a href="https://cfjh.iphiview.com/cfjh">https://cfjh.iphiview.com/cfjh</a>
- 2. Click Old Bill's Contribution Activity
- 3. Enter your organization's User ID (an acronym, not an email address) and associated password
- 4. Change the Range to at least "Last 90 Days" to view all gifts made within this year's Old Bill's Giving Season or click Range to view past years' history
- 5. Scroll to the bottom of the page and click [Contribution Activity Excel Export], this download provides all the donor information available



Please note that the Contribution Activity Excel Export provides the total contribution by donor, which includes the automatic 2.4% fee applied to all credit card donations. This fee is deducted from your account before you receive the total grant check in October.

As a reminder, the Community Foundation staff processes gifts steadily from the start of the Giving Season (August 11) through mid-October. All gifts are reviewed prior to posting, including online donations, which creates a delay between gift receipt and when gifts are visible. Note that almost 3/3 of donations

arrive in the last week of the Giving Season. You will be notified when all gifts have been processed. We appreciate your patience!

How to view the total amount of credit card fees:

- Click [Fund Activity] under the Fundholders drop-down menu at the top of the page
- 2. Set the date range for at least "Last 90 Days" to cover all gifts made within this year's Old Bill's Giving Season. Click [Submit]
- 3. In the Fund Activity Summary you can find the total amount of credit card fees listed in the Admin & Investment Fees section (Cash, check, wire, ACH, and stock gifts remain without fees to the donors)

