First Time Login - How to Access DonorView

1. Visit the Saint Paul & Minnesota Foundation’s homepage at spmcf.org.

2. Select **DonorView** in the top navigation.

   Note: If you are on a mobile device, select the top navigation menu and then select **DonorView**.

   Desktop View:

   ![Desktop View Image]

   Mobile View:

   ![Mobile View Image]
3. To log in for the first time on the login screen, select **Forgot Password**.

4. Enter your **Username**.

   Note: Your username has been provided to you by the Foundation.

5. Enter the **Primary Phone Number** associated with your fund.

6. Select whether you’d like to receive a **Text Message** or **Call** notification.

   Note: If the number you enter does not allow text message, like a home phone, you will need to select **Call**.

7. Select **Send Verification Code**.
8. Enter the security code you receive via text or a phone call.

![Forgot Password]

9. Select Log In.

10. Following the requirements below, enter in a password for your account and select Log In.

![Reset Password]

11. Enter your Username and Password on the login screen.
Once you log in, you will be able to see fund balances, fund statements, grantmaking history and other information. If you encounter issues creating a new password, logging in to your fund or need a new username, please contact your relationship manager, or email us at philanthropy@spmcf.org.