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, select **Forgot Password** on the login page.

4. On the Forgot Password page, enter your **Username**.

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

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

   Note: Use numbers only (xxxxxxxxxx). Symbols such as hyphens are not accepted.

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

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

7. Select **Log In**.
8. Enter the security code you receive via text or a phone call.

9. Check the box to **Register this device** so you do not have to complete two-factor authentication in the future. If you do not check this box, you will need to utilize two-factor authentication upon each log in.

10. Select **Log In**.

11. Enter your **Username** and **Password** on the login screen.

12. Select **Log In**.
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.