

Payment History

1. After logging in, select **Payment History** from the navigation menu at the top of the screen.

The screenshot shows the top navigation bar of the Saint Paul & Minnesota Foundation website. The navigation menu is open, showing options like 'Resources for Nonprofits', 'My CSF Dashboard', 'New CSF Application', 'My CSF Applications', 'My Organization Profile', and 'My Profile'. The 'Payment History' option is highlighted in the dropdown menu. The main content area shows the 'Payment History' heading and a search section with a dropdown menu set to 'Last 30 Days'. Below the search section is a table with columns for Transaction ID, Amount, Status, Created, Issued, Cleared, Application ID, and Application Name. The table currently displays 'No records to display.'

2. This screen will display all the payments from the Saint Paul & Minnesota Foundation to your organization based on your caseworker applications. The **Application ID** and **Project Name** are related to the grant application.

3. The search option allows you to search payments for a specified period of time.

Payment History

Below are all payments from the Saint Paul & Minnesota Foundation to your organization. The Application ID and Project Name are related to the grant application.

The screenshot shows the 'Payment History' page with the search dropdown menu open. The dropdown menu lists options for 'Range': 'Last 30 Days', 'Last 60 Days', 'Last 90 Days', 'Last 6 Months', 'Last Year', 'After', 'Before', and 'Range'. The 'Last 30 Days' option is selected. Below the search section is a table with columns for Transaction ID, Amount, Status, Created, Issued, Effective, Cleared, Application ID, and Application Project Name. The table currently displays 'No records to display.' There are also links for 'Export to Excel' and 'Export to PDF', and a 'GO TO MY DASHBOARD' button.

4. The payment history will display approved grants only in the payments section.

Payments

Transaction ID	Amount	Status	Created	Issued	Cleared	Application ID	Application Name
No records to display.							

[Export to Excel](#)

[Export to PDF](#)

GO TO MY CSF DASHBOARD

Please note: The functionality of these instructions may appear different when you log into the Community Sharing Fund application portal.