

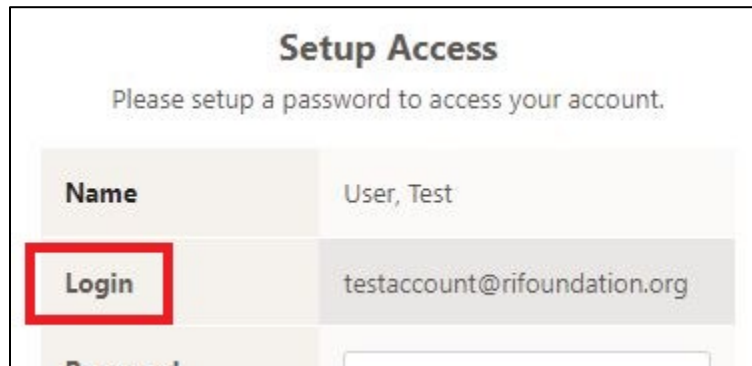
New Account Setup

Look for an email from Rhode Island Foundation at no-reply@fcsuite.com with the subject line “Welcome to the new Rhode Island Foundation Donor Portal”. If you were notified to expect an email and haven’t received it yet, please check your spam folder or contact Pamela Adams at 401-427-4059 or padams@rifoundation.org.

Follow the instructions in that Welcome email. Click the link in the email to create your account password. The link will expire after 30 days. If you don’t set your password within 30 days, please contact us to send a new Welcome email and link.



On the “Setup Access” page, please take note of the Login listed as that will be your username for your account going forward. If you would like to change your Login, please contact us.

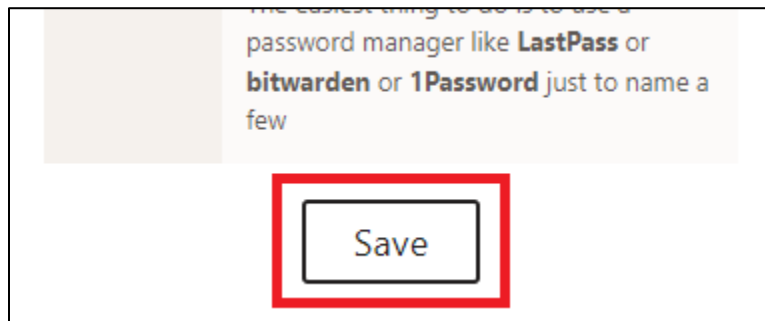


Create your password by entering it once and then again to confirm. Listed beneath you will find the password requirements and tips for creating strong passwords.

The screenshot shows the password setup form. It has two input fields: "Password" and "Confirm Password". A red box highlights both labels. Below the form, there is a section titled "Password Requirements" with two rows of requirements:

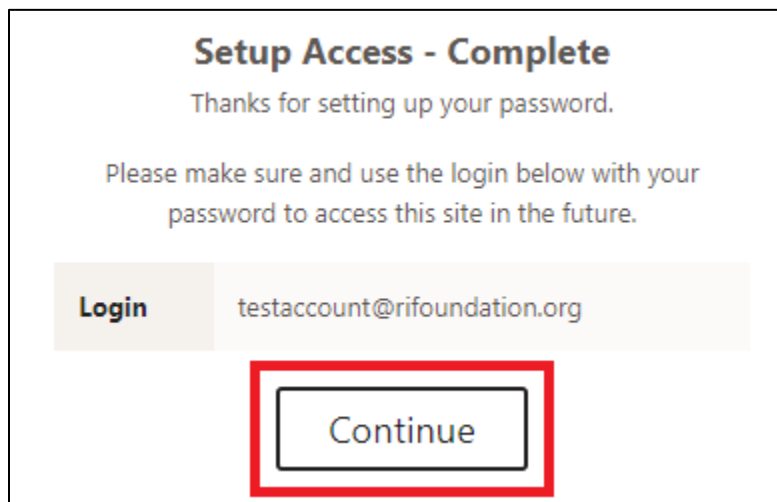
Requirement	Description
Minimum Length	The password must be at least 12 characters long
Required Characters	The password must have a character from 3 of the following types

After entering your password, click Save at the bottom of the page.



The screenshot shows a light gray background with a white text box at the top containing the text: "The easiest thing to do is to use a password manager like LastPass or bitwarden or 1Password just to name a few". Below this text box is a white rectangular button with a black border and the word "Save" in black text. The button is highlighted with a red rectangular border.

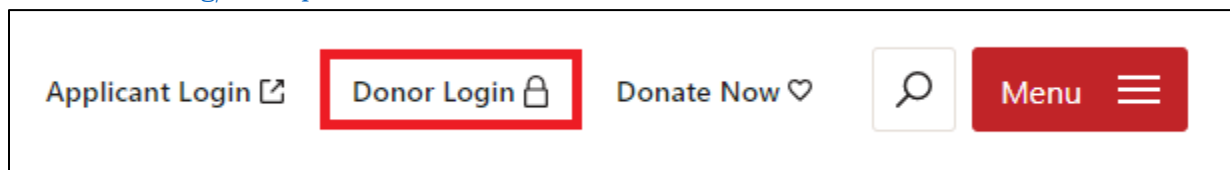
You'll now see a page with the message "Setup Access – Complete". Click Continue to access the Donor Portal.



The screenshot shows a white background with the heading "Setup Access - Complete" in bold black text. Below the heading is the text "Thanks for setting up your password." and "Please make sure and use the login below with your password to access this site in the future." Below this text is a white rectangular box containing the text "Login" in bold black text and "testaccount@rifoundation.org" in black text. Below this box is a white rectangular button with a black border and the word "Continue" in black text. The button is highlighted with a red rectangular border.

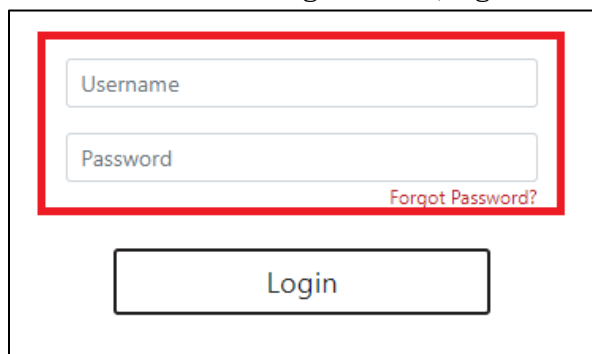
Logging in to the Donor Portal

To log back into the Donor Portal at a later time, head to rifoundation.org and click "Donor Login" on the top-right of our home page. You can also go directly to the login page at rifoundation.org/donorportal.



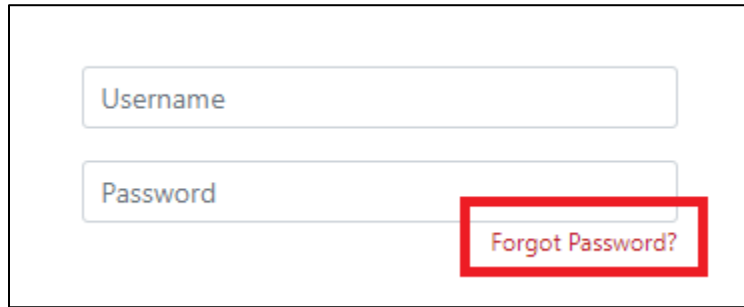
The screenshot shows a white background with a navigation bar. On the left is the text "Applicant Login" with a small icon. In the center is a white rectangular button with a black border and the text "Donor Login" with a small icon. The button is highlighted with a red rectangular border. To the right of the button is the text "Donate Now" with a small icon. Further right is a magnifying glass icon. On the far right is a red rectangular button with the text "Menu" and a small icon.

On the Donor Portal login screen, log in with your credentials.



The screenshot shows a white background with a login form. The form consists of two white rectangular input fields with gray borders. The first field is labeled "Username" and the second field is labeled "Password". Below the second field is a red text link that says "Forgot Password?". Below the input fields is a white rectangular button with a black border and the word "Login" in black text. The entire login form is highlighted with a red rectangular border.

If you can't remember the password, use the Forgot Password link.



A login form with two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a red-bordered button labeled 'Forgot Password?'.

If you enter a password incorrectly five times, your account will be locked. To unlock your account or if you need assistance with logging in, please contact Pamela Adams at 401-427-4059 or padams@rifoundation.org.