Steps to view your organization’s donation details

1. Navigate to [columbusfoundation.org](http://columbusfoundation.org) and click “Login” button on top right-hand corner.

2. Input Username and Password or click “Forgot Your Password” if you are unable to recall your login information.

3. On your Dashboard, click “Directory Listings” on the left toolbar. If you are managing more than one nonprofit, select the appropriate organization to open the cascade menu.

   Click on “View Deposits” to view credit card contributions deposited into your organization’s bank account.
When you land on the Electronic Deposits page, search by Name or Year.

### ELECTRONIC DEPOSITS

**Gifts deposited in your organization’s bank account (search results are listed by transfer date)**

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 19, 2017</td>
<td>ANONYMOUS</td>
<td>$20.00</td>
</tr>
<tr>
<td>Jan 23, 2017</td>
<td>Joyce Ray</td>
<td>$19.53</td>
</tr>
<tr>
<td>Jan 23, 2017</td>
<td>Joyce Ray</td>
<td>$19.53</td>
</tr>
<tr>
<td>Jan 03, 2017</td>
<td>The Columbus Foundation</td>
<td>$19.53</td>
</tr>
</tbody>
</table>

Click expand “+” next to the donation amount to view acknowledgement details, as provided by the donor. Please note, the donor has received a tax receipt by email. The Foundation has also issued any special notifications for gifts made in honor, in memory, or on behalf of someone.

**DETAILS**
The Columbus Foundation  
1234 East Broad Street  
Columbus, Ohio 43205

**DONOR EMAIL**
nonprofits@columbusfoundation.org

Once your results populate, you can export your search results, including acknowledgement details, into an Excel spreadsheet or CSV file by clicking “Export” at the bottom of the page.

Please contact nonprofits@columbusfoundation.org with questions.