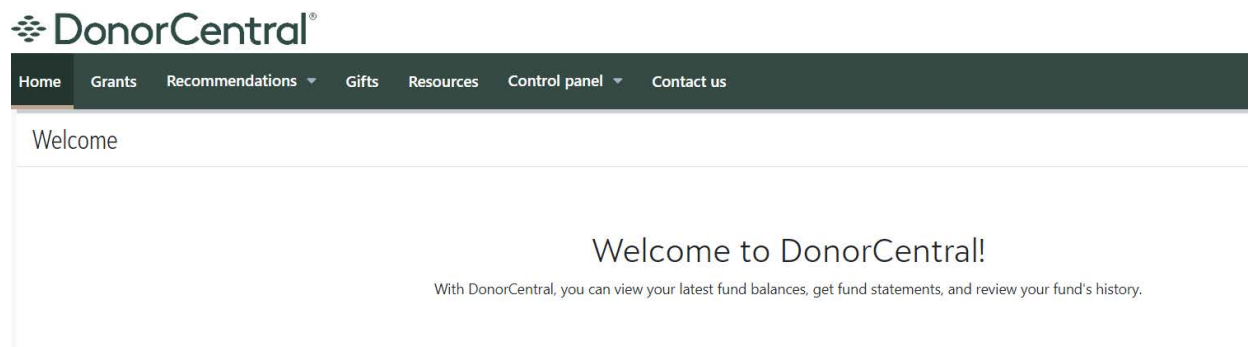# DonorCentral Quick Start Guide

DonorCentral is Vermont Community Foundation's online fund management system. From here you can access detailed fund information including your fund balance and fund statements.

In DonorCentral, you can view information related to your fund at a glance on your "Home" tab or browse other sections via the additional tabs at the top of your screen.
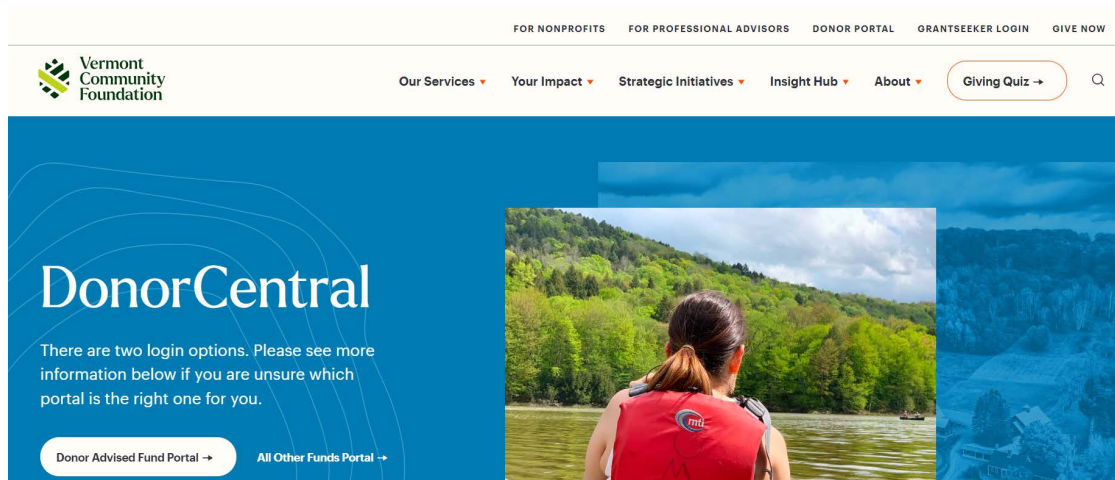

If you need assistance or have any questions, please contact Lydia Brownell at lbrownell@vermontcf.org.

ACCESS DONORCENTRAL

There are two ways to access DonorCentral at any time.

- go to vermontcf-aof.donorcentral.com

  or

- go to vermontcf.org and click on Donor Portal in the top right-hand section of any page on our website. Then click on the login button for **All Other Funds Portal** on the right-hand side of the page (as shown in the screenshot on the following page of this guide).

SETTING UP YOUR ACCOUNT

You will receive an email from DonorCentral directly. In the email from DonorCentral, you will receive information to reset your account password and establish your login credentials
For security, your password will need to have:

- 8 or more characters
- At least 2 of the following: Capital letters, Numbers, or Special Characters
  (such as one of these: ! @ # $ %)

FORGOTTEN PASSWORD

If you have forgotten your password, click on "Forgot password?" on the DonorCentral login page and enter the email address associated with your fund. Password reset instructions will be emailed to you. It is important that you use the email address that you gave to the Vermont Community Foundation to associate with your fund.

If you still cannot log on, please contact Lydia Brownell at lbrownell@vermontcf.org.