



DONORSPHERE FIRST-TIME LOGIN INSTRUCTIONS

We are very pleased to introduce you to DonorSphere, a new online donor portal provided by the Jewish Federation of Broward County.

For security reasons, you will be asked to follow these instructions when you login to your DonorSphere online fund account for the first time.

STEP #1

On the login page (on the left side), click “Forgot Username or Password”

A screenshot of the DonorSphere login page. On the left, there is a dark blue login form with a "Login" button and a "Forgot Username or Password" link highlighted with a red box. On the right, there is a banner image of a diverse group of people with the text "Supporting Community. Enriching Lives." Below the banner, there is an "About Us" section with text describing the organization's mission and endowment fund.

Jewish Federation of Broward County
Jewish Community Foundation

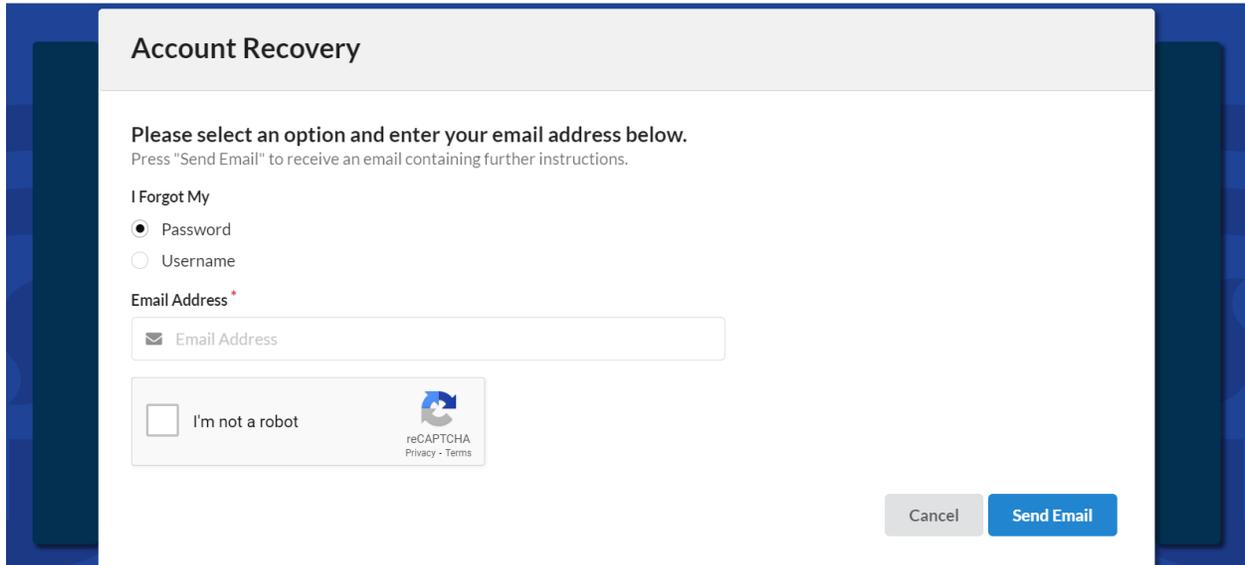
Supporting Community. Enriching Lives.

About Us:
Through the generosity of so many who had the vision to create a Jewish legacy, the Jewish Federation of Broward County's Jewish Community Foundation's \$180 million endowment fund ensures that Jewish values are secured in perpetuity. By promoting smart philanthropic strategies, the Jewish Community Foundation is dedicated to optimizing your investment returns and maximizing your financial growth potential, helping to provide maximum impact on life-sustaining programs such as feeding the hungry, helping those in need, protecting abused children and domestic violence victims, promoting impactful Jewish identity programs, supporting the elderly

STEP #2

You will be directed to an Account Recovery page (see picture below)

- Enter your email address in the space provided (must be the same email address that the Welcome email was sent to)
- Click “I’m not a robot”. You will be asked to select images and to “verify”
- Click “Send Email”



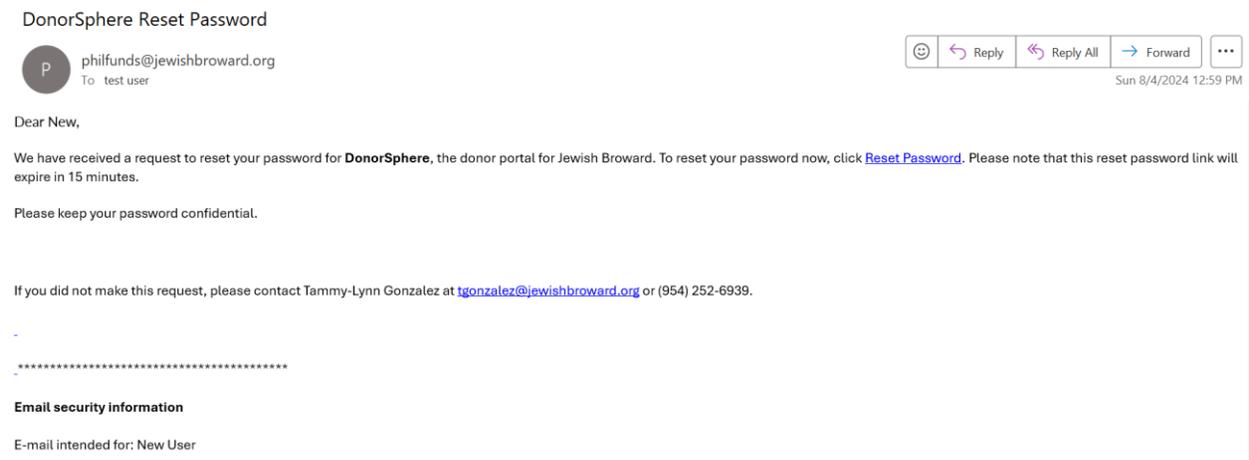
STEP #3

You will receive an email in your inbox from philfunds@jewishbroward.org (see picture below)

The subject on the email will be “DonorSphere Reset Password.”

Click on the “Reset Password” link in the body of the email. ** If you do not receive this email, please contact Tammy-Lynn Gonzalez at tgonzalez@jewishbroward.org or (954) 252-6939.

** Please note that the reset password link will expire in 15 minutes. If it has expired, you will need to repeat the process.



STEP #4

A Reset Password page will open (see picture below)

You should enter a “Password” of your own choosing (in the space provided), using the following requirements:

- At least 8 characters
- Not greater than 64 characters
- Cannot contain 3 or more repeated characters
- Cannot contain website name or URL

Re-enter your password in the space provided under “Confirm Password” Click “Submit

Reset Password

Enter your new password below.
Your password must meet all of the password requirements listed below.

Password

Confirm Password

Password Requirements

- Password must be at least 8 characters long.
- Password cannot be greater than 64 characters long.
- Password cannot contain 3 or more repeated characters.
- Passwords must match.
- Cannot contain the site name/URL

Cancel Submit

STEP #5

You will be redirected to the DonorSphere Login Page (see picture below)

- Enter “Username” (this is your email address)
- Enter “Password” (use the password you just created)
- Click “Login

Jewish Federation of Broward County
Jewish Community Foundation

Success ✕
Your password has been updated.

Login

Username

Password

Login

[Forgot Username or Password](#)

Supporting Community. Enriching Lives.

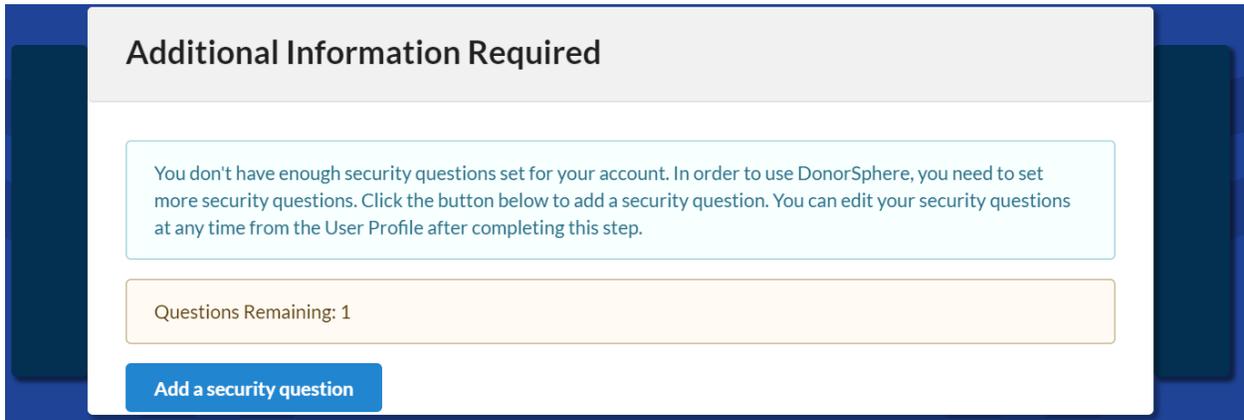
About Us:

Through the generosity of so many who had the vision to create a Jewish legacy, the Jewish Federation of Broward County's Jewish Community Foundation's \$180 million endowment fund ensures that Jewish values are secured in perpetuity. By promoting smart philanthropic strategies, the Jewish Community Foundation is dedicated to optimizing your investment returns and maximizing your financial growth potential, helping to provide maximum impact on life-sustaining programs such as feeding the

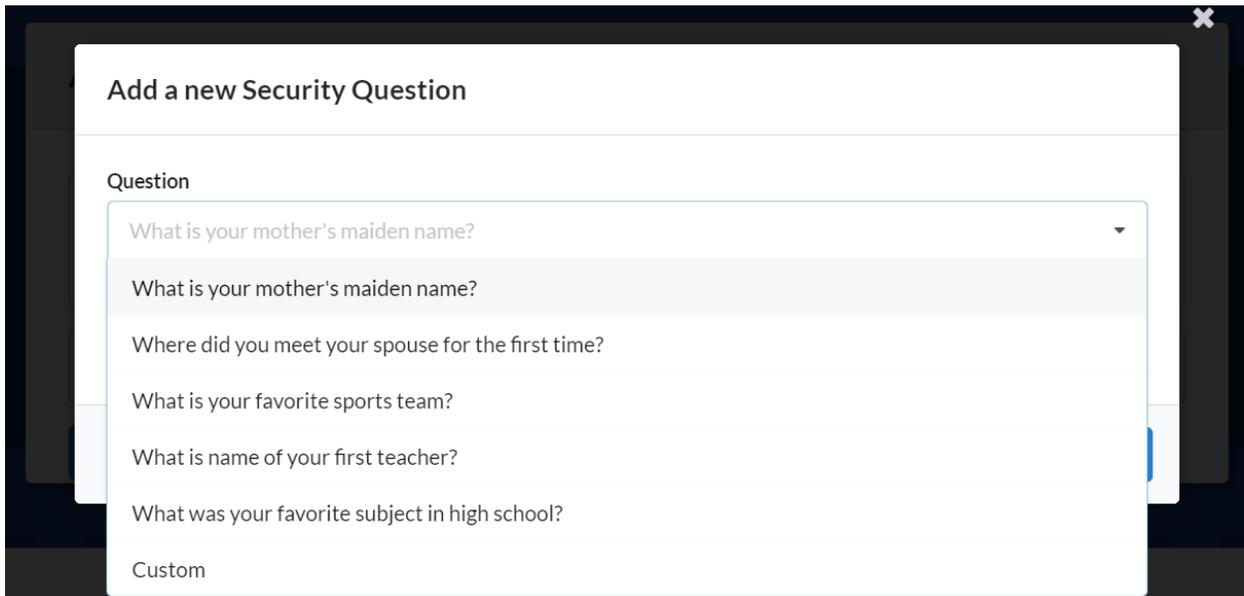
STEP #6

You will be directed to an “Additional Information Required” page

Click on “Add a security question”



Choose a question from the list or select Custom and enter your own question to answer



Answer the question and Click Submit

Add a new Security Question

Question

Answer

You will now be logged into your online fund account on DonorSphere.