

**Communities of Coastal Georgia Foundation (CCGF)
Instructions for Use of
The Community Foundation for Northeast Florida (TCF) “Access My Fund”**

Welcome to Access My Fund. CCGF contracts with TCF to provide back-office accounting and financial management services. Because of that relationship, CCGF fundholders are able to use this web-based fund and grants management system.

To make a grant request on line: Choose “Access My Fund” from the CCGF website. It will link you directly to the TCF website.

If you have already established a user name and password, click on **log in**. (Circled below in red.)

Welcome to Access My Fund

Access My Fund is your secure, comprehensive source of information for all aspects of the fund(s) you have established at The Community Foundation for Northeast Florida. It's available to you around the clock and is a convenient, easy way to have all your fund activity at your fingertips.

Once you [log in](#), you'll be able to:

- View your Fund Balance
- View the Gifts you have made, and make additional contributions to your Fund
- View your Grants and see the amount available for grantmaking
- Make a Grant Request
- Update your Profile

If you don't have a username and password, [Set up](#) for new user registration. The staff at The Community Foundation will need to authorize the creation of your online account, so please allow 24-48 hours to get started.

Don't remember your username and/or password? Please call 904.356.4483 for assistance in resetting your password.

Explore This Section

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Download our complete [Donor Advised Fund Handbook!](#) [PDF, 820KB]

[Here To Help](#)

If you have not established a user name and password, follow the instructions on the website.

Once logged in, you will see navigation options on the right side of the page. To request a grant, click on “Make a Grant Request.” (Circled below in red.)

The screenshot shows a web browser window with the URL <https://www.jaxcf.org/accessmyfund>. The page header includes the logo for THE COMMUNITY FOUNDATION FOR NORTHEAST FLORIDA and navigation links: GIVE (for Current & Future Donors), RECEIVE (for Nonprofits & Individuals), PLAN (for Professional Advisors), and LEARN (About Us & Our Work). Below the header, there are social media share icons and a print icon. The main content area is titled "Access My Fund" and contains a congratulatory message: "Congratulations! You have successfully logged in to Access My Fund, your secure, comprehensive source for all aspects of your fund." Below this, it says "Now that you're logged in, use the navigation on the right to:" followed by a list of options: View your Fund Balance, View the Gifts you have made, and make additional contributions to your Fund, View your Grants and see the amount available for grantmaking, Make a Grant Request, and Update your Profile. A link is provided for a printed version of the Donor Advised Fund Grant Recommendation Form. On the right side, there is a "Explore This Section" menu with various options, including "Make A Grant Request" which is circled in red. Other options in the menu include Log Out, My Profile, View My Fund, View My Gifts, View My Grants, My Grant History, Forms, Consulting and Advisory Services, Donors Forum, and Tools and Resources.

NOTE: If you prefer to submit a fillable form, please **DO NOT use the “Forms” option on the TCF website.** CCGF forms are available on the CCGF website. You may send an email if that is easier.

Have questions or need some help?

Contact Ellen Post at epost@coastalgeorgiafoundation.org or 912.268.2651