Fund Advisor Portal Overview

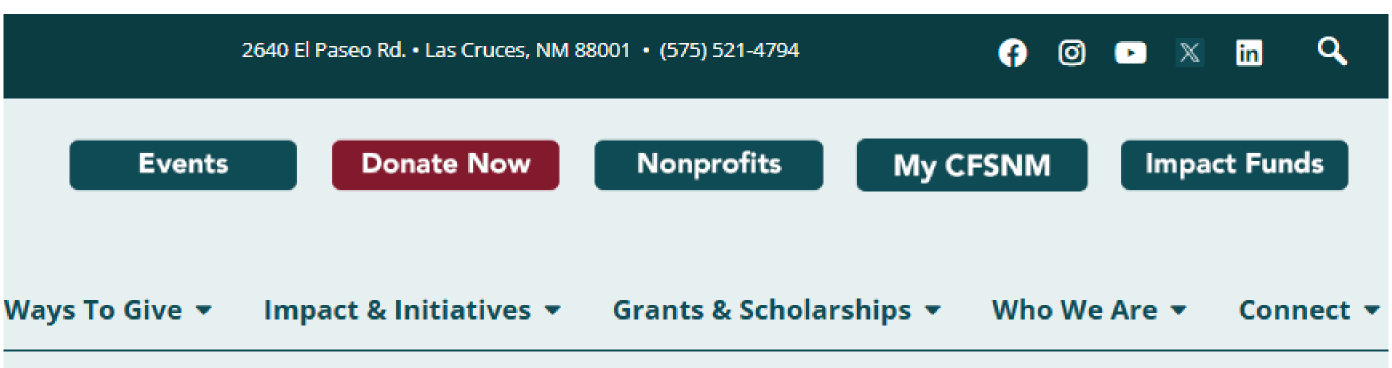
As a Fund Advisor you have access to the online fund advisor portal where you can access information about the funds you manage. Within the portal, you can view the fund balance, fund statements, files, and more. This convenient tool allows you to stay up to date with your fund's activity from any device, any time.

Initial Login Process & Account Set Up

The Community Foundation of Southern New Mexico will send you a link to access the portal via email. Select the link and you will be prompted to create your own password to the fund advisor portal site. Your username will be the full email address we have on file. Once your password is created go to the Login page, enter your credentials, and log in. We recommend using a unique password with letters, numbers, and/or special characters to keep your account secure.

Returning Users

For all future logins after the initial set up, please visit our website at https://www.communityfoundationofsouthernnewmexico.org/ and click "My CFSNM" at the top of the page. You will be redirected to the login page for the portal where you can enter your username and password created during the initial set up process.

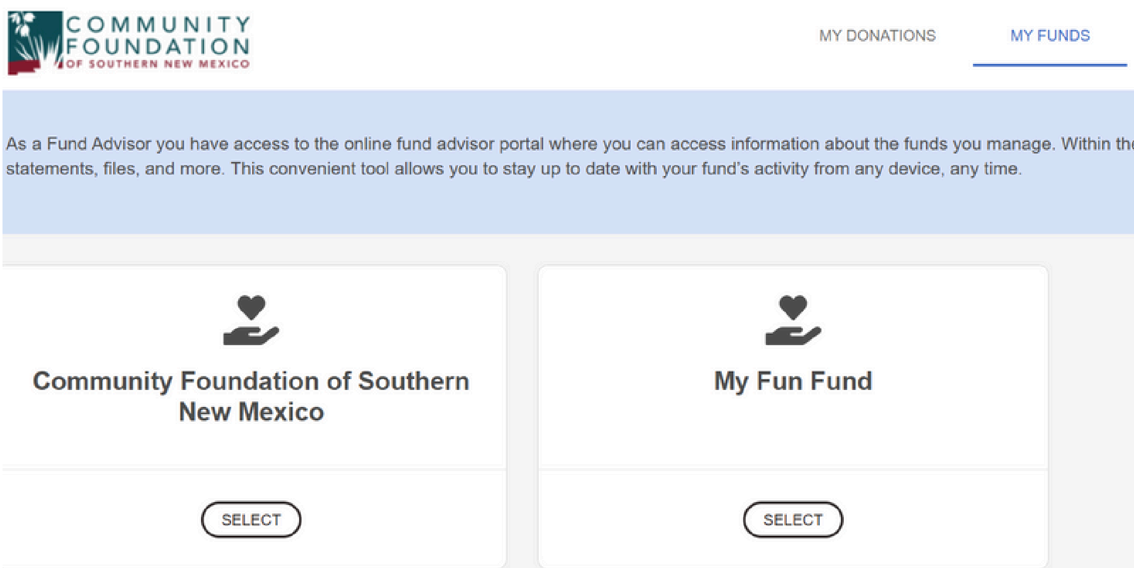


Locked Out of Your Advisor Fund Portal?

If you are locked out of your account, click **Forgot Password** on the login page. Enter your username and click the **Reset Password** button. If an account with the provided username is found, instructions to reset your password will be sent to the email address for that account. If you're still having trouble, please contact The Community Foundation of Southern New Mexico at (575) 521-4794.

Portal Features

Once you are logged in, you will see an overview page of your fund. If you serve as an advisor for multiple funds, you will see the "My Funds" menu and will need to select the fund you wish to review.



Once you have logged in you can select the tabs on the left side of the page to review the different areas available to you as a Fund Advisor.

- **"My Funds"** shows the Fund's Current Balance plus the Spendable balance *(if applicable)*. This area also shows an overview of contributions and grant request activity in the fund.

- **"Contributions"** shows all contributions or donations to the fund.
  - Clicking on a Contributor's name will bring up their history of contributions as well as their donor contact information.

- **"Grants"** shows the history of grants or payments made from the fund. Here you have the options to make a contribution from your fund, support your organization's operations, or support another organization.

- **“Pay a Vendor”** is an area that is separate from grant requests. This is where you can make payments to vendors or submit reimbursements.
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- **“Payments Out”** shows a history of all payments made from your fund and the status of the payment.

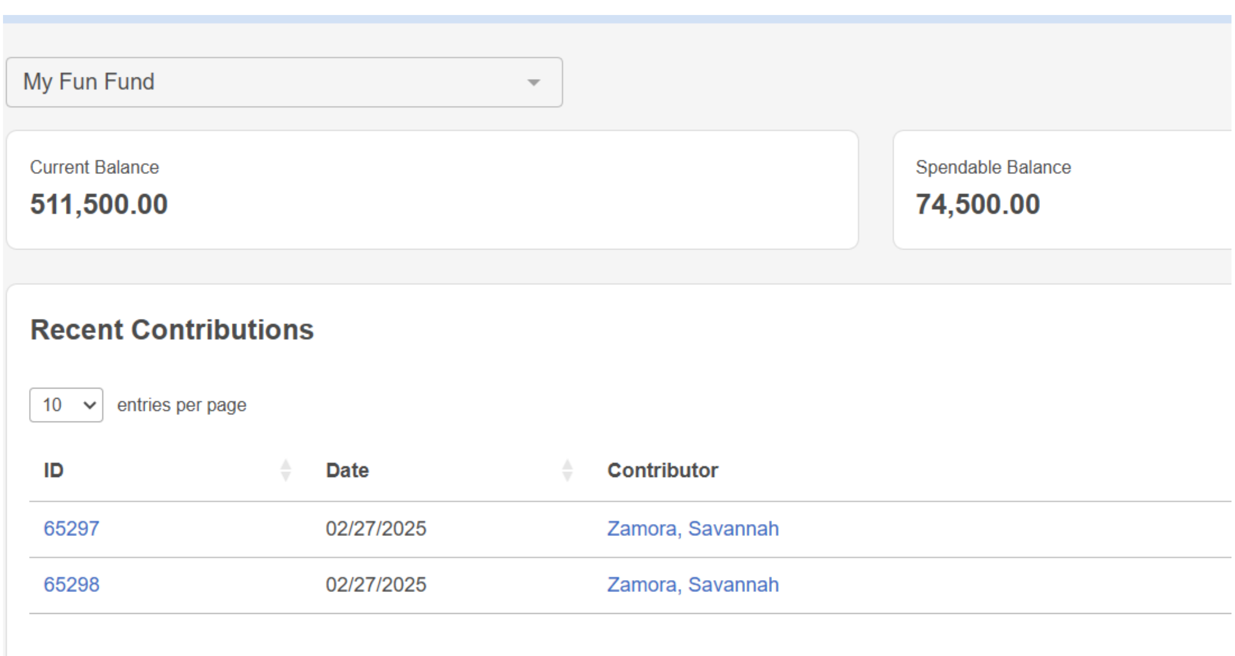
- **“Payments In”** shows the activity on non tax-deductible donations and/or revenue allocated differently from general contributions. All donors are sent receipts showing the taxable and tax-deductible portion of their payment. This activity includes project revenue and grant income payments received.

- **“Financials and Files”** tab shows fund statements, files and common financial reports.

- **“Make a Donation”** is an area where you can make a personal donation to support any fund of your choosing.

Spendable Balance vs. Current Balance

If you have an endowment where money was contributed in perpetuity, the endowment earns “Revenue Share” where your fund receives earnings each year that give you the opportunity to spent however you would like.

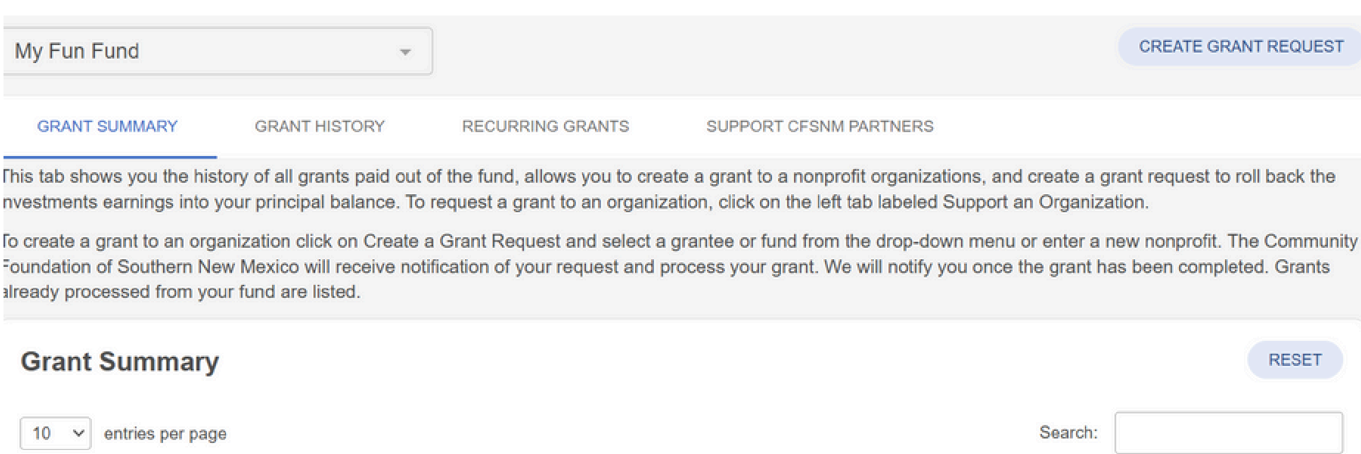


Creating a Grant Request

- **“Grants”** shows the history of grants or payments made from the fund. Here you have the options to make a contribution from your fund, support your organization’s operations, or support another organization.
    - If you would like to make a contribution from your fund to support a non-profit organization, you can click on Create Grant Request.
    - If you have a fund that is endowed and receives annual earnings that you would like to roll back into the principal balance of your endowment, click on Create Grant Request and select your fund as the grant recipient. You can enter the full amount of your “Spendable” balance, or a partial amount.
    - To support another organization by sending them a check or electronic payment, click on Create Grant Request and select or manually enter the organization you would like the check made payable to.
        - If you opt to support a fund and would also like to a check sent to an organization, this is the area where you can apply your remaining partial amount (see second bullet).

A clear description stating the purpose of your grant payment request is required in the “description”. If this is a request approved by your board, an attachment of the minutes or documentation is required. **Please note that if you do not indicate a specific grant purpose, your grant will be earmarked for general support.**

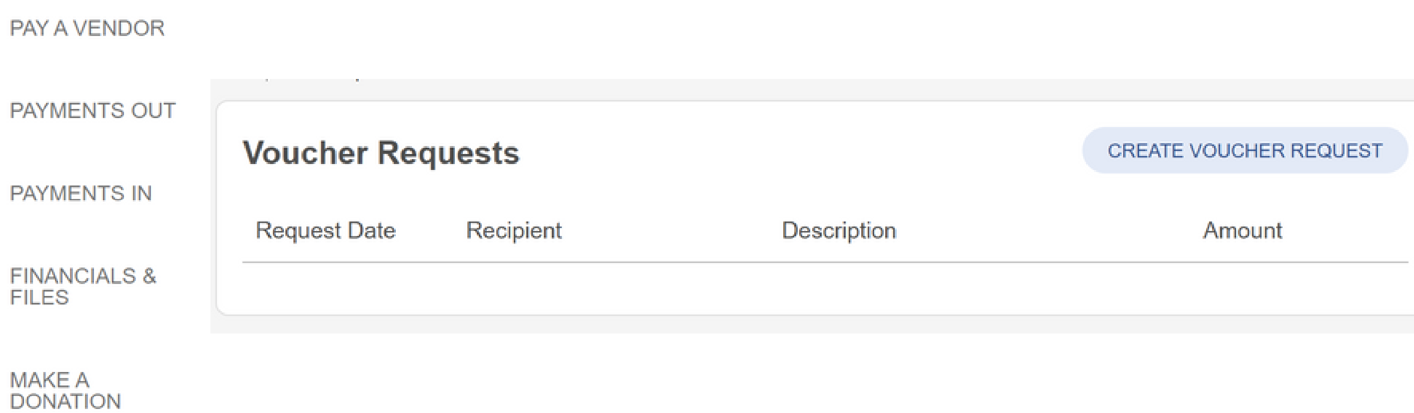
Grants requests are processed once per week and paid within a two-week period. Grant requests be submitted Wednesdays by 12:00 p.m. for the grant to be processed within the two-week time period. Grant requests submitted after 12:00 p.m. on Wednesday will be held for processing in the following week.



Pay a Vendor

This area allows you to request a payment to reimbursement an individual or pay a vendor. These are for general vendors, contractors, and individuals.

Note: The Grant Request area is to submit a donation request to support a nonprofit organization by check, to move money from your fund to another fund, or move money within your own fund to your fund (applies to spendable balance only).



All information is required with the exception of ACH and Zelle information.

To request a payment or reimbursement to a vendor or individual:

1. Press Create a Voucher Request (down below). Enter the name of the individual or company who the payment should be made payable to.
2. Enter a description describing what the vendor is being paid for.
3. Attach the invoice, receipts, and/or supporting documentation for your request. Please include a description of your attachment as well.
4. If your vendor would like to be paid via ACH or Zelle, include account information in the Note section.

For payments via ACH, include the following information:

- Bank Name
- Bank Account Type
- Account Number
- Routing Number

For payments via Zelle:

- Email or phone number associated with the Zelle account.

Voucher requests are processed once per week and paid within a two-week period. If the payment request is urgent, voucher requests must be submitted Wednesdays by 12:00 p.m. for the payment to be processed within the same week. Payment requests submitted after 12:00 p.m. on Wednesday will be held for processing in the following week.

Payments Out vs. Payments In

Payments Out refer to vouchers and shows you the history of all vendors who have been paid from your fund. To request a payment or reimbursement to an individual or vendor, click on the left tab labeled Pay a Vendor.

PAYMENTS OUT

PAYMENTS IN

Vouchers

RESET

10 entries per page

Search:

ID	Date	Status	Profile	Amount
45023	02/27/2025	new	Del Valle Design & Imaging	21,808.31

Payments In refers to invoices and shows the activity on non tax-deductible donations and/or revenue allocated differently from general contributions. All donors are sent receipts showing the taxable and tax-deductible portion of their payment. This activity includes project revenue and grant income payments received.

PAYMENTS OUT

PAYMENTS IN

Invoices

RESET

10 entries per page

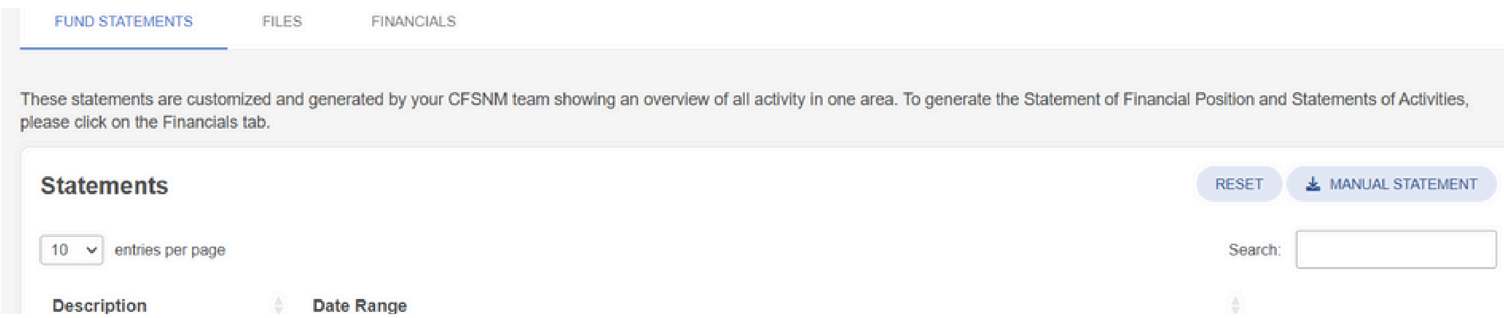
Search:

ID	Date	Status	Profile	Amount
28852	02/27/2025	closed	Con Alma Health Foundation, Inc.	12,000.00

Financials and Files

Financials and Files shows fund statements, files, and common financial reports.

- Fund statements are generated quarterly by your CFSNM team showing an overview of all activity in one area. You have the option to generate this type of fund statement with any date using the Manual Statement button.
- If you are wanting to generate a Statement of Activity and Statement of Financials Position, you can enter a specific date and generate this at any time through the Financials tab.
- Keeping track of your records is very important for your team and especially for auditing purposes. Your CFSNM team keeps all documents on file that were shared with us. If you do not see a particular file in your Files tab, please contact our team and we will be sure to add these to your portal.



Email Alerts

Default settings alert you every time a Donation is made or a Grant is paid out from your Fund. These alerts can be utilized or cancelled at any point, but the alerts are not retroactive, so you will not be notified of past grants or donations.

- If you wish to have this notification turned off, please contact the staff at the Community Foundation of New Mexico at (575) 521-4794.

Frequently Asked Questions

How often are fund statements posted to the portal?

Fund statements are posted to the portal quarterly. You will receive an email when the statements are ready to be viewed in the portal. If you are not receiving these notification emails, please notify us at (575) 521-4794.

How do I change my password?

You may change your password by clicking “Forgot Password” on the login page for the portal. You may also contact staff by calling (575) 521-4794. Please note that while our staff can assist you in resetting your password, we cannot access user passwords and cannot look up your current password for you.

I am a Donor Advised Fund or Agency Fund advisor and have made a grant recommendation. How long does it take for the grant to be processed?

Grant recommendations received before 12:00p.m. on Wednesdays processed within the two-week time period. Grant requests submitted after 12:00 p.m. on Wednesday will be held for processing in the following week. All checks are sent out no later than Thursday. For grant recommendations received after the deadline, they will be held for processing until the following week. If you have any questions about making a grant recommendation from your Donor Advised Fund, please email info@cfsnm.org. Please note grant recommendations may only be made to 501(c)(3) organizations (including schools, churches, and government entities).

Who do I contact if I am having issues with the portal?

Our staff will be happy to assist you with any issues concerning the fund advisor and donor portal or with any questions you might have. Please give us a call at (575) 521-4794