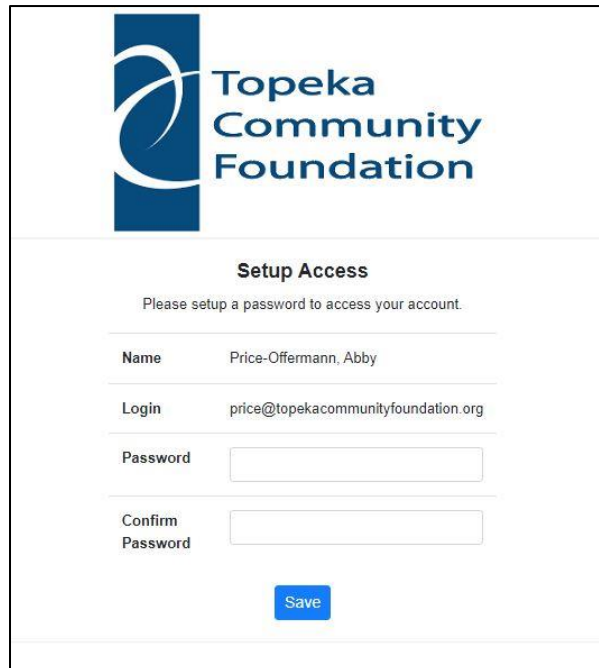


## Fund Central Walk Through: Create Your Account

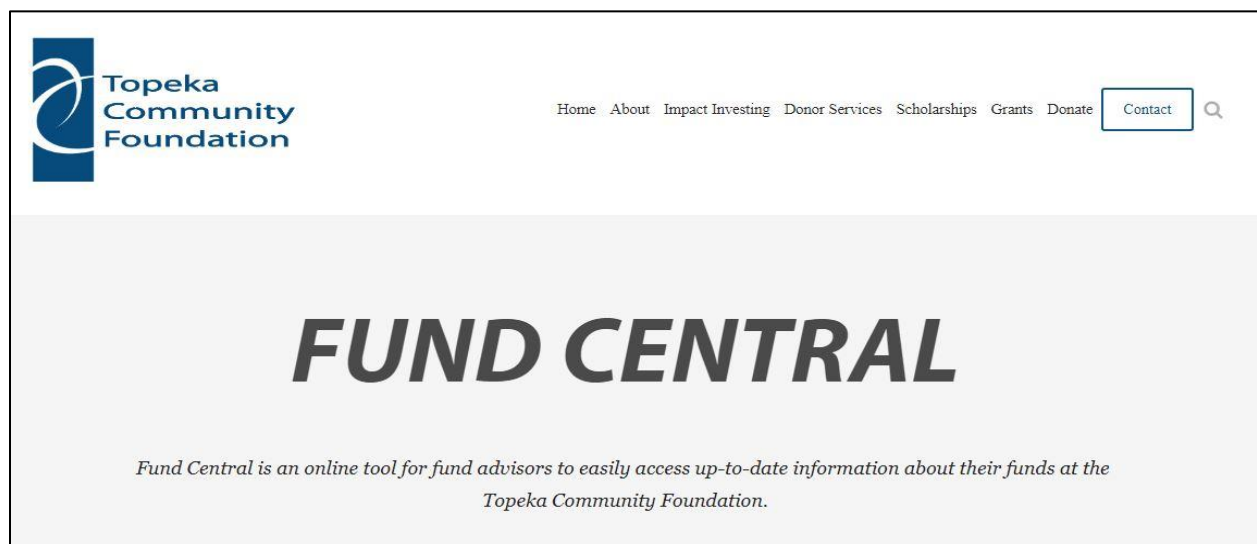
1. Let the Foundation know you are interested in setting up your Fund Central account by calling us at (785)272-4804 or sending us an email: [gassen@topekacommunityfoundation.org](mailto:gassen@topekacommunityfoundation.org)
2. After requesting access, you will receive an email with a link to set your password. Please note that this link will expire within 24 hours.
3. Click the link in the email to start the simple set-up process, seen here:



The screenshot shows the 'Setup Access' form for the Topeka Community Foundation. At the top left is the foundation's logo. The form title is 'Setup Access' with the instruction 'Please setup a password to access your account.' Below this are four input fields: 'Name' (pre-filled with 'Price-Offermann, Abby'), 'Login' (pre-filled with 'price@topekacommunityfoundation.org'), 'Password', and 'Confirm Password'. A blue 'Save' button is located at the bottom of the form.

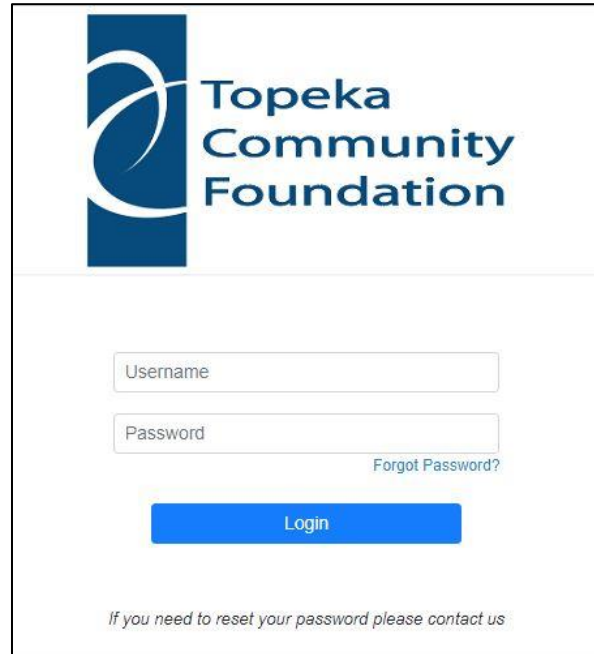
Be sure to take note of your username and password.

4. Once you have successfully completed the registration process, visit [www.topekacommunityfoundation.org/fund-central](http://www.topekacommunityfoundation.org/fund-central) to access the system at any time. To log in, simply click “Fund Central Log In,” seen below in yellow.



The screenshot shows the website's navigation bar with the Topeka Community Foundation logo on the left and a menu on the right containing 'Home', 'About', 'Impact Investing', 'Donor Services', 'Scholarships', 'Grants', 'Donate', and 'Contact'. Below the navigation bar is a large grey banner with the text 'FUND CENTRAL' in bold, italicized letters. At the bottom of the banner is the text: 'Fund Central is an online tool for fund advisors to easily access up-to-date information about their funds at the Topeka Community Foundation.'

5. You will be taken to a log in screen, where you will enter your username and password:



The screenshot shows the login interface for the Topeka Community Foundation. At the top left is the organization's logo, which consists of a blue vertical bar with a white stylized 'T' shape. To the right of the logo, the text 'Topeka Community Foundation' is displayed in a blue, sans-serif font. Below the logo and text are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a link that says 'Forgot Password?'. Below these fields is a blue rectangular button with the word 'Login' in white text. At the bottom of the page, there is a small line of text that reads 'If you need to reset your password please contact us'.

***Now you are ready to use Fund Central!***