

Wycliffe Foundation

DAF Online Guide

Thank you for setting up a donor advised fund (DAF) account with Wycliffe Foundation!

This guide was designed to help you access and navigate the online Portfolio Review website. Scroll through the entire document to see a walk through or use the following links to jump to a section of interest.

If you find that you have questions that this document does not answer, please contact Khai Cottrell by e-mail at khai_cottrell@wycliffe.org or by phone at (407) 852-3652.

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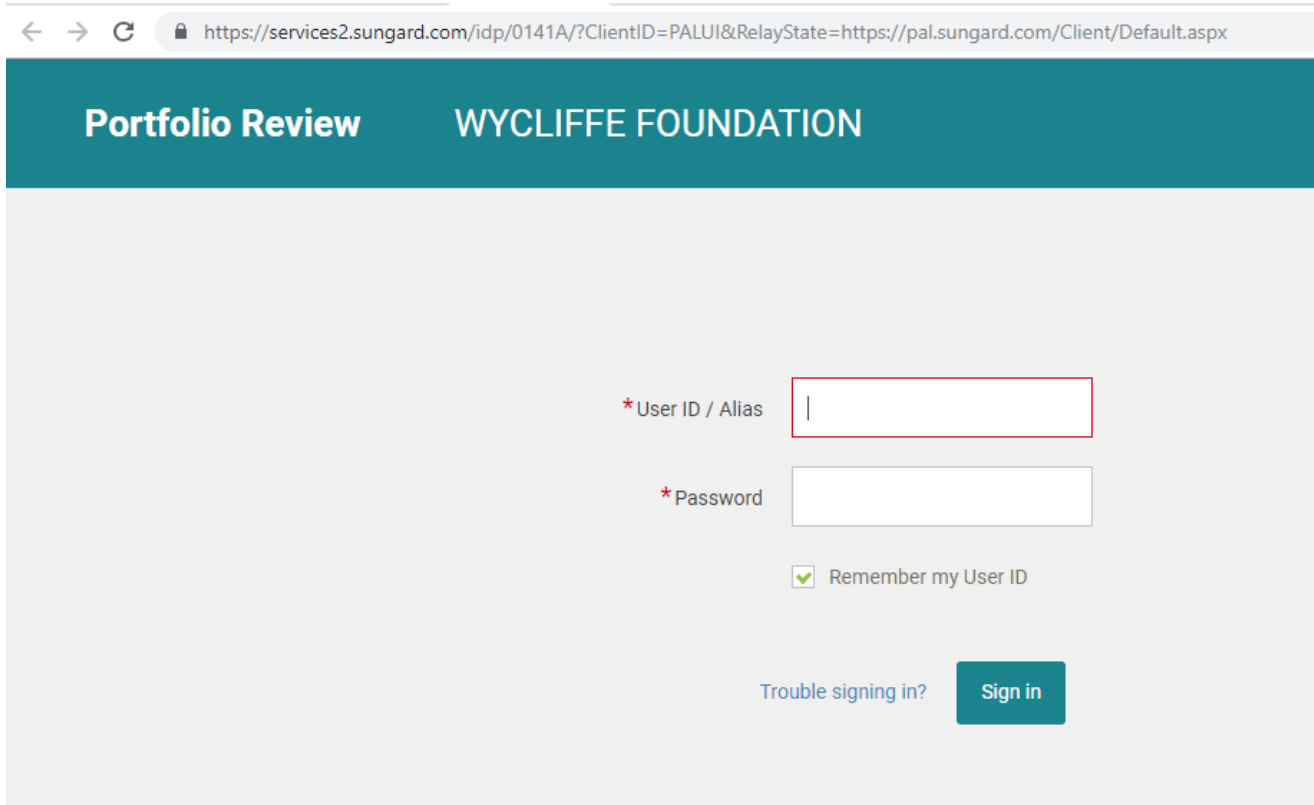
[Request Grant Distributions](#)

Access the Website

When your DAF account is first set up, you will receive an email with the website location, login name, and temporary password for the online Portfolio Review website.

wycliffe.org/DAFlogin

When you click the hyperlinked website in the email, you will be directed to the Wycliffe Foundation Portfolio Review website. Enter the login name and temporary password provided in the email and click "Sign in".



The screenshot shows a web browser window with the URL <https://services2.sungard.com/idp/0141A?ClientID=PALUI&RelayState=https://pal.sungard.com/Client/Default.aspx>. The page header features the text "Portfolio Review" and "WYCLIFFE FOUNDATION" in white on a teal background. The main content area is light gray and contains a login form with the following elements:

- A red asterisk followed by the text "* User ID / Alias" to the left of a white input field with a red border.
- A red asterisk followed by the text "* Password" to the left of a white input field.
- A checked checkbox with a green checkmark and the text "Remember my User ID".
- A link "Trouble signing in?" in blue text.
- A teal "Sign in" button.

You will be asked to reset your password by entering your old password (the temporary provided in the email) and your new password then click "Proceed". Passwords must contain at least one number, at least one lower case letter and at least one special character (& @ # ! etc).

Once you confirm your new password, you will be directed to the Wycliffe Foundation Portfolio Review homepage. Please note the yellow bar containing helpful tips!

Investment Segment	Market Value	% of Total	Cost Basis
CASH	\$0.00	0.00%	\$0.00
CASH EQUIVALENTS	\$7,287.34	4.19%	\$7,287.34
MUTUAL FUNDS	\$166,558.66	95.81%	\$141,187.07
TOTAL	\$173,846.00	100.00%	\$148,474.41

View Transactions

To view all activity in your DAF account (contributions, grant distributions, investment activity, etc.), click "Transactions" on the home page.

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User Options Alerts/Messages 1 Help Contacts Links Sign Out

Portfolio Review Transactions My Reports Calculators

TIP: To submit a grant request, click on the "Links" and select "Grant Form Request"

Portfolio Review Summary Holdings Transactions 21 02 0017 0 00 - GREEN

As Of Date: Prior Business Day Group By: Reporting Group View: Settlement Date Cash election: Show as Combined Cash

ASSET ALLOCATION MARKET VALUE

ACCOUNT SUMMARY INVESTMENT SUMMARY

Investment Segment	Market Value	% of Total	Cost Basis
CASH	\$0.00	0.00%	\$0.00
CASH EQUIVALENTS	\$7,287.34	4.19%	\$7,287.34
MUTUAL FUNDS	\$166,558.66	95.81%	\$141,187.07
TOTAL	\$173,846.00	100.00%	\$148,474.41

By scrolling down the page, you can view every transaction that has occurred in your account.

If you want to see your DAF grants only, click the "Filter" icon on the right side of the screen.

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Portfolio Review Transactions My Reports Calculators

Transactions 21 02 0017 0 00 - GREEN

Posted Transactions 94

Income Cash Principal Cash Cash

Posting Date	Transaction Description	Cost Ba...	Cash	Units	Trade Date	Security Description
2316 - TRUSTEE ACCOU...						
10/31/2017	TRUSTEE ACCOUNTIN...	\$0.00	-\$94.91	0	10/31/2017	
	Total of 2316 - TRUSTEE...	\$0.00	-\$94.91	0		
2317 - INVESTMENT MA...						
08/24/2017	INVESTMENT MANAGE...	\$0.00	-\$19.42	0	08/24/2017	
09/27/2017	INVESTMENT MANAGE...	\$0.00	-\$20.45	0	09/27/2017	

Once the Advanced Filters screen is open, scroll down the right column and select the Trans. Code "614-2614 - Distribution to Charity" by clicking the checkbox then click "Update."

Advanced Filters

Filter By Security Filter By Trans. Codes

CUSIP - Security Name - Ticker	Code - Desc.
<input type="checkbox"/> 00769G493 - CIBC ATLAS EQUITY FUND - AWEIX	<input type="checkbox"/> 613 - 2613 - MSP PAYMENTS (PRINC)
<input type="checkbox"/> 00769G477 - CIBC ATLAS MID CAP EQUITY - AWMIX	<input checked="" type="checkbox"/> 614 - 2614 - DISTRIBUTION TO CHARITY (PRINC)
<input type="checkbox"/> CIBC00018 - CIBC CASH RESERVE -	<input type="checkbox"/> 615 - 2615 - DISTRIB REVOKED TRUST (PRIN)
<input type="checkbox"/> 825252885 - INVESCO GOV'T & AGENCY - AGPXX	<input type="checkbox"/> 616 - 2616 - TRUSTEE ACCOUNTING (PRINC)
<input type="checkbox"/> 464287226 - ISHARE CORE US AGGREGATE - AGG	<input type="checkbox"/> 617 - 2617 - INVESTMENT MANAGEMENT FEE (PRINC)

Cash Amount Unit

CANCEL **CLEAR** **UPDATE**

You will then be able to see all of your grants. Based on your viewing preference, you can sort the list by "Posting Date," "Transaction Description," or amount by clicking on the small down arrow next to the heading.

Beginning Balance

Ending Balance

Date range: All Available Group By: Posting Date

Posting Date...	Transaction Description	Cash	Cost
	... KUANG CHINESE READING ROOM	-\$400.00	
	... INBOW CHINESE SCHOOL	-\$950.00	
	...ORLD WILDLIFE FUND	-\$1,000....	
10/26/2017	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	-\$1,000....	

If you want to see your DAF contributions only, click the "Filter" icon on the right side of the screen.

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User Options Alerts/Messages 1 Help Contacts Links Sign Out

Portfolio Review Transactions My Reports Calculators

Transactions 21 02 0017 0 00 - GREEN

Posted Transactions 94

Email Export Print

Income Cash Principal Cash Cash

Beginning Balance \$0.00 \$0.00 \$0.00

Ending Balance \$0.00 \$0.00 \$0.00

Date range 07/01/2015 - 01/19/2018 Group By Transaction Type

Posting Date	Transaction Description	Cost Ba...	Cash	Units	Trade Date	Security Description
2316 - TRUSTEE ACCOU...						
10/31/2017	TRUSTEE ACCOUNTIN...	\$0.00	-\$94.91	0	10/31/2017	
	Total of 2316 - TRUSTEE...	\$0.00	-\$94.91	0		
2317 - INVESTMENT MA...						
08/24/2017	INVESTMENT MANAGE...	\$0.00	-\$19.42	0	08/24/2017	
09/27/2017	INVESTMENT MANAGE...	\$0.00	-\$20.45	0	09/27/2017	

Settings Filters

Once the Advanced Filters screen is open, click the "Clear" button (if you previously made filter selections), scroll down the right column and select the Trans. Code "023 - Contribution to Principal Cash" by clicking the checkbox then click "Update."

Advanced Filters

Filter By Security Filter By Trans. Codes

023

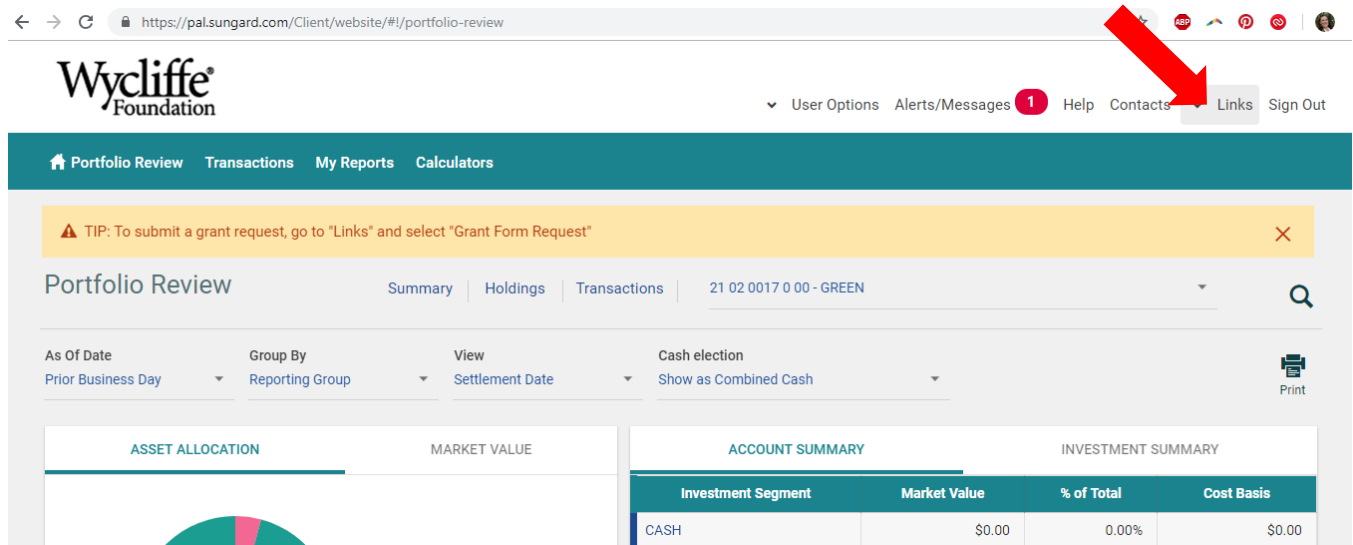
CUSIP - Security Name - Ticker	Code - Desc.
<input type="checkbox"/> 00769G493 - CIBC ATLAS EQUITY FUND - AWEIX	<input type="checkbox"/> 021 - ORDINARY DIVIDEND
<input type="checkbox"/> 00769G477 - CIBC ATLAS MID CAP EQUITY - AWMIX	<input type="checkbox"/> 022 - INTEREST
<input type="checkbox"/> CIBC00018 - CIBC CASH RESERVE -	<input checked="" type="checkbox"/> 023 - CONTRIBUTION TO PRINCIPAL CASH
<input type="checkbox"/> 825252885 - INVESCO GOVT & AGENCY - AGPXX	<input type="checkbox"/> 024 - OTHER INCOME
<input type="checkbox"/> 464287226 - ISHARE CORE US AGGREGATE - AGG	<input type="checkbox"/> 025 - RETURN OF CAPITAL ADJUSTMENT
<input type="checkbox"/> 464287226 - ISHARE CORE US AGGREGATE - AGG	<input type="checkbox"/> 026 - TAXABLE STOCK DIVIDEND

Cash Amount Unit

CANCEL CLEAR UPDATE

Request Grant Distributions

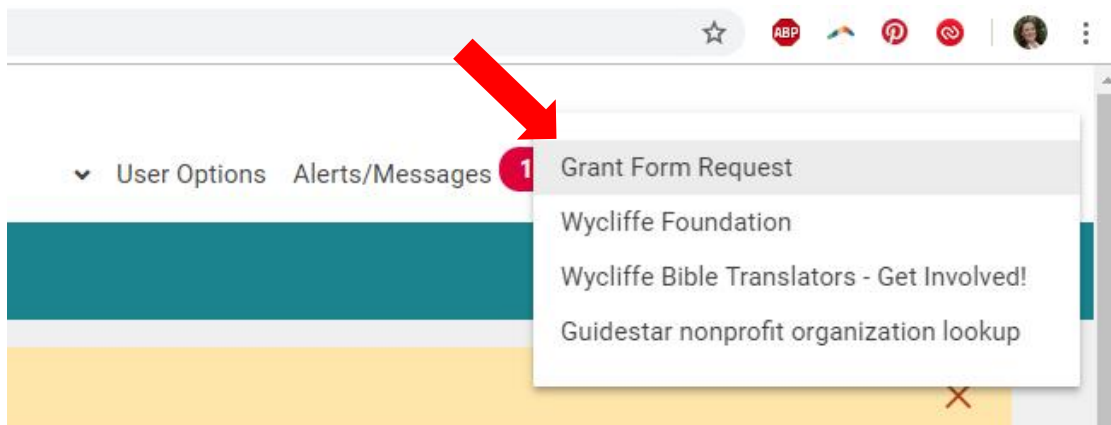
To request grant distributions from your DAF, click on "Links" in the top right corner of the Portfolio Review home page.



The screenshot shows the Wycliffe Foundation Portfolio Review interface. The top navigation bar includes 'User Options', 'Alerts/Messages' (with a red notification badge), 'Help', 'Contacts', 'Links', and 'Sign Out'. A red arrow points to the 'Links' menu item. Below the navigation bar is a teal header with 'Portfolio Review', 'Transactions', 'My Reports', and 'Calculators'. A yellow tip box states: 'TIP: To submit a grant request, go to "Links" and select "Grant Form Request"'. The main content area is titled 'Portfolio Review' and includes tabs for 'Summary', 'Holdings', and 'Transactions'. Below this are filters for 'As Of Date', 'Group By', 'View', and 'Cash election'. The main content is divided into 'ASSET ALLOCATION' (with a pie chart) and 'ACCOUNT SUMMARY' (with a table).

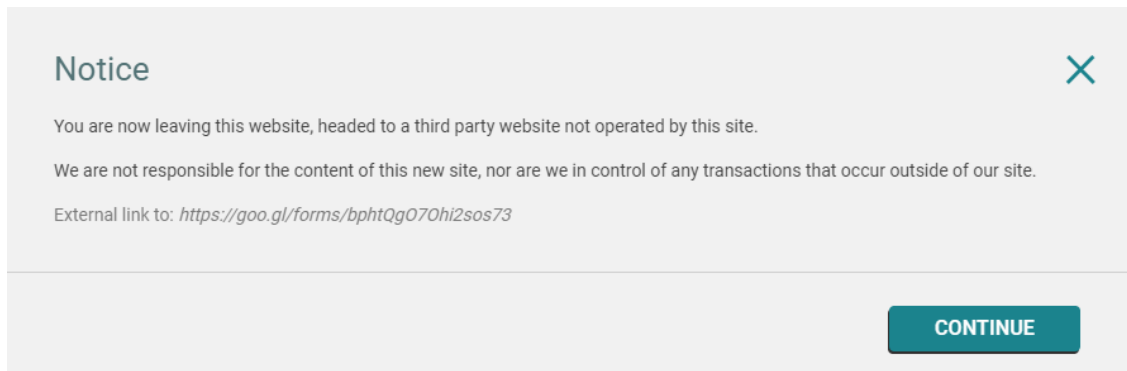
Investment Segment	Market Value	% of Total	Cost Basis
CASH	\$0.00	0.00%	\$0.00

A menu will drop down. Select "Grant Form Request"



This close-up shows the 'Links' dropdown menu. The options are: 'Grant Form Request', 'Wycliffe Foundation', 'Wycliffe Bible Translators - Get Involved!', and 'Guidestar nonprofit organization lookup'. A red arrow points to the 'Grant Form Request' option.

You will receive the pop-up notice below. Simply click "Continue".



The notice dialog box contains the following text:

Notice [Close X]

You are now leaving this website, headed to a third party website not operated by this site.

We are not responsible for the content of this new site, nor are we in control of any transactions that occur outside of our site.

External link to: <https://goo.gl/forms/bphtQgO70hi2sos73>

CONTINUE

Once the DAF Grant Distribution Request form is open, fill out all the fields, click the "Submit" button. You will need to scroll down the page to see all the required fields and the "Submit" button. **NOTE:** A separate request form must be filled out for each distribution designation.

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Foundation**

DAF Grant Distribution Request

This form allows for a single designation to be submitted. To submit more than one designation for the same or another charitable organization, you will be given an opportunity to "submit another response" after clicking SUBMIT at the bottom of this page.

* Required

Email address *

Your email _____

Your name: *

members, any "disqualified person" (as defined by the IRS), or that are determined to not further WF's "tax-exempt purposes," will not be honored, although Donor will be given other opportunities to make alternate recommendations. *

I agree with the donor guidelines above.

I DO NOT agree with the donor guidelines above. (Grant will not be processed.)

A copy of your responses will be emailed to the address you provided.

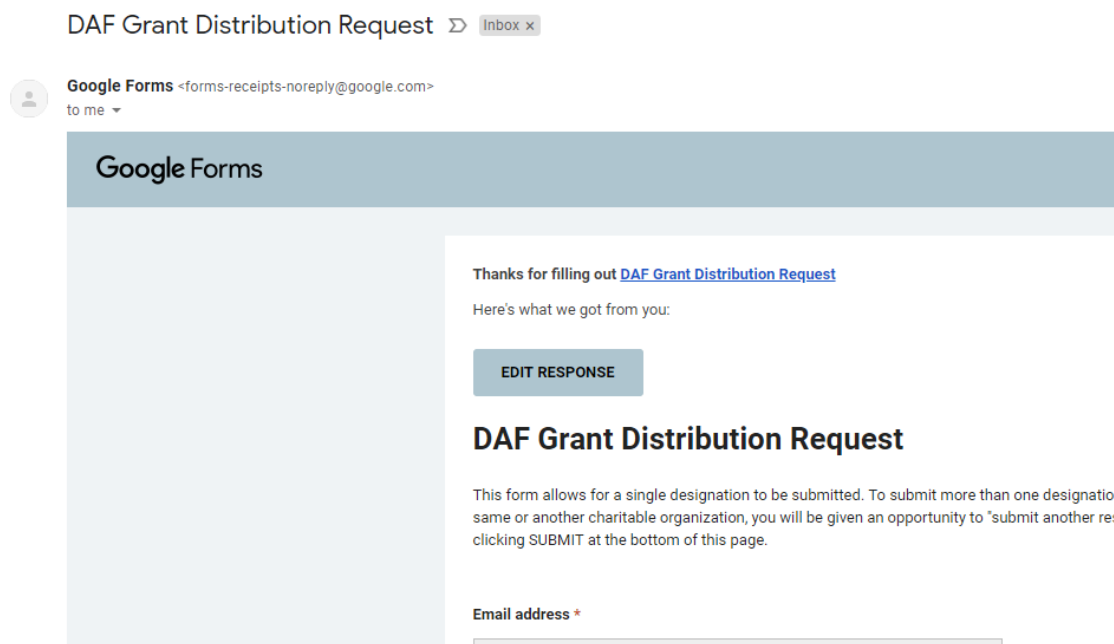
SUBMIT

Never submit passwords through Google Forms.

You will receive the following screen when your DAF Grant Distribution Request form is successfully submitted. From this screen, you can click "Submit another response" to fill out another request form for additional distributions. We will initiate your grant within five business day(s).



Additionally, you will receive an email confirmation for each DAF Grant Distribution Request you submit.



TIP: You can make DAF Grant Distribution Requests without logging in to the Wycliffe Foundation Online Portfolio Review website. To submit a grant request form, click [HERE](#).