



DONORSPHERE FIRST-TIME LOGIN INSTRUCTIONS

We are very pleased to introduce you to **DonorSphere**, a new online donor portal provided by the Jewish Community Foundation of Greater Mercer. **DonorSphere**, a marketing leading innovative technology, is a secure, convenient, and reliable way to enhance your fund management experience.

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

Go to <https://jcfgm.donorsphere.org/login> (see picture below)

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

The screenshot shows a login page with a dark blue sidebar on the left and a white main content area on the right. The sidebar contains a 'Login' button, a 'Forgot Username or Password' link, and input fields for 'Username' and 'Password'. The main content area features the organization's logo, a 'WELCOME' message, a paragraph of introductory text, a link to 'Click here for more information on how to use DonorSphere.', and a 'LOG-IN' section with three numbered instructions. At the bottom of the main content area, it says 'JEWISH COMMUNITY FOUNDATION OF GREATER MERCER'. The background of the page shows a lighthouse.

STEP # 2

You will be directed to an Account Recovery page (see picture below)
After “I Forgot My” – click “Password”

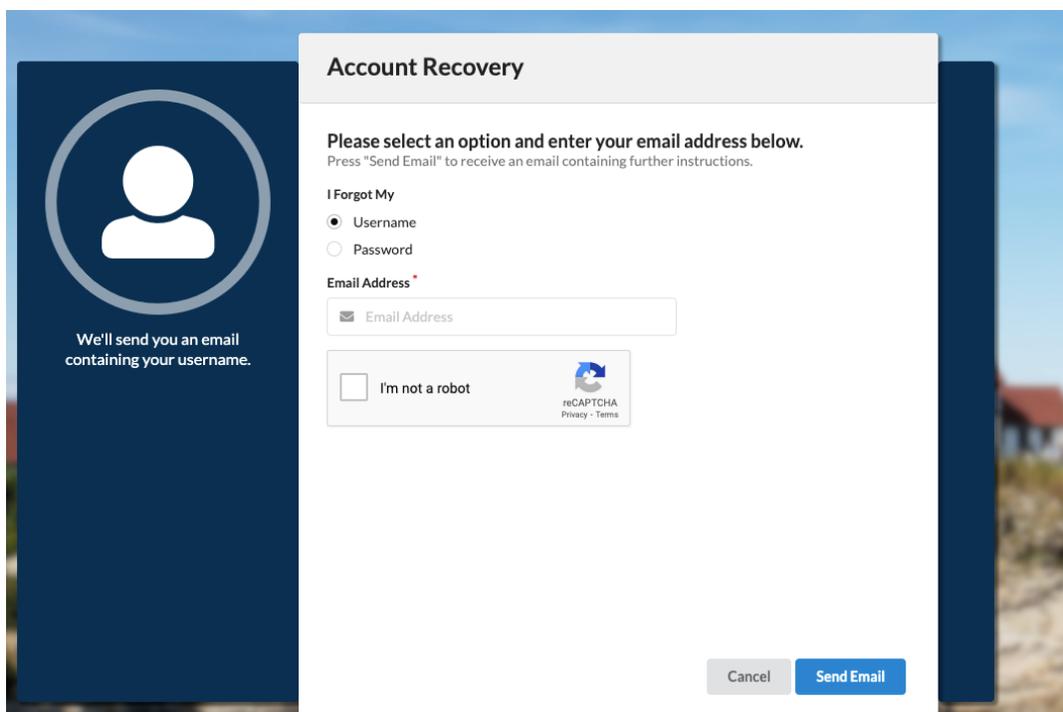
Enter your email address in the space provided

** Please use the email address you have used when logging into the prior donor portal. If you wish to change this email address, please contact JCFGM staff at info@foundationjewish.org

Click “I’m not a robot”

You will be asked to select images and to “verify”

Click “Send Email”



Account Recovery

Please select an option and enter your email address below.
Press "Send Email" to receive an email containing further instructions.

I Forgot My

- Username
- Password

Email Address *

I'm not a robot  reCAPTCHA
Privacy - Terms

STEP # 3

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

The subject on the email will be "Reset Password."

Click on the "Reset Password" link in the body of the email.

** If you do not receive this email, please contact JCFGM staff at info@foundationjewish.org



DonorSphere@foundationjewish.org

Reset Password

To: Amy Zacks

Inbox - Google 5:53 PM

Dear Amy Zacks,

You recently requested a password reset for your online access to DonorSphere. Please click on the link below to reset your password.

[Reset Password](#)

You will be immediately prompted to enter a new password which must meet certain security requirements; please keep your password confidential. If you did not request a password reset please immediately contact your Client Administrator. Please do not reply directly to this email - it is automatically generated and replies are not monitored.

Thank You,

DonorSphere Support Staff

STEP # 4

A Reset Password page will open (see picture below)

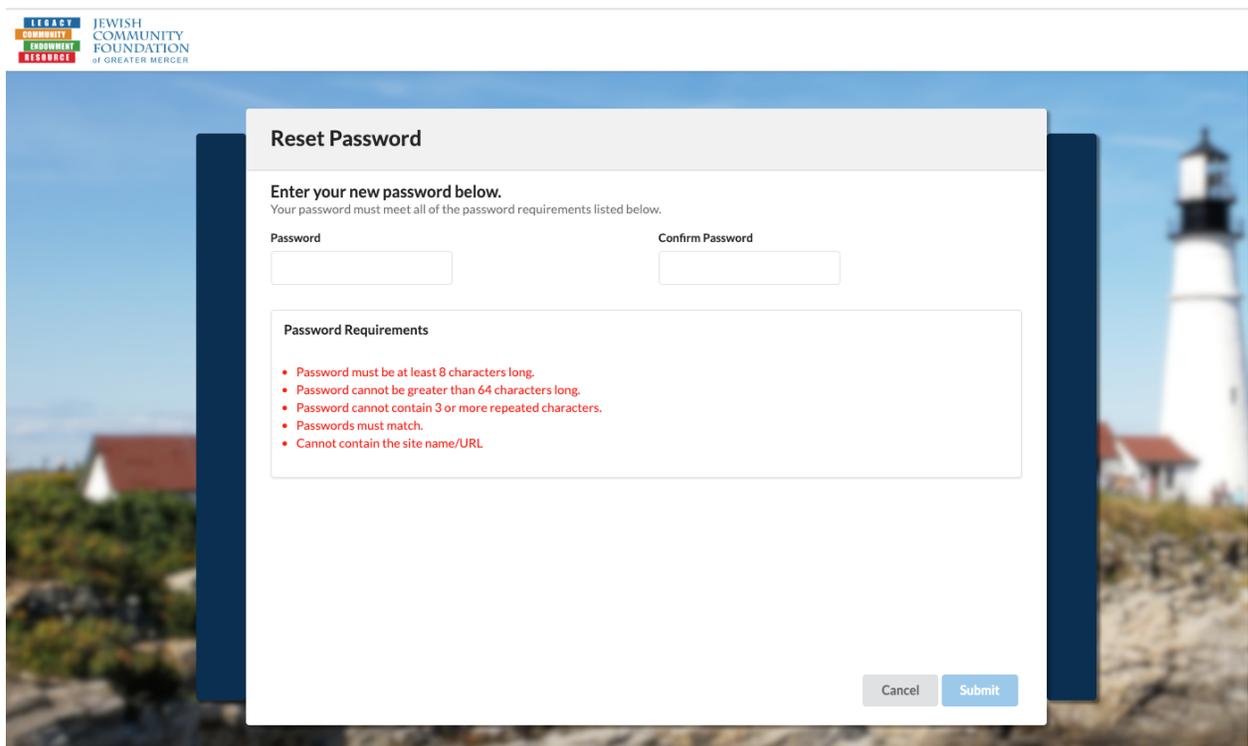
You should enter a “Password” of your own choosing (in the space provided), using the following requirements:

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

** We recommend writing down your password so you don't forget it!

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

Click “Submit”



The screenshot shows a web form titled "Reset Password" for the Jewish Community Foundation of Greater Mercer. The form includes a header with the organization's logo and name. Below the title, it instructs the user to "Enter your new password below" and lists the password requirements. There are two input fields: "Password" and "Confirm Password". A "Password Requirements" section lists the following rules:

- 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.

At the bottom right of the form, there are "Cancel" and "Submit" buttons.

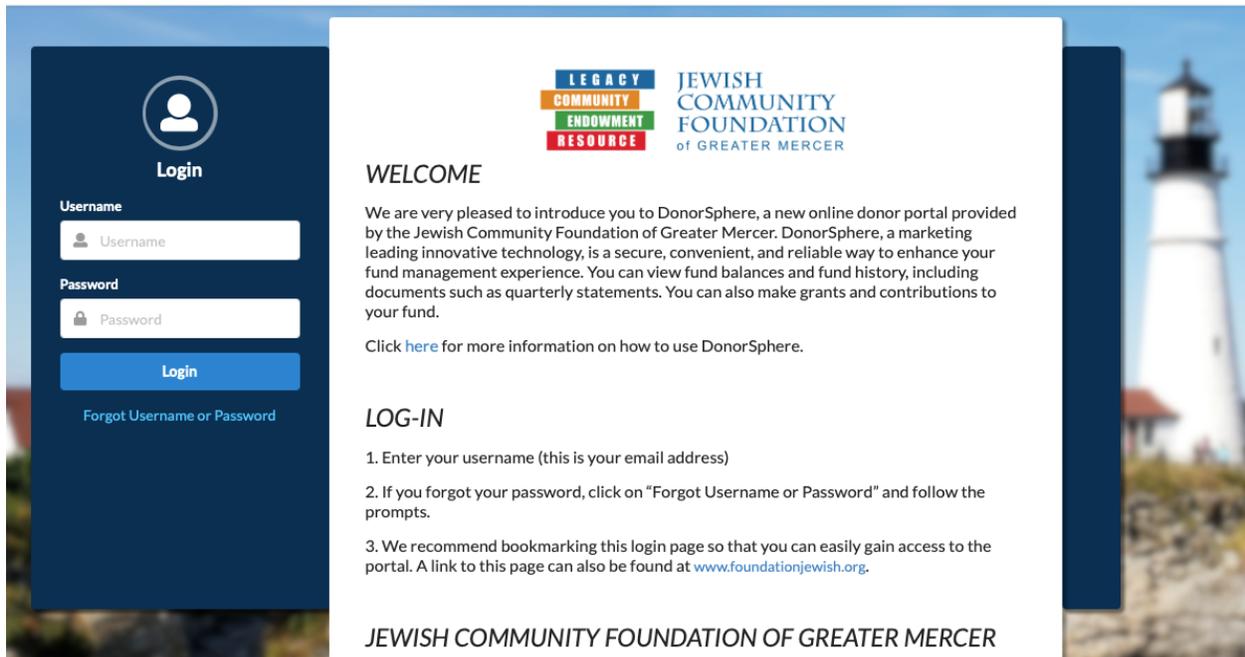
STEP # 5

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”



The screenshot shows the DonorSphere login interface. On the left, a dark blue sidebar contains a white circle with a person icon, the word "Login", a "Username" input field, a "Password" input field, a blue "Login" button, and a link for "Forgot Username or Password". The main content area is white with a lighthouse background on the right. It features the "LEGACY COMMUNITY ENDOWMENT RESOURCE" logo and the "JEWISH COMMUNITY FOUNDATION of GREATER MERCER" logo. Below the logos, the text reads "WELCOME" and "We are very pleased to introduce you to DonorSphere, a new online donor portal provided by the Jewish Community Foundation of Greater Mercer. DonorSphere, a marketing leading innovative technology, is a secure, convenient, and reliable way to enhance your fund management experience. You can view fund balances and fund history, including documents such as quarterly statements. You can also make grants and contributions to your fund." A link "Click [here](#) for more information on how to use DonorSphere." is provided. Below this, the "LOG-IN" section lists three steps: 1. Enter your username (this is your email address), 2. If you forgot your password, click on "Forgot Username or Password" and follow the prompts, and 3. We recommend bookmarking this login page so that you can easily gain access to the portal. A link to this page can also be found at www.foundationjewish.org. At the bottom, the text "JEWISH COMMUNITY FOUNDATION OF GREATER MERCER" is displayed.

STEP # 6

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

Choose one security question to answer

Answer the question

STEP # 7

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