

SEI DFX User Guide

# Donor User Guide



## SEI DFX User Guide

## Home Page Tour

## Descriptions

## Quick links

Quick links are available for the most common actions; recommending a grant, planning a contribution or downloading forms.

## Fund details

Click to expand for full details on a fund.

## Recent transactions

Listed are the three most recent contributions and grants for a fund. Click on any transaction for more details.

## Charitable impact

DFX shows you the impact of your giving by breaking grants into philanthropic categories.

## Questions?

Contact us toll-free at 866-498-0668 or at SEI@reninc.com with questions on your RCF donor-advised fund.

The screenshot displays the SEI DFX Home Page for the Rock Family Fund. The page features a top navigation bar with links for 'Add a Fund', 'Recommend a Grant', and 'Plan a Contribution'. The fund's current value is \$16,451,120.05. Below the navigation bar, the 'Fund Details' section is active, showing 'RECENT CONTRIBUTIONS' and 'RECENT GRANTS'. The 'RECENT CONTRIBUTIONS' table lists three transactions from Graco Inc. The 'RECENT GRANTS' table lists three transactions from Charity #1, #2, and #3. A 'DOCUMENTS' section shows a 'Copy of Original Online Application (PDF)'. A 'Your Charitable Impact' section displays a bar chart for grant categories: Health Care (57.6%), Education (37.9%), and Employment (4.5%).

DATE	FROM	AMOUNT
05/20/2021	Graco Inc	\$5,000.00
09/04/2019	Charity #1	\$300.00
08/21/2018	Charity #2	\$2,000.00
08/02/2018	Charity #3	\$5,000.00

DATE	FROM	AMOUNT
12/27/2020	ABC Bank	\$23,745.94
12/23/2016	ABC Bank	\$27,325.57
12/23/2011	ABC Bank	\$20,070.00

GRANT CATEGORY	PERCENTAGE
Health Care	57.6%
Education	37.9%
Employment	4.5%

## SEI DFX User Guide

## Making a Grant

## Descriptions

## Get started

Access the grant recommendation screen through the quick link or the navigation bar.

## Charity search

Search our database of over a million charities to find one to receive the grant.

## Select grant recipient

Choose from your favorite charities, manually enter information or search GuideStar to select your grant recipient.

## Enter the grant amount

Be sure you meet the minimum indicated to the right of the box.

## Grant timing

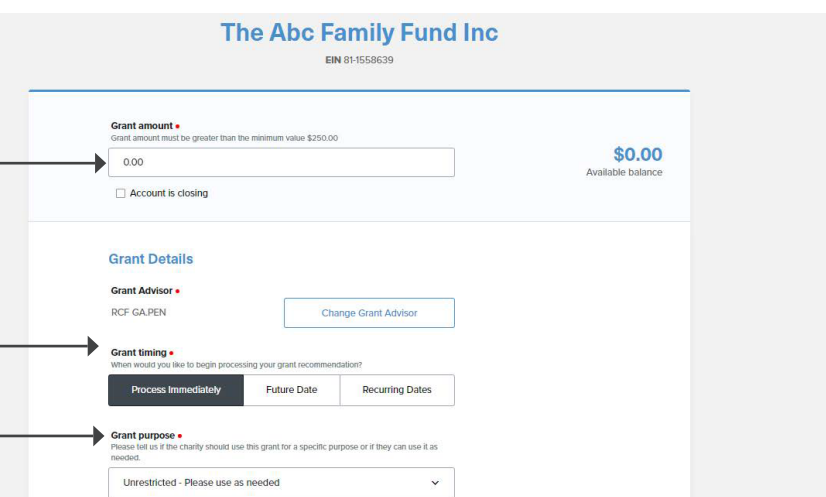
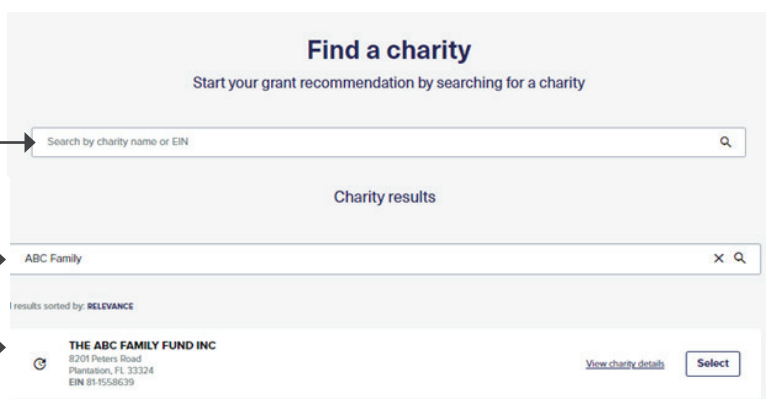
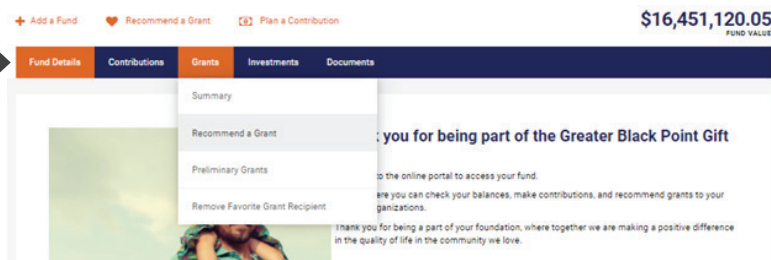
Process your grant immediately, on a future date or create a recurring grant schedule.

Please note that a future date selection indicates the date the grant review will begin and not the date of payment.

## Grant purpose

Would you like funds to be restricted to a specific purpose? You can do so by entering it here.

Please note that some special purposes require additional review.



## SEI DFX User Guide

## Making a Grant

## Descriptions

**Dedication**

RCF allows you to choose if the grant will be dedicated to someone to honor them or their legacy.

**Acknowledgment**

RCF allows you to choose how you are recognized for the grant. Issue it in the name of the fund, the primary donors. Grants can also be issued anonymously.

**Review grant**

Review the grant details before submitting the grant.

**Review and submit**

Read and acknowledge the terms of the grant. When ready submit the grant for processing.

The status of your grant submission can be viewed under the 'Grants Listing' tab.

The screenshot displays the SEI DFX 'Making a Grant' interface. It is divided into several sections:

- Dedications:** A section titled 'Would you like to dedicate this grant to someone?' with radio buttons for 'Yes' and 'No'.
- Acknowledgements:** A section titled 'How would you like to be acknowledged in the grant correspondence with the charity?' with a dropdown menu for 'Fund Name Only' and a 'Change Acknowledgement' button.
- Delivery Method:** A section titled 'Your grant check will be mailed to the charity.'
- Charity address selection:** A section titled 'Available mailing addresses' with a dropdown menu showing '8201 Peters Rd, Plantation, FL 333243265'. Below this is an 'Attention To' field with a placeholder 'Please enter a name'.
- Shipping method:** A section titled 'Standard'.
- Review your grant:** A section titled 'Almost done! Let's review and confirm your recommendation.' It shows a summary of the grant: 'PROCESS IMMEDIATELY', '\$250.00', 'Habitat for Humanity', and 'EIN 38-300410'. It also includes a 'Mail a grant check to the charity' note and a 'Add Special Instructions' button.
- Agreement:** A section titled 'I have read and agree to the terms below.' with four checkboxes for affirmations regarding the grant information and terms.

Navigation buttons include 'Cancel', 'Review grant', 'Save for later', and 'Submit grant'.

## SEI DFX User Guide

## Finding Documents

## Descriptions

**Documents tab**

Clicking the Documents tab will take you to the Documents report page.

**Year**

Documents are available based on the applicable year.

**Grant letter**

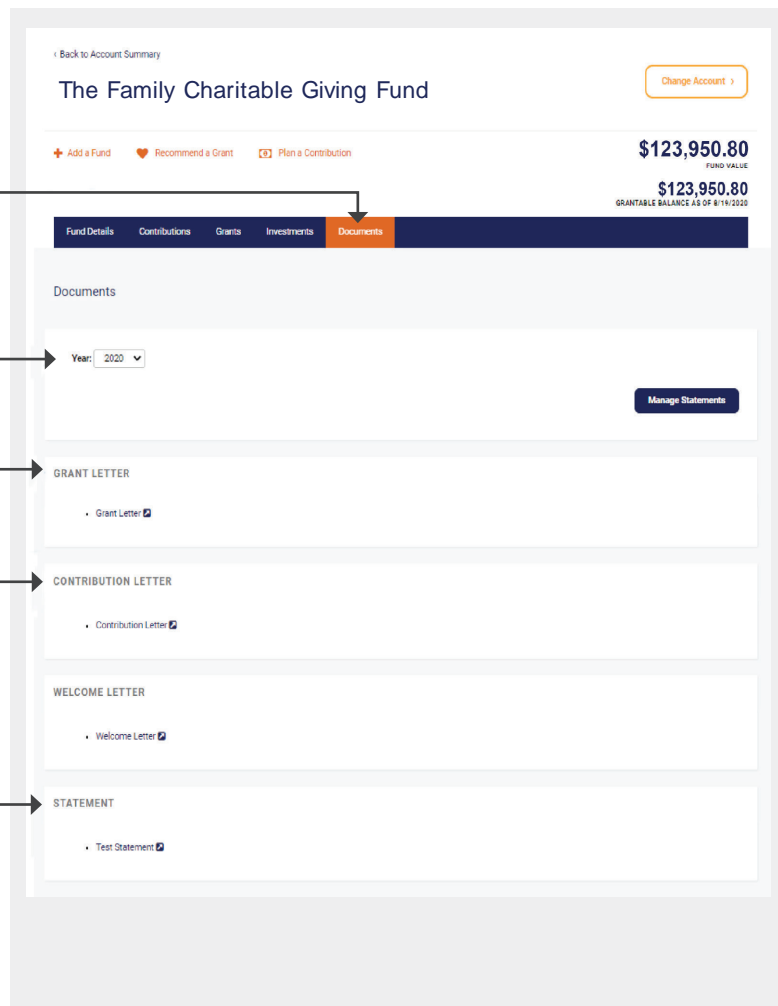
View grant letters sent to charities with processed grants.

**Contribution letter**

Contribution letters can be used to supplement your tax preparation.

**Statements**

View quarterly statements for the account.





## SEI DFX User Guide

## Understanding Your Statement

## Descriptions

**Date**

Date shows the quarter to which the statement applies.

**Fund information**

Fund information shows the name of the fund, the fund's code, and the fund's account number.

**Account summary**

Account summary shows the balance of the account at opening and close of the statement's quarter.

**Account holdings**

Account holdings provides a breakdown of the beginning and ending balances for underlying investments within the fund.

**Contributions to account**

A detailed listing of contributions and grants within the account during the quarter is shown in "Contributions to Account" and "Grants from Account."

**Account Statement**

October 1, 2017 - December 31, 2017

**The Charles Walters Family Fund**

Account Code: WALTER99

Account Number: 50000

Charles Walters  
400 N. Main St.  
Brownsville, TX 79999

To access your online account information, visit us @ <https://xyz.donorfirstx.com>.

**Account Summary**

<b>Beginning Balance (October 1, 2017)</b>	<b>\$0.00</b>
Contributions to Account	\$51,192.00
Grants Paid from Account	(\$8,575.00)
Market Value Changes	(\$351.00)
Interest and Dividends	\$0.00
Realized Gains (Losses)	\$0.00
Account Fees	\$0.00
<b>Ending Balance (December 31, 2017)</b>	<b>\$42,266.00</b>

**Account Holdings**

Description	Beginning Balance	Change in Account Balance	Ending Balance	% of Account
Stock # 1	\$0.00	\$11,437.00	\$11,437.00	27.06%
Stock # 2	\$0.00	\$12,642.00	\$12,642.00	29.91%
Stock # 3	\$0.00	\$18,187.00	\$18,187.00	43.03%
<b>Total</b>	<b>\$0.00</b>	<b>\$42,266.00</b>	<b>\$42,266.00</b>	<b>100.00%</b>

**Contributions to Account**

Date Received	Description	Quantity	Amount
12/28/2017	Stock # 1	200.000	\$13,781.00
12/28/2017	Stock # 2	350.000	\$22,169.00
12/28/2017	Stock # 3	200.000	\$15,242.00
<b>Total</b>			<b>\$51,192.00</b>

## SEI DFX User Guide

## Updating Your Profile

## Descriptions

**User preferences**

Hover over your name to change your email, password, email security questions and to customize email notifications.

**Change password**

Change your password using the parameters set by the organization.

**Change security question**

Update the security question to log in to your account if you lose your password.

**Update email notifications**

Opt-in to receive e-notifications regarding account activity.

The screenshot displays a user profile interface for 'Doe, John'. At the top right, there is a user icon, the name 'Doe, John', and a 'Log Out' link. A dropdown menu is open, showing options: 'Change Email', 'Change Password', 'Change Security Questions', and 'Email Notifications'. Below this, the 'CHANGE SECURITY QUESTION' section is visible, with a message: 'We do not have a security question and answer on file for you. You will need to provide them before continuing on.' It includes fields for 'Security Question' (a dropdown menu), 'Answer to the Security Question', and 'Confirm Answer'. To the right of these fields is a blue box with the text 'Your password must meet these minimum requirements:' followed by four checkboxes: 'Must be a minimum of 6 characters in total length', 'Must be a minimum of 1 capital letters', 'Must be a minimum of 1 lower case letters', and 'Must be a minimum of 1 numbers'. A 'Change Password' button is located below this box. At the bottom, the 'UPDATE YOUR EMAIL NOTIFICATIONS' section contains a list of checkboxes: 'Contribution Information Submitted', 'Contribution Received', 'Grant Approved', 'Grant Paid', 'Grant Recommendation Submitted', 'Login Credentials Failures', 'Login Credentials Success', and 'New Account Submitted'. A 'Save Changes' button is at the bottom right of this section. A 'Change Password' button is also visible at the bottom right of the 'CHANGE SECURITY QUESTION' section.