Northwest Minnesota Foundation’s (NMF) online portal provides you with 24/7 access to your fund account at NMF. Once logged in, you can review and complete a number of tasks for your fund(s).

If you are a Fund Advisor (Fund Chairperson, Fund Secretary/Treasurer or the Fund Contact) for a fund at NMF, you will use the Fund Advisor view. As a Fund Advisor, with qualified permissions, you can do the following:

- View your fund’s financial records, including fund statements and history of contributions and distributions.
- Recommend grants and check grant history.
- Request payment of mission related expenses directly to vendors or through reimbursements.

If you have questions, you may reach out to your Development Officer or Chris Bell, Development Specialist at chrisb@nwmf.org. You may also send a message to philanthropy@nwmf.org.

LOG ON to the PORTAL

Click on the link to access the portal: https://nwmf.spectrumportal.net/#/donors/home or go to www.nwmf.org and click on the link to the portal on our home page.
The Vendor Payment option is accessible from the top menu bar of the web portal site. Once you click on the action you wish to take, you may look up a payee or you can request a payment to a specific payee in the Saved Payment Requests.
You will need to provide information such as payee name, address, source fund, type of request and a W9 status.
There is also a place for you to upload documents and add comments.

And of course, there is a place for you to sign off on the request.
Upon completion, your request will be sent to NMF staff for review and approval. Once approved, your request will be completed and payment(s) will be processed on the regular NMF payment schedule. Currently checks are cut on or close to the 1st and 15th of the month.

**ADDITIONAL RESOURCES**

- To change your password or edit contact information, click on **My Account** from the navigation bar at the top of your home screen.
- To view NMF’s newsletter, click on **Resource Newsletter** under **NEWS** on the NMF home page. To receive newsletters directly, contact Kari Cooper at Karic@nwmf.org

**FIND HELP**

- Each page on the portal has help topics to answer your questions. Click on the green half circle on the upper right-hand side of your screen for additional information.

- For staff assistance, contact Chris Bell, Development Specialist, at chrisb@nwmf.org