



Donor View tips:

Donor View is the way to access Old Bill's gift information, including donor designations, contact information, and expressed preference to not receive thank you notes. To view and download complete donor information, use the instructions below.

1. Click this link: <https://cfjh.iphiview.com/cfjh>.
2. Enter your Donor View User ID (**not an email address**) and associated password.
3. You will be taken to your "Donor Dashboard," an overview of your account.
4. On the left-hand side of the page, click on the link labeled "Contribution Activity."
Tip: Always set the date range for at least *Last 90 Days* to cover all gifts made within this years Old Bill's Fun Run Giving Season.
5. Scroll to the bottom of the page and click on the link labeled "Contribution Activity Excel Export." This download provides all the donor info you will need. (Do not use the other download options.)

A screenshot of the Donor View web application interface. At the top, there are logos for the Community Foundation of Jackson Hole and the Community Foundation of Teton Valley. Below the logos is a navigation bar with links for HOME, DONOR VIEW, and GRANTEE VIEW. The main content area is titled "Contribution Activity" and includes a breadcrumb trail: Donor View » Donor Dashboard » Contribution Activity. On the left side, there is a sidebar menu with options: Get Started, Donor Dashboard (highlighted with a red arrow), Fund Activity, Contribution Activity (highlighted with a red arrow), Grant History, Recurring Grants, Fund My Account, My Profile, and Donate Now. The main content area contains instructions: "To view contribution history in your fund, select the desired date range and click on Contribution Activity Excel Export below to generate a report with complete gift details." Below this, there is a "Fund" section for the Community Foundation of Jackson Hole (Fund Id 10904). A date range dropdown menu is set to "Last 30 Days" and is highlighted with a red arrow. An "Advanced Search" link is located at the bottom of the page.

As your nonprofit's designated Old Bill's contact, you are responsible for sharing Donor View login credentials and the above instructions with your organization.