

American Endowment Foundation

Account access when you need it



Online account access

New users will have to register for online access. After registration is complete, you can access your account by visiting www.aefonline.org/donors/.



New User Online Registration

1. Go to www.aefonline.org/donors/.
2. Click on [Granting Portal Login](#).
3. To create an account, click on [Sign up](#) towards the bottom of the page.
4. Fill in the required information and click [Sign up](#) (please note: you must use the email you provided on the AEF donor advised fund Application).



Additional Resources

The following resources may be beneficial to you as you begin your journey with AEF:

- **Grant Making Basics**

Click the following hyperlink to access information about DonorCentral, granting guidelines, a 4-minute video covering the simple steps of making a grant, and more: <https://www.aefonline.org/online-access-donorcentral> (must log into your AEF account to access).

- **DonorCentral Video Tour** (recorded webinar)

Click [HERE](#) to access a 13-minute deeper dive into DonorCentral.

- **How To Make A Grant Recommendation in DonorCentral**

To access DonorCentral and recommend a recurring grant please follow the steps below:

1. Start by signing into DonorCentral at aef.donorcentral.com. If you have any issues logging in, please contact the Donor Experience Team at donorcentral@aefonline.org or 888-440-4233.
2. Once you are signed into DonorCentral, go to the [Recommendations](#) tab on the top menu bar and select [New](#).
3. Start on the [Charitable Organization](#) tab. This tab must be filled out first.

4. On the first page of the grant recommendation form, you can choose to do one of the following (pictured below):
 - a. Search for an organization that you've granted to previously.
 - b. Search to see if the organization you want to donate to is already in our database.

Grant recommendation

Charitable Organization Recommendation

Add a new charitable organization. Please use the search below first to see if organization is already in AEF's database.

Existing Charitable Organization

If you Select a prior Charitable Organization or Search for a Charitable Organization below, you will not be able to make any changes to the address or contact information. If you have updates/changes please use the SPECIAL COMMENTS field in the "Grant Details" area to let AEF know of any changes. Please do not create a new Charitable Organization for an address change.

Select prior Charitable Organization *

Find in this list

OR

Search for a Charitable Organization *

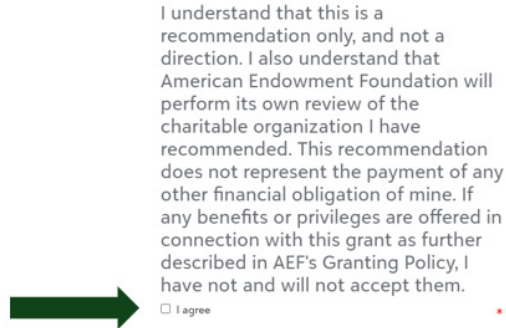
Select a charity

- c. Once you have FIRST searched for a prior Charitable Organization or for a Charitable Organization already in our database, you can add a new Charitable Organization by selecting the radio button (shown below) and adding the information.

*Please do not create a new charitable organization for an address change. Simply include the change of address in the **SPECIAL COMMENTS** field later in the grant recommendation form.

5. Click the **Next** button. This will automatically take you to the Recommendation tab.
6. Make sure you select your fund from the drop-down list.
7. Input the **Grant Amount**: note the minimum is \$250. Please do not use a \$, a comma, or a decimal point.
8. (Optional) Type in a **Purpose – Statement** or message you would like to include on the grant letter. The grant letter is what the organization will receive.
9. (Optional) Type in any **Special Comments** you may want to include for the AEF Grant Team. For example, ACH information for the organization (recommended).
10. Select your **Anonymity**; choose if you would like to be fully anonymous or semi anonymous with the options available.
11. Will this be a **Recurring Grant**? If so, check the box and enter the recurrence details.

12. Once you have filled out the grant recommendation form, read the Important Agreed Conditions before checking the **I agree** box (pictured below).



13. To fully submit the grant recommendation form, click **Review and Submit**.

Once your grant recommendation has been successfully submitted, you will receive an on-screen confirmation followed by a recommendation confirmation email.

If you have any questions, please reach the Donor Experience Team at donorsupport@aefonline.org or 888-440-4233 Monday through Friday 9:00 AM – 5:00 PM ET.



Customer Service

For customer support and/or help setting up your online access, please call a Customer Service available Monday through Friday 9 a.m. – 5 p.m. ET 888-440-4233 or donorsupport@aefonline.org.



Additional Support

Please contact our office if you have any trouble or would like assistance.

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