

## **SETTING UP YOUR MY FUND ACCOUNT**

1) Click on the link below. Please bookmark and save this link for easier and quicker access in the future:

<https://racfs.fcsuite.com/erp/portal>

2) Enter your email address. (Be sure to enter the address this email was sent to as it is the primary address we have linked to your record.) The system will then send a PIN to your email, which you can enter on the site to gain access to your account.

3) Once you are in your My FUND account, click Profile from the top menu. Then select Security from the side menu. From there use Change Username and Change Password to set your login credentials. You can reset your username and password anytime by returning to the Security section of your account. You can also continue to use a pin as a log in option.

If you forget your password, you can reset it by clicking Forgot your password? on the MY FUND login page. In addition, RACF can reset your password to a temporary one and upon login, you will be asked to change your password. Please keep in mind, that after 5 attempts of logging in, you will be locked out. Please reach out to RACF to unlock your account

After this initial login, you can log back in anytime by visiting our homepage and clicking MY FUND (donor portal).