**Fund Central Walk Through: Create Your Account**

1. Let the Foundation know you are interested in setting up your Fund Central account by calling us at (785)272-4804 or sending us an email: price@topekacommunityfoundation.org

2. After receiving confirmation from the Foundation that it has been sent, look for an email to arrive from sender "no-reply@fcsuite.com." The email should look something like this:

![Email Example](image)

If you haven’t received the email within a few hours, be sure to check your spam folder.

3. Click the link in the email to start the simple set-up process, seen here:

![Setup Access](image)

Be sure to take note of your username and password.
4. Once you have successfully completed the registration process, visit www.topekacommunityfoundation.org/fund-central to access the system at any time. To log in, simply click “Fund Central Log In,” seen below in yellow.

5. You will be taken to a log in screen, where you will enter your username and password:

Now you are ready to use Fund Central!