

Account View User Guide

The Methodist Foundation for Arkansas now provides an online service for churches and account holders that provides secure access to information related to your account(s).

If at any time you need assistance using the online portal, please call (501) 664-8632.

Initial Login Process

STEP 1: Gaining Access

Link: <https://mfar.iphiview.com/mfar/Login>

STEP 2: Select Forgot Password and enter your email address in the User ID field, enter your phone number and select verification method (Text of Call). Click "Send Verification Code."

Your cell phone must be on file to complete this process.



Forgot/Reset Password
To reset or setup your password, please enter your User ID and Primary Telephone Number, and select an authentication method.

User ID

Primary Phone Number

Country

Verification Method Text Message Call

STEP 3: Enter the verification code sent to your phone and click "Continue". Please note that it may take a few minutes for the call or text to be received.



Forgot Password
Please enter the DonorView verification code

STEP 4: You will also be prompted to create your personal password for all future logins to ensure that you will know the password. Click "Login".

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Reset Password

New Password

Re-type New Password

Requirements

- Must not contain your user ID anywhere in the password.
- Must be at least 8 characters long.
- Must not be longer than 12 characters.
- Must contain at least 2 letters.
- Must contain at least 1 number(s).
- Must have at least 1 special characters.

IMPORTANT NOTE: Please record your newly created password for all subsequent logins. If you forget your password, use the Forgot Password link below the login module.

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Once you complete the Log In process, you will be brought to the **Account Holder Dashboard** – which will display basic information concerning your account including:

- Current Account Balance
- Access to your most recent Statement
- Recent Deposits
- Recent Distributions

Account Holder Dashboard

If you represent more than one Account, please select an Account from the Account Selector menu to begin.

Account Selector

Testing

Testing (Account ID 21539)
Organization for Testing

Account Balance

\$119,877.00 (available)
\$119,877.00 (market value)

Statements

No statements found.
[See All Account Activity and Statements](#)

Go Green

Check here – if you would like to be notified by email when your Statement is available online.
You are currently receiving statements by mail.

Your Account Contact:

[Development Officer](#)
do_not_reply@stellartechsol.com

Total Contributions

Recent Contributions

AMOUNT	TYPE	STATUS	DATE
\$123,456.00	Credit Card	Posted	10/27/2022

[See All Contributions](#)

Recent Distributions

By Organization:

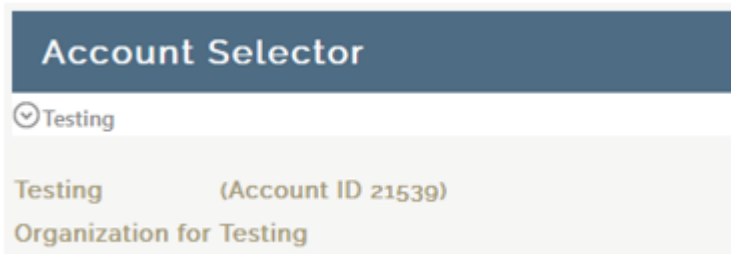
Recent Distributions	Actions	
Organization for Testing 10/27/2022 \$3,579.00	View New Repeat	

[See All Distributions](#)

To Access Account Information

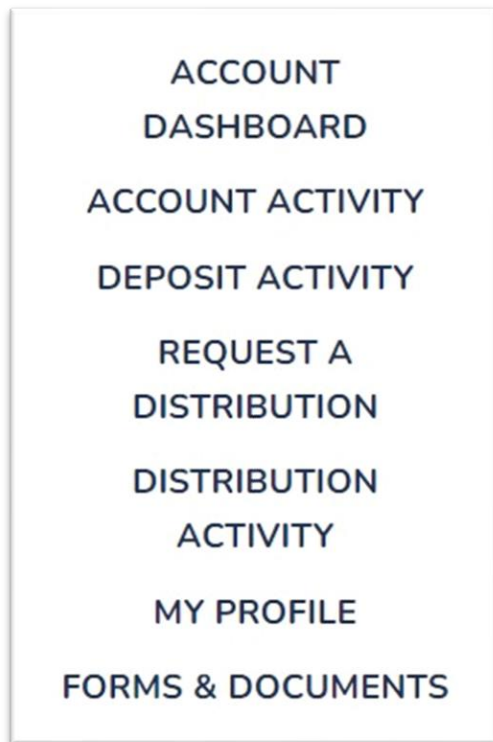
STEP 1: Confirm the name of your account. If you have access to more than one account you can switch between them by clicking “Change Account” under the Account heading.

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STEP 2: Use the navigation menu at the *top of the screen (Account View)* to navigate to other pages.

- Access your account's activity
- Request a Distribution (for those with Authorized Access)
- Review your account's Distribution and Deposit activity
- Maintain personal information & update your password
- Access forms and documents related to your account



Account Activity

Use this page to view up-to-date information about your account.

- Account Activity Summary per a selected date range. Data includes the following:
 - Beginning and Ending Balances
 - Deposits
 - Distributions
 - Earnings Allocated to the Account
 - Administrative Costs (account service fees)
 - Other Activity (transfers, etc.)

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Highlighted items are clickable hyperlinks. Click on any highlighted item to display the detail for that activity in the table below.

Account Activity Reports

Search:
Range

Last 30 Days

Fund Activity Summary

Section	Amount
Beginning Balance:	\$0.00
<u>Total Period Deposits:</u>	\$123,456.00
<u>Total Period Distributions:</u>	(\$3,579.00)
Earnings Allocated to Account:	\$0.00
Administrative Cost Assessment:	\$0.00
Other Activity:	\$0.00
Change in Value of Investments:	\$0.00
<u>Ending Balance:</u>	\$119,877.00

Fund Activity Detail
 Total Period Distributions: Report from 9/28/2022 to 10/28/2022

Party	Description	Type	Date	Tran ID	Amount
Organization for Testing	Grantee Pmt	Wire	10/27/2022	32872	(\$3,579.00)
Total					(\$3,579.00)

[Export to Pdf](#)
[Export to Excel](#)

On this page you may also download your account statements: Click the date range to open the statement as a PDF.

Get Statements:

[8/1/2022 - 8/31/2022](#)

[7/1/2022 - 7/31/2022](#)

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Deposit/Contribution Activity

View your deposit activity per the selected date range. Information displayed includes: donor(s), transaction type, transaction ID, Date, Amount, etc.

Contribution Activity ?

Account

Testing

Testing (Account ID 21539)
Organization for Testing

Search Contributions:

Range Last 30 Days

[Advanced Search](#)

Contributions History

Date	Description	Type	Contribution Type	Amount	Status
10/27/2022	Cash	CC	Single	\$123,456.00	Posted

[Export to Excel](#)

[Export to Excel for Mail Merge](#)

[Export to Pdf](#)

Request a Distribution

If you are an interested party with authorized access to the account, use the following steps to request a distribution from your account:

STEP 1:

- A. If you hold more than one account, confirm you have chosen the correct account from the menu.
- B. Choose the payee from your list – click the “New Distribution” button next to the Payee Name.

Payee List

To request a distribution, click the “New Distribution” button beside the payee name.

	Payee
<div style="background-color: #8c7a4d; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">New Distribution</div>	<p style="margin: 0;">Organization for Testing</p> <p style="margin: 0; font-size: small;">1234 Main Street Anytown, LA 12345</p>

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STEP 2:

Complete the Distribution Request Form – Note that Amount and Purpose are required fields.

Distribution Request

I would like to request a distribution to:

Organization for Testing

Address

Requested Distribution Amount:

As a Single Payment
 As a Recurring Payment

Balance **\$119,877.00**

Amount

Single Payment:

Other Distribution Details:

Name of Contact

Purpose:

Special Instructions:

Please note payment preference:

*copy of voided check must be on file for direct deposit

STEP 3: Submit Distribution Request and Confirm the request details on the following page. If changes are needed, select the Edit Distribution button to return to the form and make any corrections. If all information is correct, choose Confirm Distribution Request.

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Confirm Request

Payee: Organization for Testing
1234 Main Street, Anytown, LA 12345

Amount: single payment for \$500.00

Letter Comments: Testing

By clicking the Confirm Distribution Request button, I understand and acknowledge that a grant must directly and fully support a charitable program and may not be used for any of the following:

- To provide private benefit to me or any other related individual
- To pay for dues, membership fees, or a pledge
- To purchase tickets to a charitable event or benefit, such as banquets, golf tournaments, auctions, sponsorships
- To pay for school tuition – apart from an established scholarship program
- To support organizations on the terror-watch list
- To support a political party or candidate for election

Your request is NOT submitted until you click the Confirm Distribution Request button.

Cancel

Edit Request

Confirm Distribution Request

STEP 4: Final confirmation screen displays your transaction ID. You will also receive a confirmation email for each request which will include a transaction ID for future tracking.

Distribution Request Submitted

Thank you for your Distribution Request. Your transaction ID is: 10202.

Make Another Distribution Request

Back to Account Holder Dashboard

View Distribution History

Recurring Distribution: On the *Distribution Request* form, you may select a *Single Payment* (default) or *Recurring Payment* to setup a schedule of payments to the same payee.

Select payment amount, frequency (monthly, annually, etc.), start date and number of payments. The End Date will calculate automatically based on the Start Date and number of payments entered.

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Requested Distribution Amount:

As a Single Payment
 As a Recurring Payment

Balance **\$119,377.00**

Amount

Recurring Payments:

Frequency

of Payments

Start

End

Distribution Activity

Displays all payments within a specified date range.

Distribution History

Account

Testing (Account ID 21539)
Organization for Testing

Search Distributions:

Range:

Field of Interest:

[Advanced Search](#)

Distributions

View [Single Distributions](#) only.

Distribution History

For more information about these transactions, please click "Export to Excel" below.

Payee Name	Type	Amount	Status	Created	Authorization Status	Actions
Organization for Testing	Single	\$3,579.00	Posted	10/27/2022		New Distribution Details Repeat
Organization for Testing	Single	\$500.00	Entered	10/28/2022		New Distribution Details Repeat

To view detail about any transaction, select Details under the Actions column.

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View Distribution

Distribution Details

Payee Details: [Organization Details](#)

Payee: **Organization for Testing**
1234 Main Street, Anytown, LA 12345

Amount: **\$500.00**

Other Distribution Request Details

Transaction ID: 32874

Status: **Entered**

Authorization Status: **Not Required**

Individual Authorization Status: **N/A**

Purpose: **Testing**

Special Instructions: **Direct deposit***

Processing History

Created: 10/28/2022

Scheduled: 10/28/2022

[Back](#) [Cancel Distribution](#) [New Distribution](#) [Edit Distribution](#) [Repeat Distribution](#)



From this screen you may also cancel the request, or edit the request - transaction status must be: Entered. Once Approved or Posted, these options are no longer shown.

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My Profile

- Maintain personal information (name, addresses, phone numbers, email, etc.) to ensure the Foundation's records are current.
- Change password.
- Please save any changes before moving to another page or tab.

Personal	Addresses	Communications	Change Password
Personal Information			
Title: Ms.			
First Name: Tammy			
Middle Name: A			
Last Name: Tester			
Suffix:			
Other			
Company: Test Church			
Job Title: Finance Manager			

Forms and Documents

- Displays general forms and documents available to all account holders
- Displays account specific documents uploaded to the account's Related Files folder in our database.

Forms & Documents			
Title	Description	Size	
DonorView FAQs	Answers to the most commonly asked questions about using DonorView.	11.35 KB	Download
General Information for Donors	This is a sample document showing how files in the documents module are visible to all DonorView donors.	14.88 KB	Download

My Account Documents
File Name
Testing_document1.pdf

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Frequently Asked Questions (FAQ)

Forgot your User Name?

Use the Forgot Login link on the Login page or call us at (501) 664-8632 to request assistance.

Forgot your Password?

Click on the link, "Forgot Password." You will be prompted to enter your phone number and select a verification method (Text or Call). The phone number entered must match the information we have on file. A token to change your password will then be sent to you. If you have any difficulties, call us at (501) 664-8632.



Forgot/Reset Password
To reset or setup your password, please enter your User ID and Primary Telephone Number, and select an authentication method.

User ID

Primary Phone Number

Country **United States of America** ▾

Verification Method Text Message Call

If I have multiple accounts, can I see the details for each account separately?

Yes. For account holders with access to multiple accounts, you will see a drop-down menu which allows you to select each account to view.

Account Activity

How will I know when my account statement has been posted on line?

You will receive an email notification when account statements are posted online.

What does "party name" mean when I download deposit activity to Excel?

"Party name" is the legal contributor, which is the entity that signed the check or made an electronic transfer. Sometimes this differs from how the donor wants to be recognized. Please contact us if you are unable to determine the contributor from the "party name."

What does "Approved" status mean?

The "approved" status signifies the transaction has received approval in the system, but has not yet been paid.

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What does “Posted” status mean?

The “posted” status signifies the transaction has been posted on the account and is ready to be or has been paid.

What is an “issued” date?

The “issued” date captures when payment is sent to the recipient.