

Admin 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

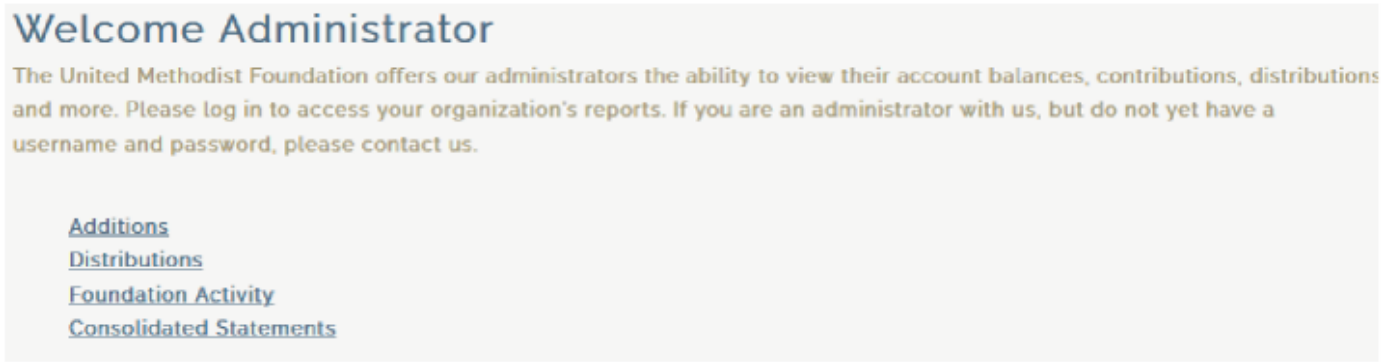
Re-type New Password

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.

Once you complete the *Log in* process, you will be brought to the **Admin View landing page** – which will display links to the information as noted below:



Welcome Administrator

The United Methodist Foundation offers our administrators the ability to view their account balances, contributions, distributions and more. Please log in to access your organization's reports. If you are an administrator with us, but do not yet have a username and password, please contact us.

- [Additions](#)
- [Distributions](#)
- [Foundation Activity](#)
- [Consolidated Statements](#)

To Access Church Information

Use the navigation menu at the top of the screen (Admin View) to navigate to other pages.



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Deposits

Use this page to view up-to-date information about additions/contributions to the church/organization. If you have access to more than one church/organization, please select from the Organization menu.

Organization

Organization for Testing

Organization for Testing Party Id 21541

Then select your search criteria: A date range of 30 days is the default. If no other criteria is selected, the results table will display all activity for all accounts within the selected date range. You may also search for a specific account or account type.

Contributions/Additions

Organization

Organization for Testing

Organization for Testing Party Id 21541

Search

Range

Last 30 Days

Accounts

Search Accounts

Account Id

0

Account Name

Contribution/Addition History

Date	Contributor	Account Name	Type	Payment Type	Amount
10/27/2022	Test-Person, Tammy A	Testing	Cash Contrib	CC	\$123,456.00

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

Below the search results table, you may select a link to export the information to a PDF or Excel document.

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Distributions

Use this page to view up-to-date information about distributions to the church/organization.

If you have access to more than one church/organization, please select from the Organization menu. Then select your search criteria. A date range of 30 days is the default. If no other criteria is selected, the results table will display all activity for all accounts within the selected date range. You may also search for a specific account, payee, or transaction status.

Distribution Payments

Organization
Organization for Testing
Organization for Testing Party Id 21541

Search
Range
Last 30 Days
Account Id
0
Account


Payee

Status
- ALL -

Distribution History

Pmt Date	Payee	Account Name	Status	Amount
10/27/2022	Organization for Testing	Testing	Posted	\$3,579.00

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



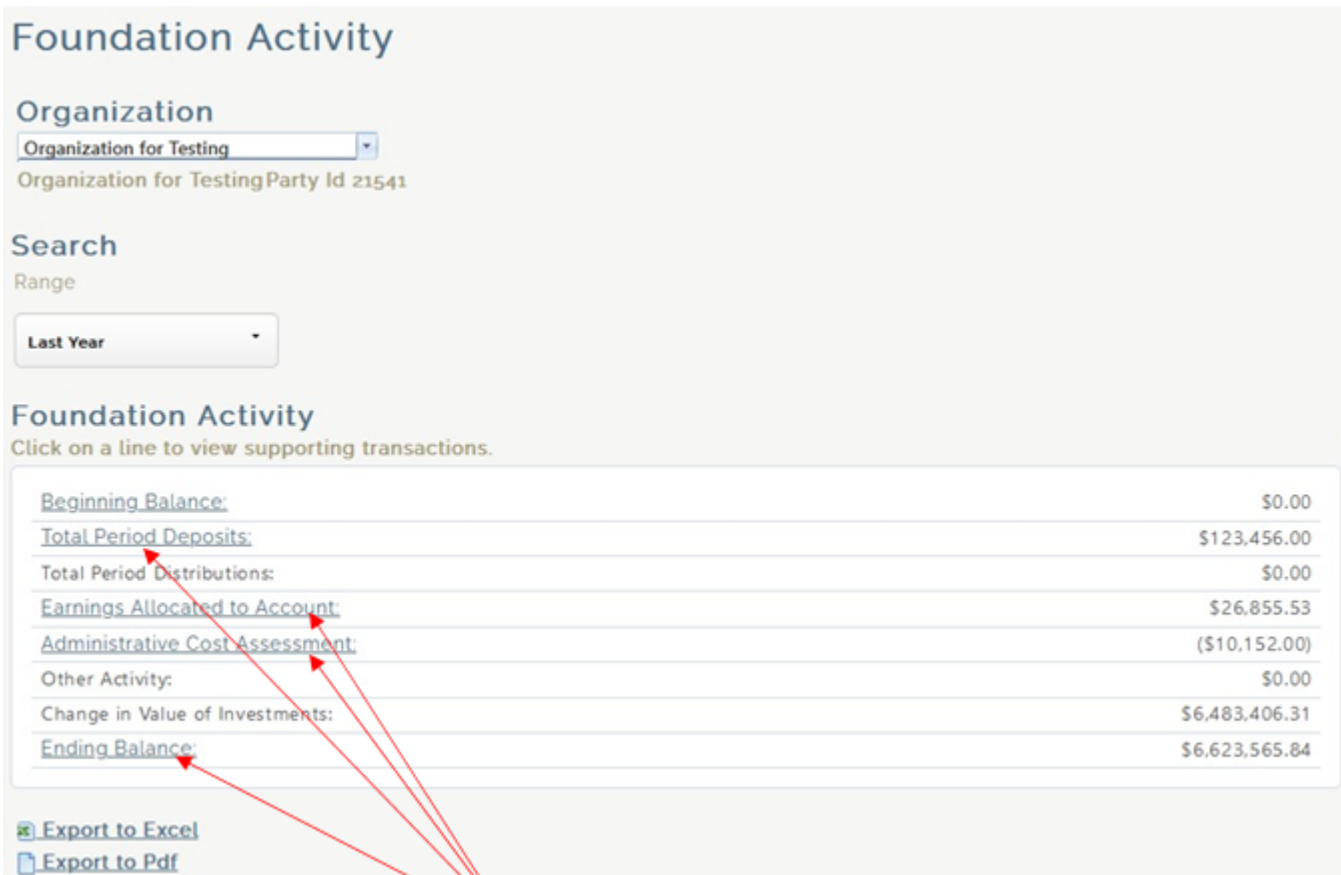
Below the search results table, you may select a link to export the information to a PDF or Excel document.

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Organization Activity

Displays church/organization activity for all accounts per a selected date range. Data includes the following:

- Beginning Balance
- Total Period Deposits
- Total Period Distributions
- Earnings Allocated to Accounts
- Administrative Cost Assessment
- Other Activity
- Change in Value of Investments
- Ending Balance



Foundation Activity

Organization
 Organization for Testing
 Organization for Testing Party Id 21541

Search
 Range
 Last Year

Foundation Activity
 Click on a line to view supporting transactions.

<u>Beginning Balance:</u>	\$0.00
<u>Total Period Deposits:</u>	\$123,456.00
Total Period Distributions:	\$0.00
<u>Earnings Allocated to Account:</u>	\$26,855.53
<u>Administrative Cost Assessment:</u>	(\$10,152.00)
Other Activity:	\$0.00
Change in Value of Investments:	\$6,483,406.31
<u>Ending Balance:</u>	\$6,623,565.84

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[Export to Pdf](#)

Highlighted items are clickable hyperlinks. Click on any highlighted item to display the detail for that activity on a new screen.

In the following example, Ending Balance is selected.

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Foundation Activity Details

[Back](#)

Results

Account ID	Account Name	Amount
20061	XXXXXXXXXXXXXXXXXXXXon	\$99,487.89
20062	XXXXXXXXXXXXXXXXXXXXd	\$86,454.88
20063	XXXXXXXXXXXXXXXXXXXXd	\$3,220,759.40
21539	Testing	\$123,456.00

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Click on the Account Number to display details in a popup window. Example: Account ID 21263, Test Account.

Ending Balance: Report as of 9/19/2022

Description	Qty	Price	Amount
Cash	12,345.0000	\$1.00	\$12,345.00
Total			\$12,345.00

[Export to Excel](#)

[Close](#)

Note that the information in the popup can be exported to an Excel document.

Consolidated Statements

Pulls all statements for all accounts under the church/organization into one PDF.

If you have access to multiple churches/organizations, you will see a drop-down menu which allows you to select each church/organization. Click on the date range for the set of statements you wish to view.

Consolidated Statements

Organization

Organization for Testing

Organization for Testing Party Id 21541

Consolidated Statements

[7/1/2022 - 9/30/2022 \(Domestic Address\)](#)

[7/1/2022 - 9/30/2022 \(Email\)](#)

[Get Acrobat Reader](#)

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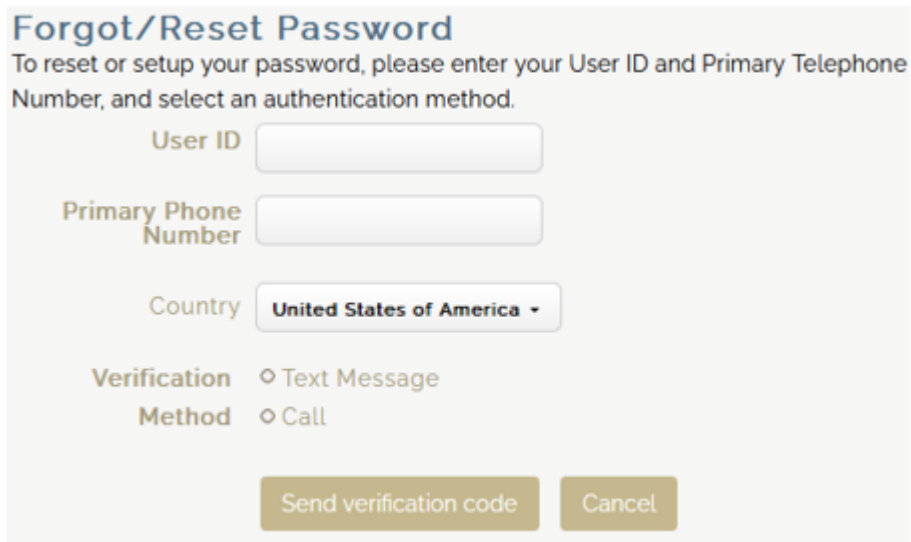
Frequently Asked Questions (FAQ)

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 of Call). The phone number must match the information we have on file. A token to change your password will then be sent to you. If you have 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 access to multiple churches, can I see details for each church separately?

Yes. For Manager Report Viewers with access to multiple churches, you will see a drop-down menu which allows you to select each church.

What does the “Approved” status mean?

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

What does the “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.