

# REGISTER for the ACF Community Hub

Access to fund information through the Community Hub will be provided to primary sub-fund holders, sub-fund holders, primary gumnut holders, gumnut holders and sub-fund contacts.

## STEP 1

Access the Community Hub through the link on the top right hand corner of the ACF website:

[www.communityfoundation.org.au](http://www.communityfoundation.org.au)

 COMMUNITY HUB LOGIN

or by typing the following URL into your web browser:

<http://communityhub.spectrumportal.net/>

## STEP 2

Once you arrive at this screen please click [Register](#)

Community Hub

Welcome to ACF's Community Hub

Please Log On

Or use this link to [Register](#)

## STEP 3

Please register as a **Donor** and fill out all the required details (marked with \*)

Welcome to ACF's Community Hub

Create a Profile

First Name  \* Last Name  \*  
Email Address  \*  
Password  \*  
Re-enter your Password  \*  
Password Hint  \*

I accept the terms & conditions \*

Portal Access\*

- Donor Access sub-fund(s) balance(s), grant and donation history and make grant requests
- Grant Applicant Apply for grants on behalf of an organization
- Grant Admin Configure, test and manage grant applications
- Site Admin Change settings for the web portal

\*Some access requires approval. Please do not select access that you do not need!

Personal Information

Address (line 1)   
Address (line 2)   
Suburb   
State  Post Code   
Country   
Primary Phone #  Phone Type   
Secondary Phone #  Phone Type

Register

[Use this link to Log In](#)

*The system matches your email address with the records on our database. Please let us know if you have changed your details recently. If you use a different email address this will impact the information you can access on the Community Hub. After completing the registration process you will be able to log in and see your fund information by clicking on [Donor](#) on the right side. If you have any questions during this process, please don't hesitate to contact us on [03 9412 0412](tel:0394120412).*

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