

# Donor-Advised Fund At-A-Glance Checklist

Thank you for choosing American Endowment Foundation (AEF) as your charitable partner. We are committed to providing you with best-in-class service throughout your onboarding process. Please follow the steps below to finish setting up the client's donor-advised fund and discretionary investment account.

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- ❑ **Create an Advisor Portal account** (or log into your existing Partner Gateway account) at [AEFonline.org](https://aefonline.org).
  - ❑ **Complete the onboarding process:** Download and familiarize yourself with AEF's program description, policies and procedures.
  - ❑ **Complete the application** and select **Email the Donor** for signature.
  - ❑ **Submit the application** via the Advisor Portal.
  - ❑ **Fill out your custodian's nonprofit corporate investment account paperwork.** AEF must be listed as the client on this paperwork. You can find all AEF client information under the **Documentation** tab in the **Advisor Portal**.
  - ❑ **Send your investment account paperwork** to AEF in one of two ways:
    - Via e-signature to the signers noted in the AEF investment profile on the Documentation tab of the Advisor Portal (preferred method).
    - By uploading your investment account paperwork into the Investment Acct tab of the Advisor Portal.
- AEF will review, sign and return the paperwork to you via email in approximately 10 business days. This email will include specific next-step instructions on how to establish AEF's client-level online account access.*
- ❑ **Open the investment account** by sending the above paperwork to your firm's back office.
  - ❑ **Establish aggregation** for new investment account (Black Diamond and Clearwater).
  - ❑ **Establish AEF's client-level online access** to the investment account.
  - ❑ **Contribute to the fund.**
    - Work with your custodian to journal, transfer or deposit assets into the investment account. (Reference Contribute to Your Fund document.)
  - ❑ **Email [funding@aefonline.org](mailto:funding@aefonline.org)** with the details of the gift to the donor-advised fund.
    - You and the donor will receive hard copies of the charitable gift acknowledgement approximately 15 business days after AEF has booked the gift.
    - The gift will be reflected in AEF's Granting Portal approximately 15 business days later.