



Create or Update your Non-Profit Directory

[Click here](https://cfdunncounty.fcsuite.com/erp/portal/) or visit this URL: <https://cfdunncounty.fcsuite.com/erp/portal/>

The default login type is your **Email Address**.

To change the email account that receives the invitation to create or update your Nonprofit Directory entry, please email or call Amber Lenz at 715-232-8019 or alenz@cfdunncounty.org.

A screenshot of a web login form. At the top, the word "Login" is centered. Below it is a text input field labeled "Email Address". Underneath the field is a blue button with the word "LOGIN" in white. At the bottom of the form, there is a link that says "Login with username/password".


Enter your email address and click login. You will then be asked to enter a PIN.

A screenshot of a "Verify your pin" form. The title "Verify your pin" is at the top. Below it is a light blue informational box containing the text: "An email has been sent to the email provided. It contains a PIN which will be valid for up to 3 minutes. Check your spam or junk folders if you do not receive the email." Below this box is a text input field labeled "Pin". At the bottom of the form is a blue button with the word "LOGIN" in white.

Use the **PROFILE** Link at the top to change your organization's main contact details.

Click on the **NONPROFIT** tab to create or change your Nonprofit Directory entry.


This is a sample Nonprofit Directory Entry visible to the public.



Washington Department of Fish and Wildlife

ENVIRONMENT

The Washington Department of Fish and Wildlife is dedicated to preserving, protecting, and perpetuating the state's fish, wildlife, and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.



Headquartered in Olympia, the department maintains six regional offices and manages dozens of wildlife areas and hundreds of water access areas around the state, offering fishing, hunting, wildlife viewing, and other recreational opportunities for the residents of Washington. Department staff work to exemplify the following values:

- Accountability, we hold ourselves and each other responsible for acting consistent with our values and mission.
- Service, we add value to Washington communities and seek to improve the public's experience.
- Professionalism, we serve in a manner that reflects positively on the Department and on ourselves.
- Integrity, we are consistently open, honest, ethical, and genuine in our actions.
- Respect, we treat each other with dignity.
- Empathy, we take time to understand and appreciate others.

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Note: Your organization name, address, and email are pulled from the **main profile**.

All other information is pulled from the profile's **nonprofit directory information**.

The main Directory description field is HTML Compatible. When you create or update your Nonprofit Directory entry, it will not be available to the public until a Foundation staff member publishes your entry/ update.

Resources

CSS and HTML Resource: w3schools.com

HTML Color Picker: tutorialrepublic.com

Design Tool: canva.com (Prof Version is FREE for Nonprofits)

Tip: Use ChatGPT free and promote it to respond with HTML code you can copy and post for a nonprofit directory entry and provide it with your Directory Description.