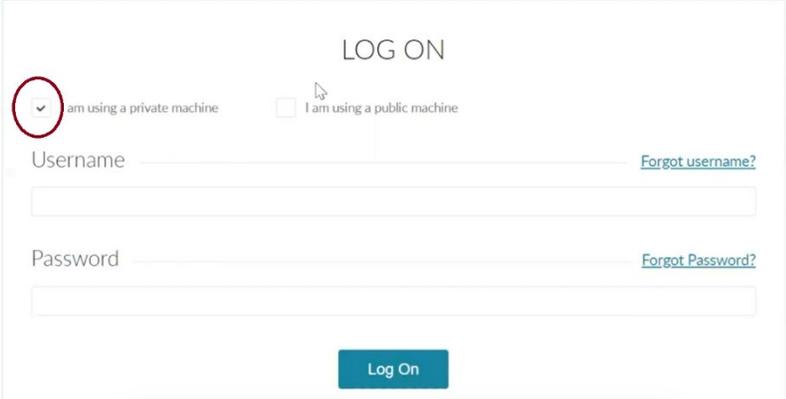


## UCF Innovue Tutorial Guide

Welcome to Innovue, UCF's new client portal. Innovue features greater security, detailed account and asset allocation information and enhanced statements. Following is a brief tutorial on using Innovue and taking advantage of all its features. We have also created a video tutorial with the same information that you can watch [here](#).

- 1) On the log-on screen, check the box next to **I am using a private machine**.



UNITED CHURCH FUNDS

LOG ON

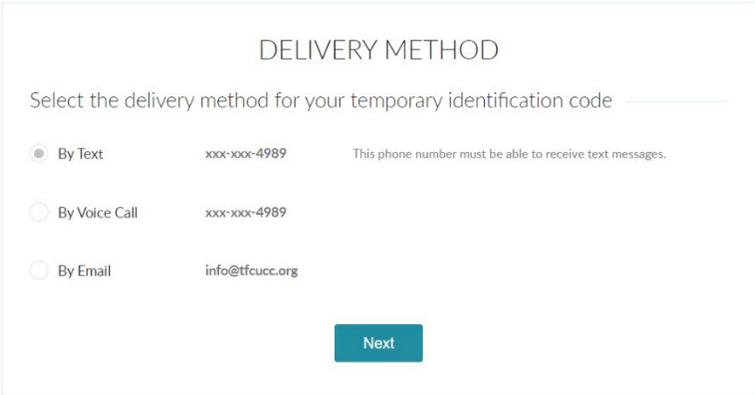
I am using a private machine  I am using a public machine

Username [Forgot username?](#)

Password [Forgot Password?](#)

Log On

- 2) Log on using the username issued to your organization by UCF, along with your password. The system will prompt you to authenticate the log-on by sending a code either via text, phone call or email to the contact info associated with your profile.



UNITED CHURCH FUNDS [Log on](#)

DELIVERY METHOD

Select the delivery method for your temporary identification code

By Text xxx-xxx-4989 This phone number must be able to receive text messages.

By Voice Call xxx-xxx-4989

By Email info@tfcucc.org

Next

New user? [Register](#)

### CODE ENTRY

Enter a code received in order to proceed \_\_\_\_\_

Log OnRequest the code again

New user? [Register](#)

- 3) Once you've successfully entered the code, you can access the portal. If you're unsure of your username, please contact our Client Services team at [info@ucfunds.org](mailto:info@ucfunds.org). If you've forgotten or don't know your password, you can select **Forgot Password** to generate a temporary password, which will be sent to the email address in your profile. (Also see Step 14.)

Please change your password.

[Close](#) ×

Password \_\_\_\_\_

Current Password

New Password

Repeat Password

Password must be between 8 to 20 characters and be a combination of letters, numbers and symbols.

Reset Changes

Save Changes

### LOG ON

I am using a private machine     I am using a public machine

Username [Forgot username?](#)

Password [Forgot Password?](#)

[Log On](#)

- 4) You will now see your home screen, which shows your UCF account(s), current market value, any current cash balance and total unrealized gains/losses. On the top right of the screen, you'll see your investments listed in terms of asset class, with corresponding percentage of each.

UNITED CHURCH FUNDS    HOME    POSITIONS    ACTIVITY    STATEMENTS & DOCUMENTS    ACCOUNT GROUPS   

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#### QUICK SUMMARY

Total Unrealized Gain/Loss	\$361,671,898 <sup>89</sup>
Current Market Value	\$2,206,932,708 <sup>80</sup>
Current Cash Balance	\$215,114 <sup>97</sup>

#### YOUR ASSET ALLOCATION

0 %	Cash
39.91 %	Equity Funds
10.71 %	Fixed Income Funds
1.5 %	Cash & Equivalent Funds
43.39 %	Balanced Funds
4.49 %	Alternatives Funds

---

#### ACCOUNTS SUMMARY

[Export to CSV](#)    [Export to Excel](#)    [Print](#)

Account Number	Description	Current Market Value	Current Cash Balance	Total Unrealized Gain/(Loss)	Current Year Contributions	Current Year Distributions
020011	FCC General Fund	\$329,721.69	\$0.00	\$165,420.33	\$0.00	\$0.00

- 5) By clicking on the Filter icon, and entering an account number in the box below, you can search for a specific account.

**\$ QUICK SUMMARY**

Total Unrealized Gain/Loss	\$361,671,898 <sup>89</sup>
Current Market Value	\$2,206,932,708 <sup>80</sup>
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**YOUR ASSET ALLOCATION**



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**\$ ACCOUNTS SUMMARY** 

[Export to CSV](#)  [Export to Excel](#)  [Print](#)

Account Number	Description	Current Market Value	Current Cash Balance	Total Unrealized Gain/(Loss)	Current Year Contributions	Current Year Distributions
46003	<input type="text" value="Search..."/>					

6) This will bring up a detailed view of that account, including asset allocation and summary. One of the features you can use from this page is the **POSITIONS** function. Click on that tab.

460003: United Church Funds Joseph Howell Fund

**\$ QUICK SUMMARY**

Total Unrealized Gain/Loss	\$2,371 <sup>70</sup>
Current Market Value	\$4,101 <sup>08</sup>
Current Cash Balance	\$0 <sup>00</sup>

**YOUR ASSET ALLOCATION**



100 % ■ Balanced Funds

**\$ TOP 10 POSITIONS**

[All Positions](#) [Export to CSV](#)  [Export to Excel](#)  [Print](#)

Security Type	Description	Quantity	Price	Market Value	Cost	Total Unrealized Gain/(Loss)	Yield
Balanced Funds	UCF Balanced Fund Reinvested	338.7890	\$12.11	\$4,101.08	\$1,729.38	\$2,371.70	0.00

7) This will bring up a searchable database of accounts, which you can view by Individual Assets or Asset Class. Above those fields, you may also search for past values by entering a date in the date box and clicking the blue check mark to the right of it. In the example below, the balance of the account as of November 30, 2022 is being searched.

UNITED CHURCH FUNDS HOME POSITIONS ACTIVITY STATEMENTS & DOCUMENTS ACCOUNT GROUPS

By: Account [dropdown]  
 as of date: 11/30/2022 [calendar] [check] [x]

By Individual Assets By Asset Class

Export to CSV [checked] Export to Excel Print

Description	Asset Class	Account Number	Quantity	Price	Market Value	Cost	Total Unrealized Gain/(Loss)	Yield
UCF Balanced Fund Reinvested	Balanced Funds	460003	338.7890	\$12.11	\$4,101.08	\$1,729.38	\$2,371.70	0.00%
<b>Total</b>					<b>\$4,101.08</b>	<b>\$1,729.38</b>	<b>\$2,371.70</b>	<b>0.00%</b>

Prev 1 Next

Security Prices are not updated in real-time

8) One important feature you can utilize from this screen is the ability to export the data in a given table to a CSV or Excel file or print a hard copy of it. This allows you to share the data with other members of your church or organization quickly and easily.

UNITED CHURCH FUNDS HOME POSITIONS ACTIVITY STATEMENTS & DOCUMENTS ACCOUNT GROUPS

By: Account [dropdown]  
 as of date: 11/30/2022 [calendar] [check] [x]

By Individual Assets By Asset Class

Export to CSV Export to Excel Print

Description	Asset Class	Account Number	Quantity	Price	Market Value	Cost	Total Unrealized Gain/(Loss)	Yield
UCF Balanced Fund Reinvested	Balanced Funds	460003	338.7890	\$12.40	\$4,200.78	\$1,729.38	\$2,471.40	0.00%
<b>Total</b>					<b>\$4,200.78</b>	<b>\$1,729.38</b>	<b>\$2,471.40</b>	<b>0.00%</b>

Prev 1 Next

Security Prices are not updated in real-time

9) Clicking on the **ACTIVITY** tab allows you to view all transactions, including deposits, disbursements, dividends/interest and other account activities within a specified period of time. Remember to hit the blue check mark box after you've entered your desired time period and transaction type. You can use this same process to view current or past statements by clicking on the **STATEMENTS & DOCUMENTS** tab at the top of the page.

UNITED CHURCH FUNDS   HOME   POSITIONS   **ACTIVITY**   STATEMENTS & DOCUMENTS   ACCOUNT GROUPS

By: Account

Past 30 days

Select type...

- All Transactions
- Deselect All
- DEPOSITS
- DISBURSEMENTS
- DIVIDENDS/INTEREST
- FEE
- INVESTMENT ACTIVITY
- TRANSFERS
- WITHDRAWALS
- Others

Export to CSV   Export to Excel   Print

Description	Net Amount	Quantity	Details
No data available			
<b>Total</b>	<b>\$0.00</b>		

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10) If you have multiple accounts, you can group them, using the **ACCOUNT GROUPS** tab, by any criteria you wish (endowment accounts, operations accounts, legacy accounts, etc). In the example below, you will see a list of groups that have already been created. To create a new group, click on the **Create group** box

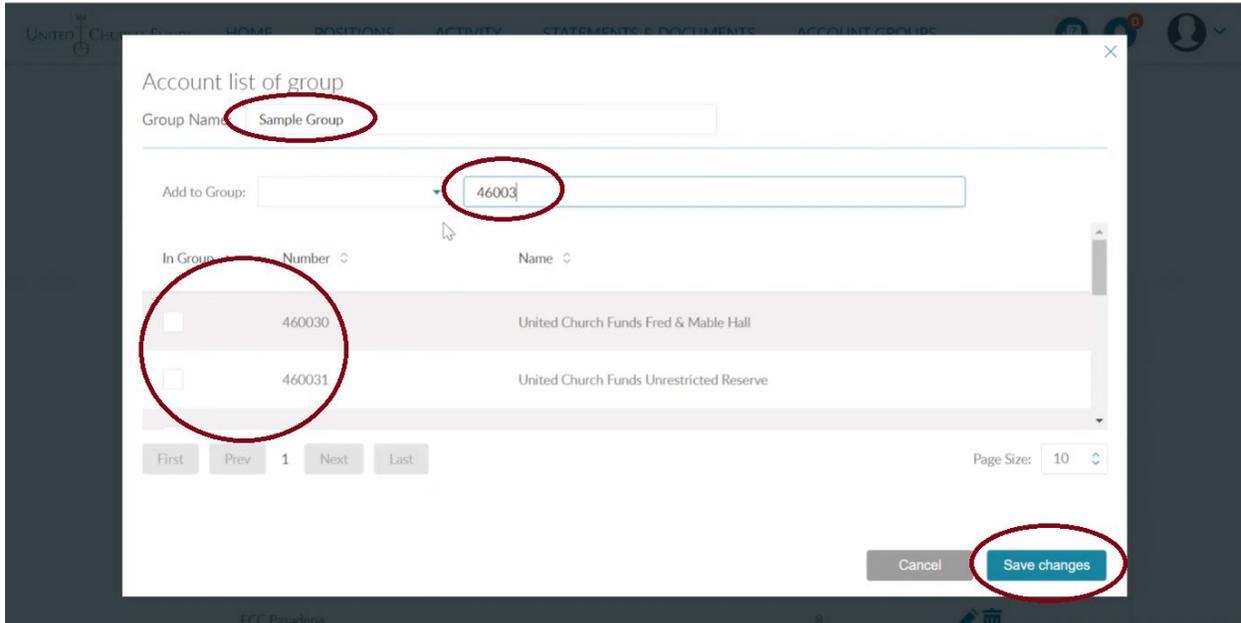
UNITED CHURCH FUNDS   HOME   POSITIONS   ACTIVITY   STATEMENTS & DOCUMENTS   **ACCOUNT GROUPS**

ACCOUNT GROUPS

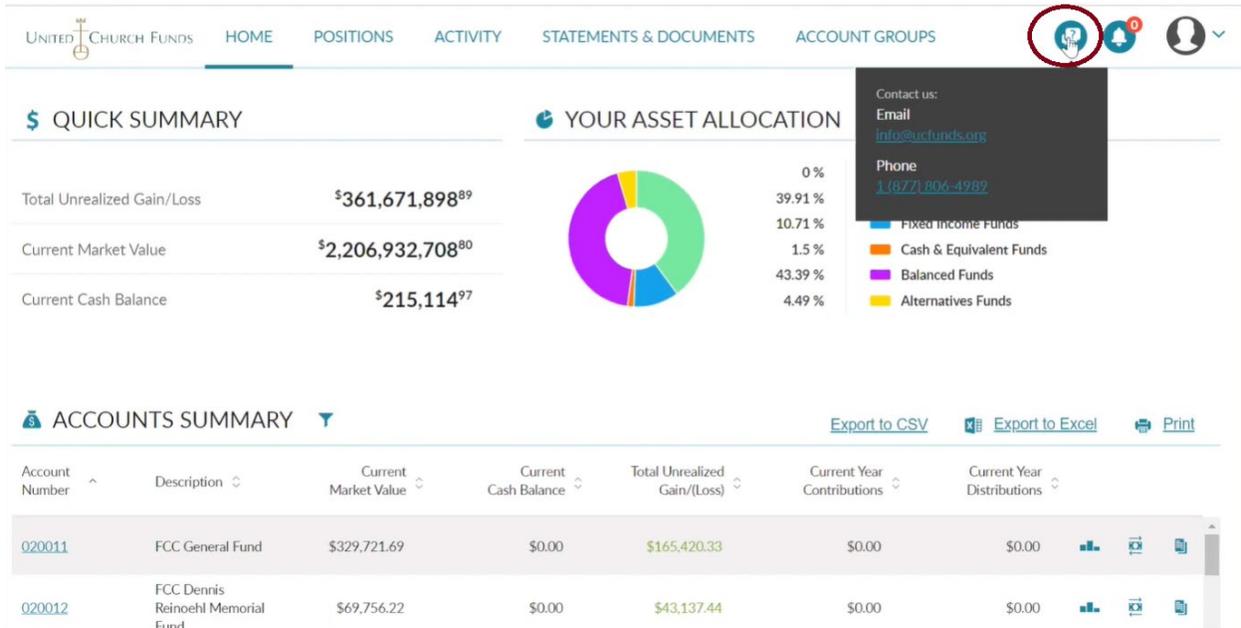
Create group

Group Name	Accounts	
St. Paul St. Louis	5	 
Pilgrim Congregational Lansing (MI)	4	 
Parkway UCC STL	4	 
Packanack Community UCC	5	 
Heartland Conference UCC	40	 

11) From there, enter a group name at the top and a specific account number(s) you wish to add to the group. Select an account by checking on the box to the left and then click the **Save changes** box.



12) If at any time you need any assistance from the UCF team, click on the help (?) icon on the upper right of any screen, which reveals our Client Services email address and phone number, along with clickable links.



13) The bell icon in the upper right indicates any notifications you may have regarding your account. Click on it to reveal any unread messages.

UNITED CHURCH FUNDS HOME POSITIONS ACTIVITY STATEMENTS & DOCUMENTS ACCOUNT GROUPS

0 unread messages

### QUICK SUMMARY

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Current Market Value **\$2,206,932,708<sup>80</sup>**

Current Cash Balance **\$215,114<sup>97</sup>**

### YOUR ASSET ALLOCATION

Asset Class	Percentage
Cash	0%
Equity Funds	39.91%
Fixed Income Funds	10.71%
Cash & Equivalent Funds	1.5%
Balanced Funds	43.39%
Alternatives Funds	4.49%

### ACCOUNTS SUMMARY

[Export to CSV](#) [Export to Excel](#) [Print](#)

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14) The face icon in the upper right is where you click to access your account information.

UNITED CHURCH FUNDS HOME POSITIONS ACTIVITY STATEMENTS & DOCUMENTS ACCOUNT GROUPS

Signed in as: **Matt Wagner**  
[Go to My Profile](#)  
 Last login: 12/21/2022 1:50:41 PM CST  
[Log Out](#)

### QUICK SUMMARY

Total Unrealized Gain/Loss **\$361,671,898<sup>89</sup>**

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[Export to CSV](#) [Export to Excel](#) [Print](#)

Account Number	Description	Current Market Value	Current Cash Balance	Total Unrealized Gain/(Loss)	Current Year Contributions	Current Year Distributions
020011	FCC General Fund	\$329,721.69	\$0.00	\$165,420.33	\$0.00	\$0.00
020012	FCC Dennis Reischel Memorial	\$69,756.22	\$0.00	\$43,137.44	\$0.00	\$0.00

[/innovue30.innovestsystems.com/uct/uct/users/myprofile](https://innovue30.innovestsystems.com/uct/uct/users/myprofile)

15) Click on that icon to change any personal information and security features, including email address, phone number and password. Please ensure that your email address and phone number are current, as it will impact your ability to successfully receive the multi-factor authentication security code as described in Step #2.

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

This number must be text enabled if used for Two Step verification.

Phone number must be in the format of 1xxxxxxxxx.

Security Question \_\_\_\_\_

Question

Answer

16) You'll find the **Change Password** button at the bottom right of this page. After making any changes to your account page, including the password, make sure to click on the **Save Changes** button at the bottom center of the page. It is important to note that the username you have been issued will never change throughout the life of your church or organization.

UNITED CHURCH FUNDS HOME POSITIONS ACTIVITY STATEMENTS & DOCUMENTS ACCOUNT GROUPS   

Question

Answer

Security Image



Security Phrase

We hope you have found this guide helpful! As always, if you have additional questions or concerns, please reach out to us anytime at [info@ucfunds.org](mailto:info@ucfunds.org) or 877-806-4989.