



# QUICK REFERENCE GUIDE

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## Sponsor Portal

# 2025



# LOGGING IN

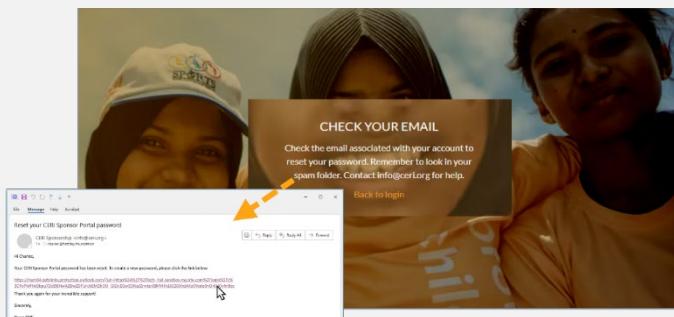
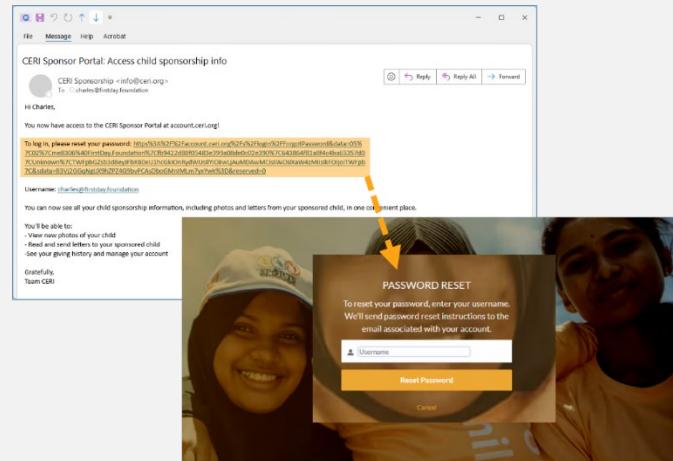
## Accessing the CERI Sponsor Portal for the First Time

The Sponsor Portal allows you to view photos, letters, and giving history all in one convenient place. Follow these three steps to log in for the first time:

### Step 1: Open your welcome email

Look for an email from [info@ceri.org](mailto:info@ceri.org) with the subject line *CERI Sponsor Portal: Access child sponsorship info.*

Click the link in the email to set your password.



### Step 2: Enter your username

Enter your email address (your username) and click **Reset Password**.

A confirmation message will appear instructing you to check your email.

### Step 3: Reset your password

Open the password reset email and follow the link to the **Change Your Password** page.

Enter a new password that includes at least **8 characters**, **1 letter**, and **1 number**.

Re-enter your password to confirm, then click **Change Password**.

Once your password is changed, you can log in at [account.ceri.org](https://account.ceri.org)

# LOGGING IN

# HOME

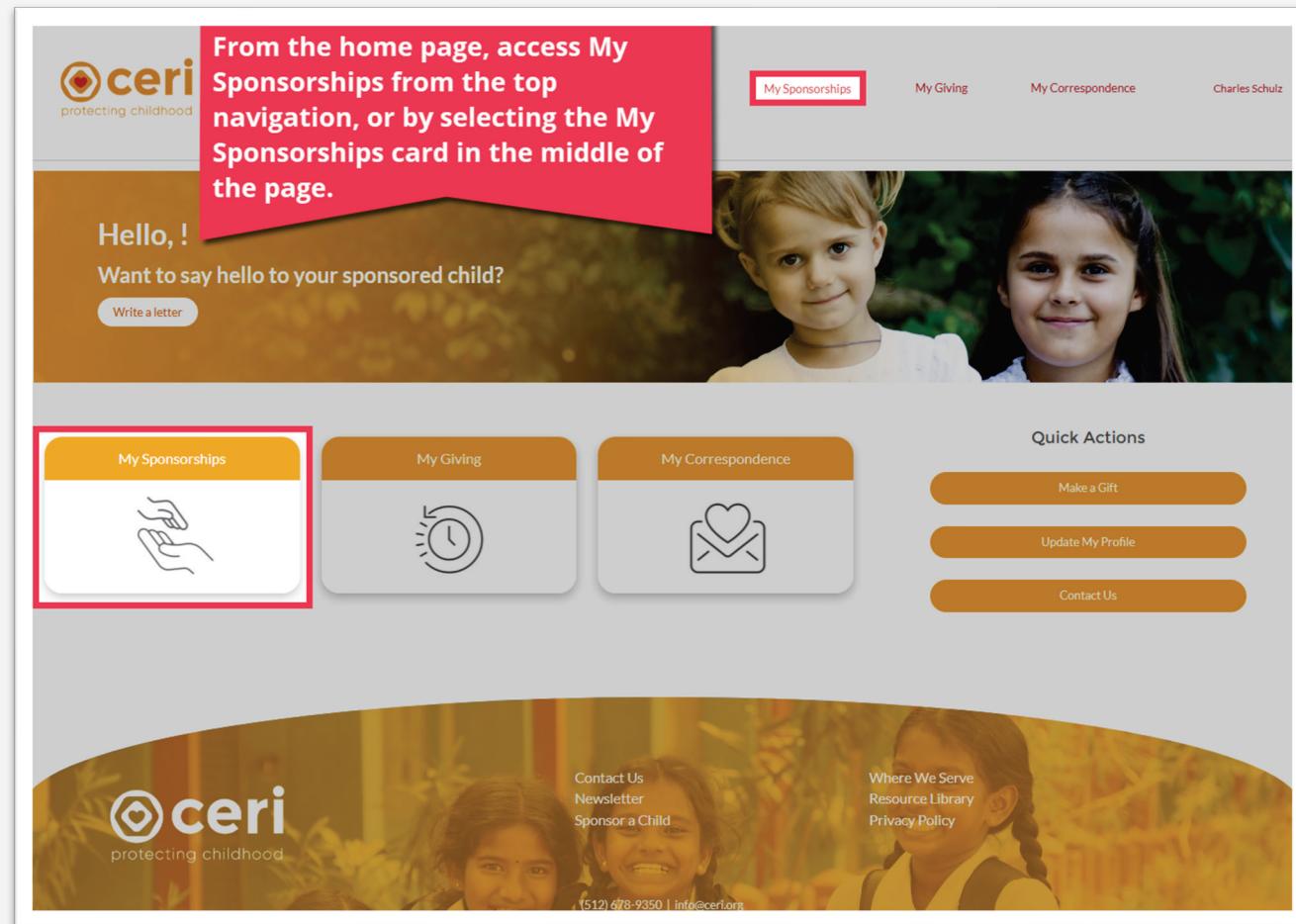
The [Home](#) page is your personal starting point in the sponsor portal. From here, you can easily connect with your sponsored child(ren) and navigate to everything related to your sponsorship, including:

- ◆ [Write to your sponsored child\(ren\)](#): Click [Write a letter](#) to send a message that will be translated and delivered.
- ◆ [Access your pages quickly](#): Use the tiles or top navigation for [My Sponsorships](#), [My Giving](#), and [My Correspondence](#) to go directly to each section.
- ◆ [Take quick actions](#): Use the buttons on the right to [Make a Gift](#), [Update Your Profile](#), or [Contact Us](#) for support.

**Start here to stay connected with your sponsored child and access all your sponsorship tools.**

# HOME

# MY SPONSORSHIPS



From the home page, access My Sponsorships from the top navigation, or by selecting the My Sponsorships card in the middle of the page.

Hello, !

Want to say hello to your sponsored child?

Write a letter

My Sponsorships

My Giving

My Correspondence

Quick Actions

Make a Gift

Update My Profile

Contact Us

Contact Us  
Newsletter  
Sponsor a Child  
(512) 678-9350 | info@ceri.org

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My Sponsorships  
Protecting childhood  
Make a Gift

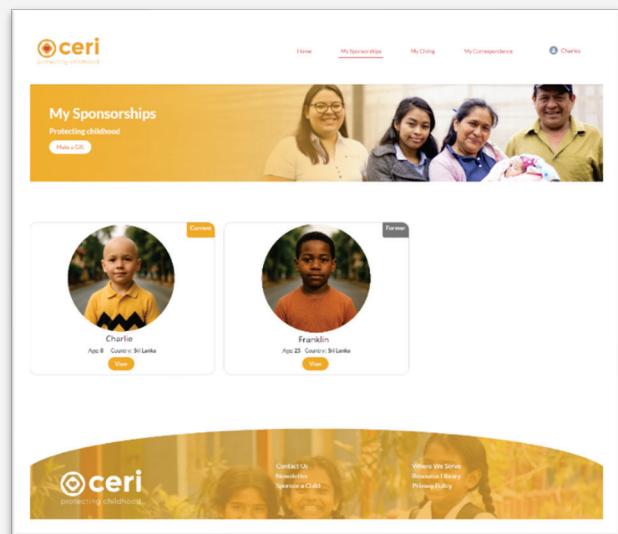
Charles Schulz

The **My Sponsorships** page is where you can see the children you sponsor and stay connected with them.

Here, you can:

- ◆ View current and former sponsorships
- ◆ Access child profiles
- ◆ Write a letter

This page helps you stay connected to every child you've sponsored and celebrate the impact your generosity has made over time.



My Sponsorships  
Protecting childhood  
Make a Gift

Charles Schulz

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Use the My Sponsorships page to see all your sponsored children, with their current status and quick access to each child's profile. Click **Write a letter** below your child's photo to send a personal message that will be translated and delivered to them.

My Sponsorships

Protecting childhood

View which children you currently sponsor.

Charlie (Age: 8, Country: Sri Lanka) **View**

Franklin (Age: 25, Country: Sri Lanka) **View**

Former

Any sponsorships that ended before 9/1/2023 will not appear in the sponsor portal.

Charlie in Sri Lanka

Age: 8 | Birthdate: February 26, 2017 | Gender: Male

Details | Child's Story | Family | Community

Grade: 2nd | Favorite Subject: Social Sciences

Favorite Sport: Cricket | Favorite Color: Yellow

Career Goal: Doctor

Sponsoring since 2024

When you click View on the My Sponsorships page, you'll open your sponsored child's profile. This page helps you learn more about your child and stay connected.

## MY SPONSORSHIPS

# MY GIVING

From the home page, access My Giving from the top navigation, or by selecting the My Giving card in the middle of the page.

Hello, !

Want to say hello to your sponsored child?

[Write a letter](#)

Home

My Sponsorships

My Giving

My Correspondence

Charles Schulz



My Sponsorships



My Giving



My Correspondence



Quick Actions

[Make a Gift](#)

[Update My Profile](#)

[Contact Us](#)



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The **My Giving** page is where you can see and manage all of your contributions.

Here, you can:

- ◆ Print statements
- ◆ Track your gifts
- ◆ View your giving history
- ◆ See your designations

This page is designed to give you a clear and simple view of your giving, so you always know how your support is making a difference.



Use the My Giving page to quickly see your total gifts at the top, review your giving history through charts on the right, and scroll down to view individual gift details in the table.

The screenshot shows the CERI My Giving page. At the top, the CERI logo is displayed with the tagline "protecting childhood". The navigation menu includes Home, My Sponsorships, My Giving (which is highlighted in red), My Correspondence, and a user profile for Charles Schultz.

**My Giving**  
A generous person will prosper - Proverbs 11:25

**On the left, you'll see the number of gifts you've given this year and your total amount.**

Filter By Year: 2025  
10 gifts this year, totaling: **\$700.00**

**On the right, charts and graphs show your giving by month and year, so you can easily follow your impact over time.**

**Giving Overview**

**With one click, you can print your annual statement for tax purposes or your personal records.**

**Your annual statement will include all tax-deductible gifts (Special cash gifts to your child are not included.)**

**At the bottom, a list of all your gifts appear, including the date, amount, and where your gift was directed.**

**Need a copy of your annual statement?** [Annual Statement](#) 2025

Date	Amount	Designation
Sep 23, 2025	\$700.00	Your sponsored child in Sri Lanka
Sep 9, 2025	\$700.00	Your sponsored child in Sri Lanka
Aug 7, 2025	\$700.00	Your sponsored child in Sri Lanka
Jul 9, 2025	\$700.00	Your sponsored child in Sri Lanka
Jun 1, 2025	\$700.00	Your sponsored child in Sri Lanka
May 7, 2025	\$700.00	Your sponsored child in Sri Lanka
Apr 9, 2025	\$700.00	Your sponsored child in Sri Lanka
Mar 7, 2025	\$700.00	Your sponsored child in Sri Lanka
Jan 21, 2025	\$700.00	Your sponsored child in Sri Lanka
Jan 4, 2025	\$700.00	Your sponsored child in Sri Lanka
Dec 4, 2024	\$700.00	Your sponsored child in Sri Lanka
Nov 6, 2024	\$760.00	Your sponsored child in Sri Lanka
Oct 4, 2024	\$700.00	Your sponsored child in Sri Lanka
Sep 5, 2024	\$700.00	Your sponsored child in Sri Lanka
Jul 26, 2024	\$700.00	Helping kids and families in Sri Lanka

**Contact Us** [Newsletter](#) [Sponsor a Child](#)

**Where We Serve** [Resource Library](#) [Privacy Policy](#)

17211 San Pedro Ave, #207, San Antonio, TX 78221 | (210) 801-9000 | [info@ceri.org](#)

MY GIVING

# MY CORRESPONDENCE

From the home page, access My Correspondence from the top navigation, or by selecting the My Correspondence card in the middle of the page.

Hello, !

Want to say hello to your sponsored child?

[Write a letter](#)

The **My Correspondence** page is where you can read and manage the letters you exchange with your sponsored child(ren).

Here, you can:

- ◆ Write letters to a sponsored child
- ◆ Read letters from a sponsored child
- ◆ Upload photos to share with a sponsored child
- ◆ View a gallery of photos

This page helps you stay connected with your sponsored child(ren) through regular communication.

Date	Child	Letter	Actions
Jan 20, 2020	Charlie	Letter	
Jan 20, 2020	Charlie	Letter	
Jan 15, 2020	Charlie	Letter	
Jan 15, 2020	Rosalie (Foster)	Letter	
Jan 15, 2020	Rosalie (Foster)	Letter	

 Below the table is a yellow button 'Want to send photos to your sponsored child?' with a 'Select Photos' link. At the bottom, there is a 'View More' button and a photo gallery section showing four small images of children."/>



Read your letters, write to your sponsored child, and share photos-all from one place.

**My Correspondence**  
with my sponsored child

[Write a letter](#)

You will be notified via email and text when you receive a new letter from your sponsored child. You can view all of the letters you've exchanged with sponsored children here. Use the filters at the top to sort by year, child, or letter type. All letters, starting at the end of 2023, will appear in this list.

**Click the Write a letter button to send a sponsored child a message and photos directly from this page. Your letters to your sponsored child will appear in the portal after it has been reviewed by the CERI team.**

Letters	Date	Child	Letter	Action
<input checked="" type="radio"/> All	Jan 20, 2025	Charlie	To Me	<a href="#">VIEW</a>
<input type="radio"/> To Me	Jan 10, 2025	Charlie	To Me	<a href="#">VIEW</a>
<input type="radio"/> From Me	Jun 18, 2024	Charlie	To Me	<a href="#">VIEW</a>
	Mar 13, 2024	Franklin (Former)	To Me	<a href="#">VIEW</a>
	Jan 4, 2024	Franklin (Former)	To Me	<a href="#">VIEW</a>

Want to send photos to your sponsored child?

[Upload Photos](#)

Share photos by selecting **Upload Photos** below the letters section.

**View annual photos of sponsored children and their families in the photo gallery. Use the dropdowns to filter by child or year. In the future, you will also be able to view photos you've shared or that a child has sent to you.**

**View More**

**CERI**  
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17319 San Pedro Ave. #207, San Antonio, TX 78232 | (210) 801-7000 | [Info@cerikids.org](mailto:Info@cerikids.org)

MY CORRESPONDENCE

# MY PROFILE

From the home page, access your profile from the top navigation, or by selecting the Update My Profile button in the Quick Actions.

Hello, !

Want to say hello to your sponsored child?

[Write a letter](#)

Home      My Sponsorships      My Giving      My Correspondence      Charles

Home      My Profile      Logout



My Sponsorships



My Giving



My Correspondence



Quick Actions

[Make a Gift](#)

[Update My Profile](#)

[Contact Us](#)

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Newsletter  
Sponsor a Child

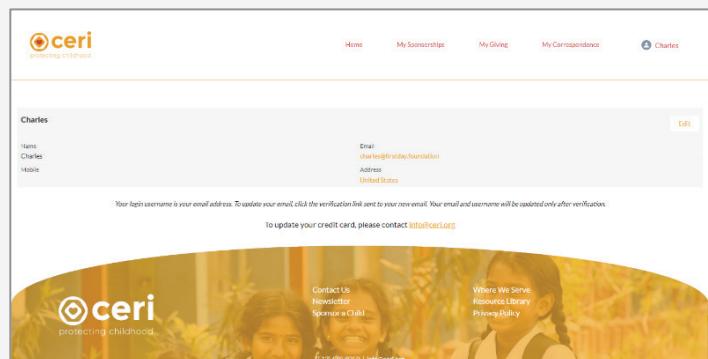
(512) 678-9350 | [info@ceri.org](mailto:info@ceri.org)

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The **My Profile** page is where you can view and update your personal information used for your sponsorship account.

Here, you can:

- ◆ Review your information
- ◆ Update your details



This page ensures your information stays accurate, so you never miss important updates or messages from your sponsored child(ren).

## Keep your contact details current - your email address is also your username for the sponsor portal.

Update your name, phone number, or address here. Remember to verify your new email before it becomes your login username.

The screenshot shows the CERI Sponsor Portal interface. At the top, there is a navigation bar with links for Home, My Sponsorships, My Giving, My Correspondence, and a user profile for Charles. The main content area displays a contact record for 'Charles' with fields for Name, Email, Address, and Mobile. A yellow callout box on the left says: 'Review your name, email address, mailing address, and mobile number.' A blue arrow points from this box to the 'Edit' link in the top right corner of the contact card. Another yellow callout box on the right says: 'Click Edit to make changes to your contact information.' A blue arrow points from this box to the 'Edit' link. At the bottom of the contact card, a note says: 'Your login username is your email address. To update your email, click the verification link sent to your new email. Your email and username will be updated only after verification.' A large yellow callout box on the left side of the page says: 'When you update your email, a verification link will be sent to your new address. Your email and username will update only after you click the verification link in your new email.' A blue arrow points from this box to the 'Edit' link. Another yellow callout box at the bottom says: 'There may be up to a 3 minute delay before changes take effect.' A blue arrow points from this box to the 'Edit' link. The 'Edit' link is highlighted with a red box and a blue arrow pointing to it. The 'Edit' screen is shown in a modal window titled 'Edit Charles'. It contains fields for Name (First Name: Charles, Middle Name: Monroe, Last Name: Schulz, Suffix:), Address (Street: 17319 San Pedro, Suite #110, City: San Antonio, Zip/Postal Code: 78232, State/Province: TX, Country: United States), and a 'Save' button.

Review your name, email address, mailing address, and mobile number.

Click Edit to make changes to your contact information.

When you update your email, a verification link will be sent to your new address. Your email and username will update only after you click the verification link in your new email.

There may be up to a 3 minute delay before changes take effect.

On the Edit screen, update your name, address, or phone number, then click Save when finished.

## MY PROFILE



Thank you!