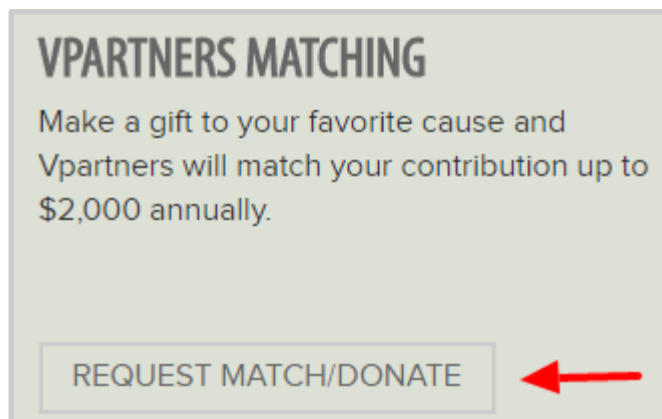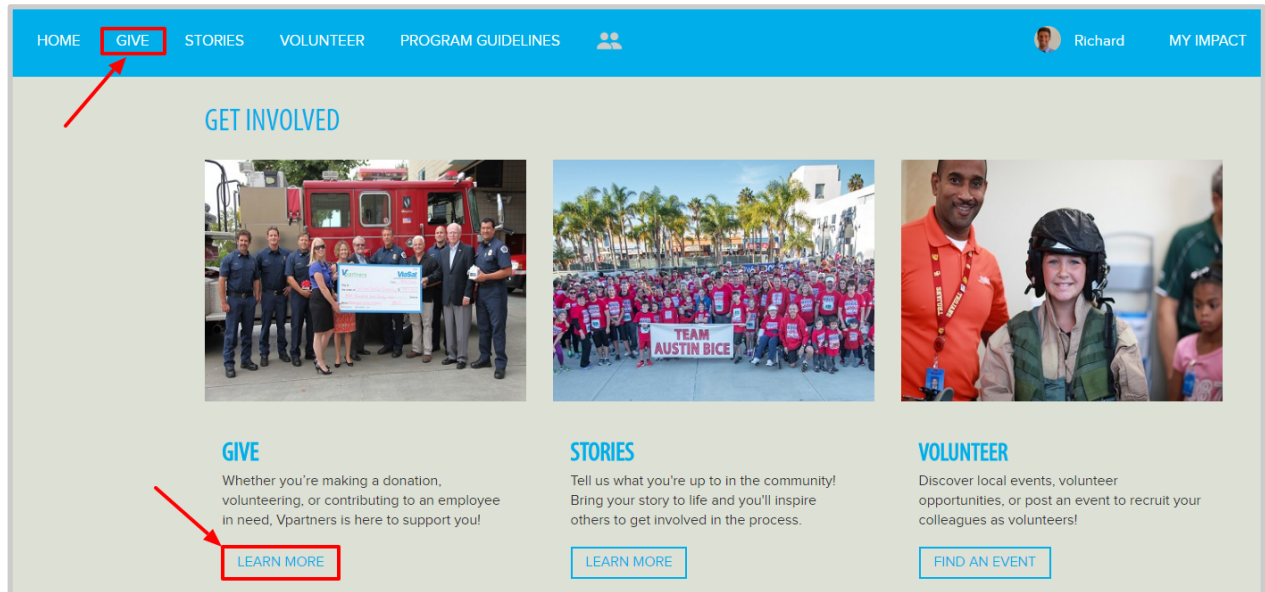# Profits4Purpose

How to Submit a Donation

- Click on **"Give"** in the navigation bar, or on **"Learn More"** in the prompt to action area to visit the Giving portion of the site.

- Click **"Request Match/Donate"**

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Submitting an Online Donation

1. Select whether the donation is to be made online via credit card
2. Or if you are looking to request a match for offline donation

Matching Donations

As a ViaSat employee, you can give up to $2,000 per year to qualifying organizations and we'll match your donation, dollar for dollar. A minimum $10 donation is required for a match.

1
DONATE & REQUEST MATCH >

2
REQUEST MATCH FOR OFFLINE DONATION >

To submit an online donation, you'll need to:

1. Select Charity from a list of 501c3's (It is best to have the TAX ID # from the charity. This is a 9 digit number that you can request from the charity, or you may find it on their website.)
2. Enter in donation amount
3. Enter a match request amount
4. Optional - Enter in "Instructions to charity" if you'd like the donation to be sent to a specific chapter and/or department
5. Optional - Enter in "Dedication" if you'd like to dedicate the donation

Make a Donation and Request a Match

1

SELECT CHARITY >   COPY PREVIOUS DONATION >

Available Associate Matching Funds: $2000.00

2 Amount (Must be $10 or more) ✖   **3** Match Requested (Must be $10 or more) ✖

4 Instructions to charity

5 Dedication

Submitting an Online Donation Continued

6. Choose whether the payment is going to be **One Time, Monthly, Quarterly,** or **Annually**
7. Enter payment information
8. Choose if you would like to store the card to make future payments easier
9. Click **"Submit Donation"**

Payment Information

6 One Time ▾   Credit Card ▾

☐ Anonymous?

7 Visa ▾   Name on Card ✖

Card Number ✖   Card Nickname

Expiration (MMYY) ✖   Security Code ✖

Billing Address

Address line 1 ✖

Address line 2 ✔

City ✖   State ✖   Zip Code ✖   United States ▾

Phone ✖   ☐ Store Card ⟵ **8**

9 SUBMIT DONATION ❯   ☐ To the best of my knowledge, this information is true, accurate and complete.

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Submitting an Offline Donation

- Follow the steps to complete the donation form exactly how you would for an online donation
1. Before you submit, click on **"Upload File"** to attach a receipt showing your donation, such as a scanned copy of a paper receipt, a letter from the charity confirming your donation, a copy of your check, or a screenshot of your online donation.
2. Click **"Submit Donation"**

Confirming Your Donation

- After submitting your donation, you'll be taken to you MY IMPACT page.
- Here you can double-check that your donation submitted!

Donations				⬇
2017-03-30	D4D Pending Approval	FATHER FLANAGANS BOYS HOME	$10.00 D4D Requested	
2017-02-23	Offline Pending Approval	NEVADA TEST SITE HISTORICAL FOUNDATION	$17.00	←
2017-02-23	Offline Pending Approval		$16.00	
2017-02-23	Offline Pending Approval	NEVADA TEST SITE HISTORICAL FOUNDATION	$10.00	
2017-02-23	Offline Pending Approval	NEVADA TEST SITE HISTORICAL FOUNDATION	$15.00	