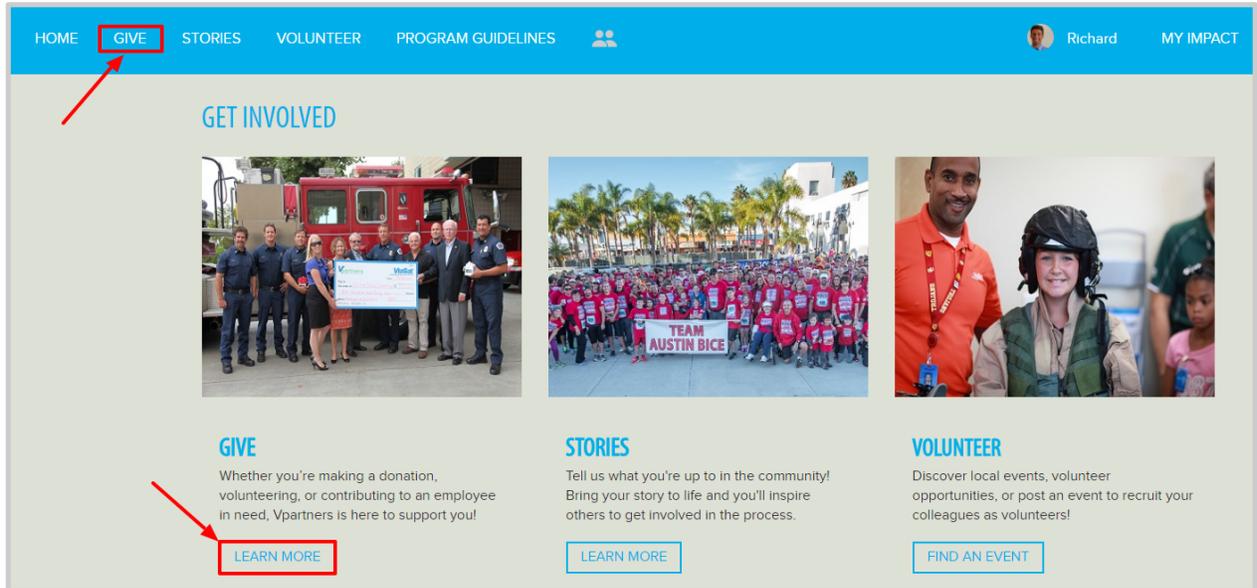


How to Submit a Donation

- 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.



The screenshot shows the website's navigation bar with the following items: HOME, **GIVE** (highlighted with a red box and arrow), STORIES, VOLUNTEER, PROGRAM GUIDELINES, a user profile icon for Richard, and MY IMPACT. Below the navigation bar is the 'GET INVOLVED' section, which is divided into three columns:

- GIVE**: Includes the text "Whether you're making a donation, volunteering, or contributing to an employee in need, Vpartners is here to support you!" and a **LEARN MORE** button (highlighted with a red box and arrow).
- STORIES**: Includes the text "Tell us what you're up to in the community! Bring your story to life and you'll inspire others to get involved in the process." and a **LEARN MORE** button.
- VOLUNTEER**: Includes the text "Discover local events, volunteer opportunities, or post an event to recruit your colleagues as volunteers!" and a **FIND AN EVENT** button.

VPARTNERS MATCHING

Make a gift to your favorite cause and Vpartners will match your contribution up to \$2,000 annually.

REQUEST MATCH/DONATE

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

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

SELECT CHARITY >

COPY PREVIOUS DONATION >

Available Associate Matching Funds: \$2000.00

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

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**

To the best of my knowledge, this information is true, accurate and complete.

9 **SUBMIT DONATION**

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”**

Submit an Offline Donation

[SELECT CHARITY >](#) [COPY PREVIOUS DONATION >](#)

Available Associate Matching Funds: \$2000

Anonymous?

Amount (Must be greater than \$10)

Match Requested (Must be \$10 or more)

Instructions to charity

Dedication

1 Please 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.

[SUBMIT DONATION >](#) **2** To the best of my knowledge, this information is true, accurate and complete.

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