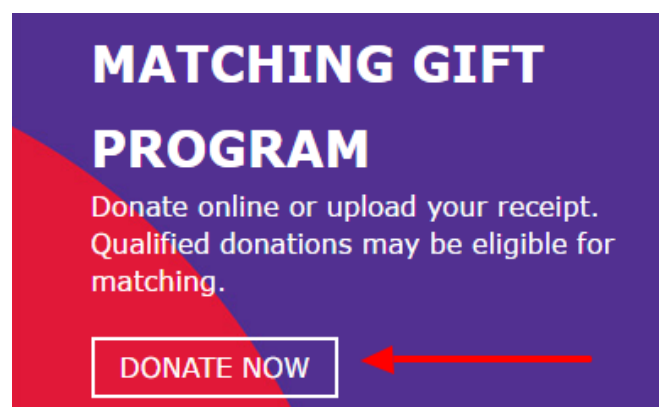
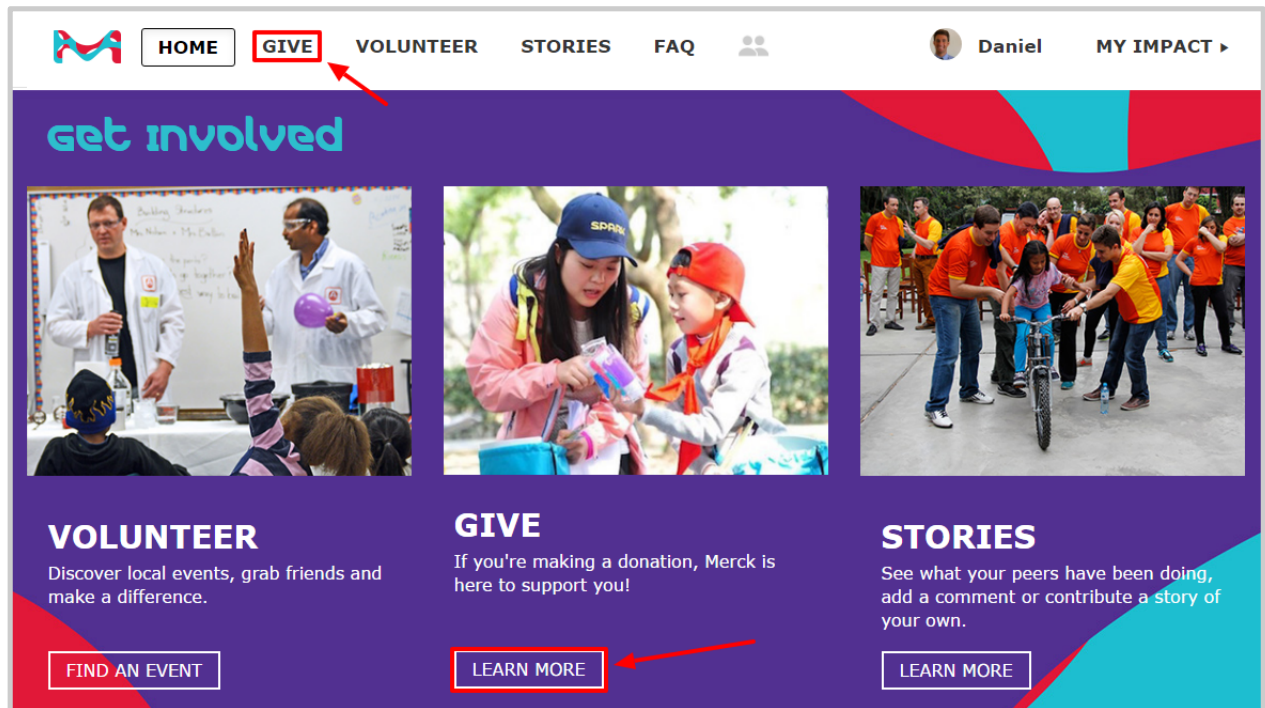


# How to Submit a Donation

- 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 **"Donate Now"**



## 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

**1****DONATE & REQUEST MATCH****2****SUBMIT 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

### Donation Details

**SELECT CHARITY****COPY PREVIOUS DONATION**

Available Employee Matching Funds: \$1000.00

**2**

Amount (Must be \$25 or more)

**3**

Match Requested (Must be \$25 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

☐ 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 >

Employee Matching Funds: \$1000

☐ Anonymous?

Amount (Must be \$25 or more)

Match Requested (Must be \$25 or more)

Date of Donation

Instructions to charity

Dedication

Upload File 1

Please attach a receipt showing your donation, such as a scanned copy of a paper receipt, a letter from the charity or an online screenshot confirming your 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 your MY IMPACT page.
- Here you can double-check that your donation submitted!

Donations				
2018-02-09	Offline Match Paid	NAPIERS LOG CABIN HORSE & ANIMAL SANCTUARY INC	\$25.00 + \$25.00 Match	
2018-02-09	Online Match Paid	TYSON LIBRARY ASSOC	\$25.00 + \$25.00 Match	
2018-01-26	Offline Pending Approval	LOG FOUNDATION INCORPORATED	\$25.00 + \$25.00 Match	
2017-11-30	Offline Pending Approval	HAVEN FOR HOPE OF BEXAR COUNTY	\$25.00	
2017-11-28	Online Pending Approval	TWO RIVER THEATRE COMPANY INC	\$25.00	