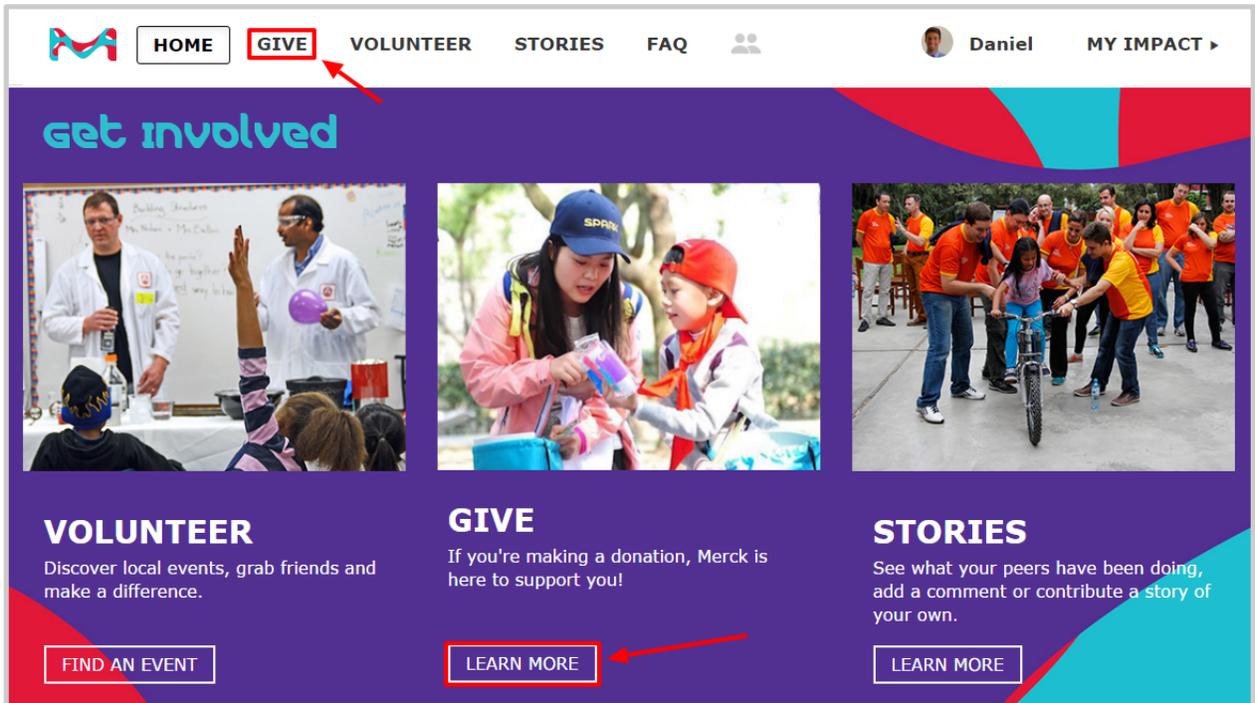


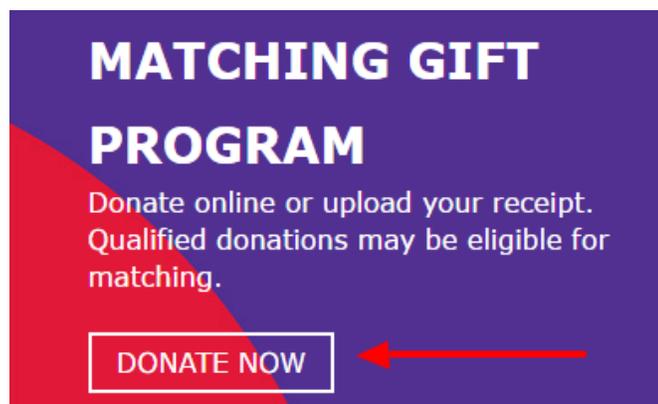
How to Submit a Donation

- 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), VOLUNTEER, STORIES, FAQ, and a user profile for Daniel with a MY IMPACT > link. Below the navigation bar is a purple banner with the text "get involved" in blue. The banner is divided into three columns:

- VOLUNTEER**: Discover local events, grab friends and make a difference. Below this is a button labeled "FIND AN EVENT".
- GIVE**: If you're making a donation, Merck is here to support you! Below this is a button labeled "LEARN MORE" (highlighted with a red box and arrow).
- STORIES**: See what your peers have been doing, add a comment or contribute a story of your own. Below this is a button labeled "LEARN MORE".



The screenshot shows a purple box with a red diagonal design. The text reads:

MATCHING GIFT PROGRAM

Donate online or upload your receipt. Qualified donations may be eligible for matching.

Below this text is a button labeled "DONATE NOW" (highlighted with a red box and arrow).

- Click "Donate Now"

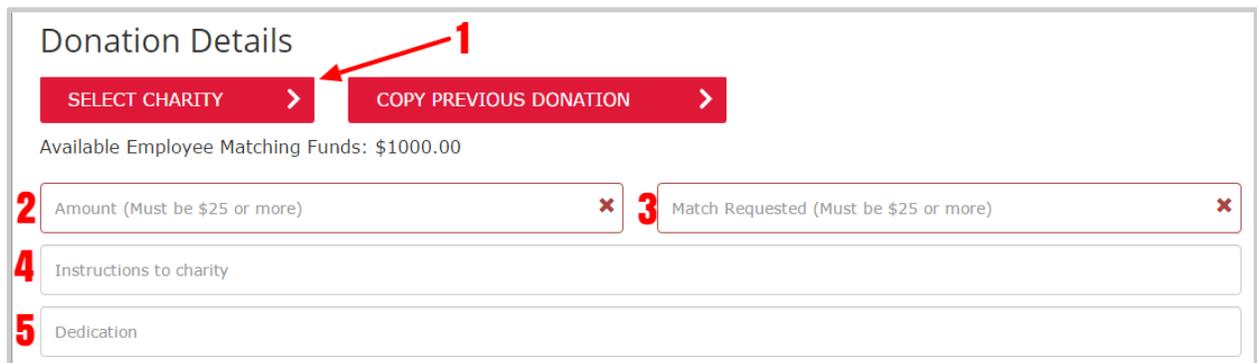
Submitting an Online Donation

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



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

1 **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

The screenshot shows a form titled 'Donation Details'. At the top, there are two red buttons: 'SELECT CHARITY >' and 'COPY PREVIOUS DONATION >'. A red arrow labeled '1' points to the 'SELECT CHARITY' button. Below the buttons, it says 'Available Employee Matching Funds: \$1000.00'. There are two input fields: 'Amount (Must be \$25 or more) ×' and 'Match Requested (Must be \$25 or more) ×'. A red '2' is next to the first field and a red '3' is next to the second. Below these are two more input fields: 'Instructions to charity' and 'Dedication'. A red '4' is next to the first and a red '5' is next to the second.

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

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 from the nonprofit organization showing your donation. A copy of your check will not be accepted.
 2. Click “**Submit Donation**”

Submit an Offline Donation

SELECT CHARITY >

COPY PREVIOUS DONATION >

Employee Matching Funds: \$925.00

Anonymous?

Amount (Must be \$25 or more)

Match Requested (Must be \$25 or more)

Date of Donation

Instructions to charity

Dedication

1

Please attach a receipt from the nonprofit organization showing your donation. A copy of your check will not be accepted.

2 >

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

powered by
Network for Good.
[Privacy Policy](#)

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	