

1. Select "Donations & Matching Gifts"

Select "Donations & Matching Gifts" highlighted below.

The screenshot shows the Duke Realty volunteer and matching gift portal. At the top left is the Duke Realty logo with the tagline "HELPING BUILD STRONG COMMUNITIES". To the right are several small images showing people in various community service settings. Below the logo is a navigation bar with links for "Home", "My Details", "Administration", and "Logout", along with a "FAQs" link. A welcome message reads: "Welcome to Duke Realty's volunteer and matching gift portal. Duke Realty is committed to making our communities a better place. Please use this site to connect with charities, track your volunteer service, make donations, complete a gift match request or Dollars for Doers request and see how fellow team members are giving back!". A yellow notification box states: "You have 3 'New' donation requests. Click here to review them.". Below this are three main menu items: "Track Volunteer Time" (with a clock icon), "Dollars for Doers" (with a "Volunteer" button icon), and "Donations & Matching Gifts" (with a \$100 bill and coins icon). The "Donations & Matching Gifts" item is highlighted with a yellow border. At the bottom, there are links for "Upcoming Opportunities", "Our Stories", and "Company Reports".

2. Select "My Causes"

Welcome to your personal giving platform. Here you can see past donations made and can navigate to add your causes (the non-profit organizations you would like to donate to), make one-time donations, match prior donations, and setup recurring donations.

To add causes (501c3 non-profits) that you want to donate to, select "My Causes" highlighted below.

The screenshot shows the Duke's Giving dashboard. At the top left is the logo for Duke REALTY with the tagline "HELPING BUILD STRONG COMMUNITIES". To the right are several small images showing people engaged in community activities. Below the logo is a navigation bar with links for Home, My Details, Administration, and Logout, along with a FAQ icon. The main heading is "Duke's Giving". Below this is a row of navigation tabs: Summary, My Causes (highlighted with a yellow box and a yellow arrow), One-time Donation, Match Prior Donation, and Recurring Donations. The central area features a line graph titled "Total Dollars Donated" with a y-axis from \$0 to \$400 and an x-axis with dates from Jan 6 to Mar 31. The graph shows two significant donation points: one around Feb 3 for approximately \$230 and another on Mar 31 for \$520. To the right of the graph is a summary box with the following information: \$520 Donated To Date, \$520 Donated This Period, \$0 Next Scheduled Donation, and \$0 Match Remaining. At the bottom, there is a "Donation History" section with a table header including Date, Recipient, Method, and Amount.

Date	Recipient	Method	Amount
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3. Search for Your Cause

Type in the name of the non-profit you would like to add as one of your causes to potentially make a donation to.

Select the state associated with this non-profit from the drop-down menu.

After doing so, click "Search".

The screenshot shows the 'Duke's Giving' interface. At the top left is the logo for 'Duke REALTY | HELPING BUILD STRONG COMMUNITIES'. To the right are several small images of people. Below the logo is a navigation bar with 'Home', 'My Details', 'Administration', and 'Logout', and a 'FAQs' link. The main heading is 'Duke's Giving'. Below this is a sub-navigation bar with 'Summary', 'My Causes', 'One-time Donation', 'Match Prior Donation', and 'Recurring Donations'. The 'Add Causes' section contains a 'Back to My Causes' button, instructions on how to use the form, and a note about contacting system administrators. The search form has three main components: a text input field containing 'habitat for humanity', a dropdown menu showing 'Indiana', and a 'Search' button. Three yellow arrows point to these elements: one to the text input, one to the dropdown, and one to the search button. At the bottom of the page, there is a decorative landscape graphic and logos for 'PROFITS 4 PURPOSE' and 'empoweringforchange'.

4. Adding Your Cause

Once you find the non-profit that you would like to add as one of your causes, click on "Click to Add" and the non-profit will automatically be "Added" like below.

The screenshot shows the 'Duke's Giving' web application. At the top, there is a navigation bar with links for 'Home', 'My Details', 'Administration', and 'Logout', along with an 'FAQs' icon. Below this is the 'Duke's Giving' header and a sub-navigation bar with tabs for 'Summary', 'My Causes', 'One-time Donation', 'Match Prior Donation', and 'Recurring Donations'. The 'My Causes' tab is active.

The main content area is titled 'Add Causes' and includes a 'Back to My Causes' button. Below this is a search form with the text 'habitat for humanity' in the search box, 'Indiana' in the location dropdown, and a 'Search' button. The search results are displayed as a list of items, each with a 'Click to Add' button and an information icon. The item 'Habitat For Humanity Of Evansville' is highlighted with a yellow box, and its 'Click to Add' button is replaced with a green 'Added' button with a checkmark.

Organization Name	Action	Info
Habitat For Humanity Intl For Humanity In Knox County Habitat	Click to Add	i
Habitat For Humanity Intl Brown County Indiana Habitat For Hu	Click to Add	i
Habitat For Humanity Of Evansville	Added	i
Habitat For Humanity Of Greater Indianapolis	Click to Add	i
Habitat For Humanity Of Monroe County, In	Click to Add	i
Habitat For Humanity Of The Kokomo Comn	Click to Add	i