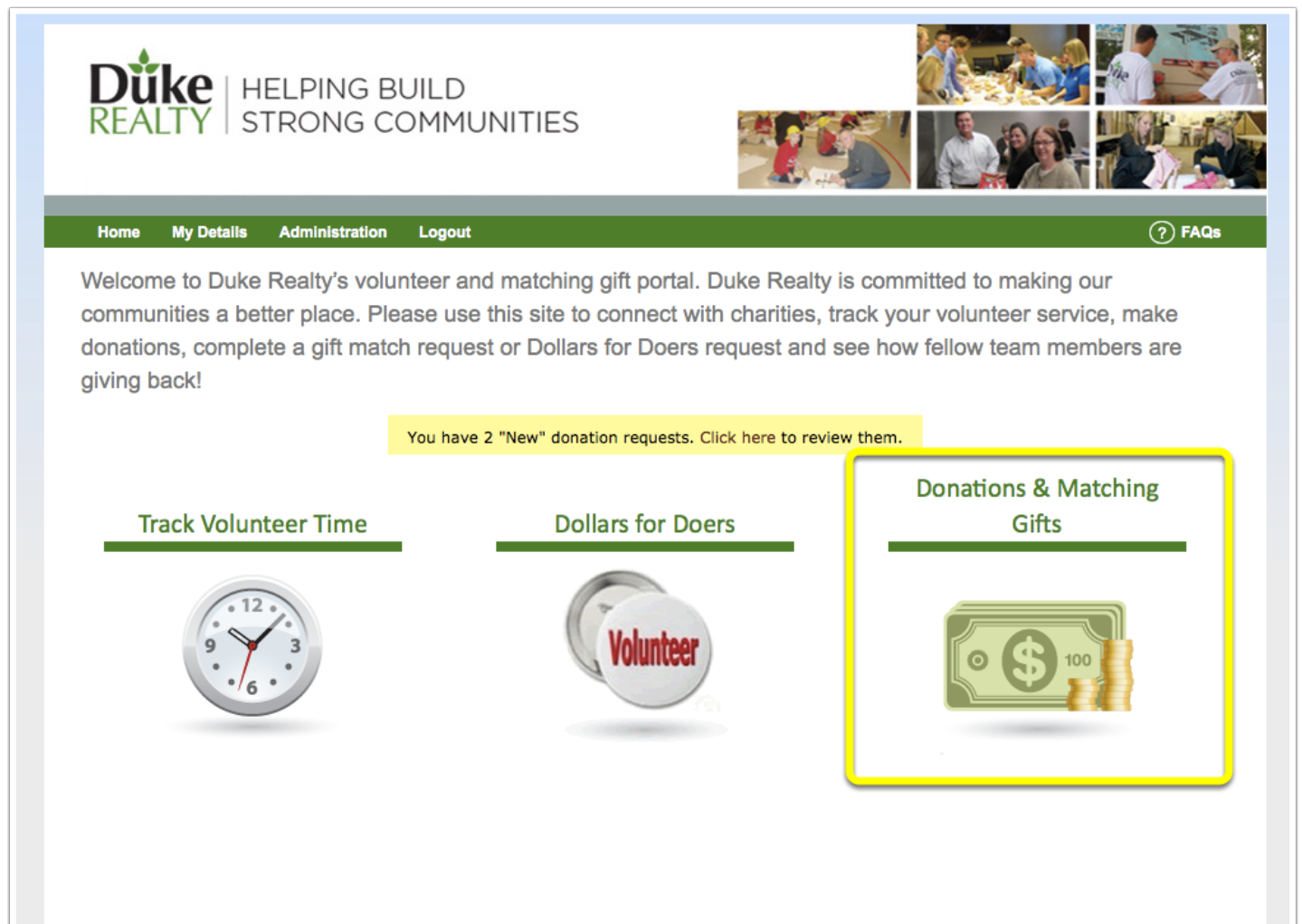


Matching/Recording Past Donation

1. Select "Donations & Matching Gifts"

To record a past donation and to potentially have it matched, click on "Donations & Matching Gifts" highlighted below.



Duke REALTY | HELPING BUILD STRONG COMMUNITIES

Home My Details Administration Logout [FAQs](#)

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!

You have 2 "New" donation requests. Click here to review them.

Track Volunteer Time

Dollars for Doers

Donations & Matching Gifts

2. Select "Match Prior Donation"

Click on "Match Prior Donation" to record your past donation made and to request that it be matched by Duke.



3. Fill out Prior Donation Information

1. Click on the calendar icon and select the date your donation was made.
2. Click on the "Payment Type" drop-down menu and select if your donation was a check, credit/debit card, or cash.
3. Upload a receipt or letter from the charity confirming your donation, a copy of check, screenshot of the online donation, etc.

After doing so, scroll down to fill out the remaining fields in the form.

Home My Details Administration Logout ? FAQs

Duke's Giving

Summary My Causes One-time Donation **Match Prior Donation** Recurring Donations

Match Prior Donation

NOTE: This web page is in Testing mode. Matching amounts might not be applied. Please do not upload any files containing sensitive information.

1 Payment

Donation Date: 03/08/2014

Payment Type: **Credit/Debit**

Donation Receipt: **Browse...** Donation Receipt.png

Please attach scanned copy of actual receipt, letter from the charity confirming your donation, copy of check, screenshot of online donation, etc.

Acceptable file formats: JPG, JPEG, PNG, GIF, TIFF, DOC, DOCX, PDF
Maximum file size: 8 MB

4. Fill out Recipient Organization

First take notice of the matching funds available. This is the total amount that you have remaining that Duke Realty will match.

Next, input the amount that for the organization that you donated to and would like to be matched. Then select the check mark highlighted below to choose for the donation to be matched.

If you don't see the organization in your list, click on "Manage My Causes" to add the organization.

If you have any special instructions or dedication for the donation match, fill in the fields accordingly.

After confirming that all the information is correct, click on the check mark for confirm, and select "Review and Continue".

2 Recipients

Matching funds available: \$120

Organization	Amount (USD)	Match?
American Cancer Society Cancer Action Network Inc	\$ <input type="text"/>	<input type="checkbox"/>
Habitat For Humanity Of Evansville	\$ <input type="text" value="40"/>	<input checked="" type="checkbox"/>
Latina Breast Cancer Agency	\$ <input type="text"/>	<input type="checkbox"/>
Susan G Komen Breast Cancer Foundation	\$ <input type="text"/>	<input type="checkbox"/>
United Way Of Central Indiana	\$ <input type="text"/>	<input type="checkbox"/>

Manage My Causes

3 Comments

Special Instructions:

Dedication:

4 Terms

☒ The information above is accurate and complete.

Review and Continue »

Cancel

5. Review Prior Donation Information

Here is the confirmation page. Review that all the information inputted is correct. If everything looks correct then click on "Record Donation"!

Almost done!

Please review the details of this donation before continuing.

NOTE: This web page is in Testing mode. Matching amounts might not be applied. Please do not upload any files containing sensitive information.

Payment Method

Date: 03/08/2014
Type: Credit/Debit
Receipt: Uploaded

Recipients

Organization	Amount (USD)	Match?
Habitat For Humanity Of Evansville	\$40.00	<input checked="" type="checkbox"/>

Comments

Special Instructions:
(none)

Dedication:
(none)

Record Donation

[Cancel Donation](#)