

# Schedule Recurring Donation

## 1. Select "Donations & Matching Gifts"

Click on "Donations & Matching Gifts" highlighted below.

**Duke REALTY** | HELPING BUILD STRONG COMMUNITIES

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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 "Recurring Donations"

Click on "Recurring Donations" highlighted below.

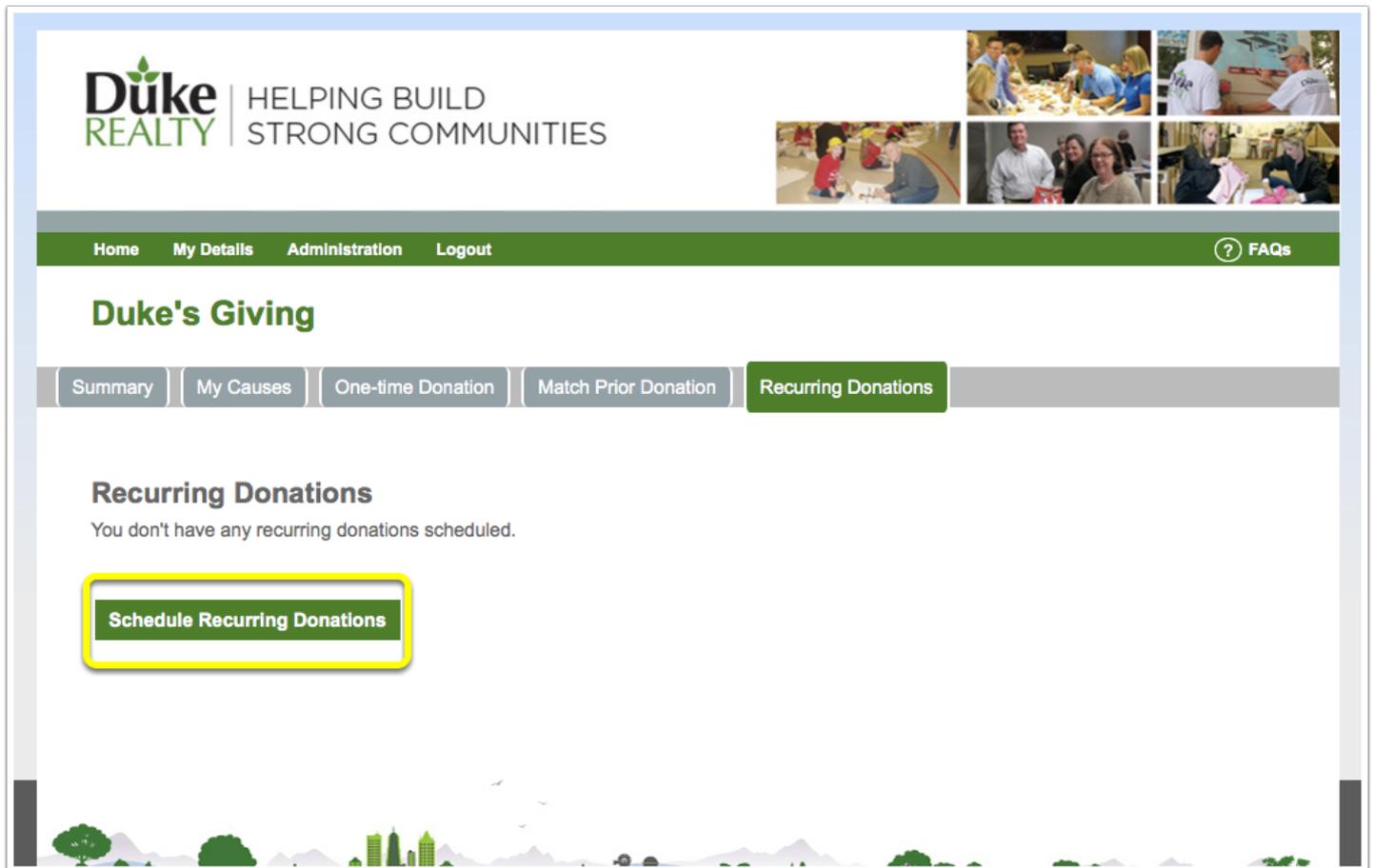
The screenshot shows the 'Duke's Giving' dashboard. At the top left is the Duke Realty logo with the tagline 'HELPING BUILD STRONG COMMUNITIES'. A navigation bar includes 'Home', 'My Details', 'Administration', 'Logout', and 'FAQs'. Below this is the 'Duke's Giving' section with tabs for 'Summary', 'My Causes', 'One-time Donation', 'Match Prior Donation', and 'Recurring Donations'. The 'Recurring Donations' tab is highlighted with a yellow box and a yellow arrow. Below the tabs is a line chart titled 'Total Dollars Donated' showing donation amounts over time from Jan 6 to Mar 31. To the right of the chart is a summary of donation statistics.

Date	Amount
Jan 6	\$0
Jan 20	\$0
Feb 3	\$225
Feb 17	\$0
Mar 3	\$0
Mar 17	\$0
Mar 31	\$635

<b>\$860</b>
Donated To Date
<b>\$860</b>
Donated This Period
<b>\$30</b>
Next Scheduled Donation
<b>\$160</b>
Match Remaining

### 3. Select "Schedule Recurring Donations"

Click on "Schedule Recurring Donations" highlighted below.



## 4. Fill out Recurring Donation Information

1. If you already have a card on file you would like to use for your donations, select the "Card on File". If there is a new card you want to add, select "New Card" and fill out the credit card information requested.
2. Input the amounts for the organizations you would like to automatically donate to in the future.

If you don't see the organization you would like to donate to, select "Manage My Causes".

### Schedule Recurring Donations

**NOTE: This web page is in Testing mode. DO NOT enter any real credit card numbers. In this mode, cards are not billed, and only a certain set of card info and payment amounts are accepted. If unsure which values to use, please contact your system administrator.**

**1 Payment Method**

Card On File (luke test - x1111)  New Card

**2 Recipients**

Organization	Amount (USD)
American Cancer Society Cancer Action Network Inc	\$ 10
Habitat For Humanity Of Evansville	\$
Latina Breast Cancer Agency	\$
Susan G Komen Breast Cancer Foundation	\$ 20
United Way Of Central Indiana	\$

[Manage My Causes](#)

## 5. Schedule Your Future Recurring Donation

3. If you have special instructions or want to dedicate your donations, fill in the "Special Instructions" or "Dedication" field accordingly.

4. For Schedule, click on the calendar icon to choose the future date that you would like your donation to begin being recorded. Under Frequency, select how often you would like your donation to be made. Under ending choose one of the following:

- Select "Never" if you want the future recurring donation to never stop being made.
- Select a number of occurrences if that's the number of total donations you would like made.
- Click the calendar icon and select a date you would like your recurring donations to end.

5. Confirm that all the above information is correct, select the check mark and then click "Review and Continue".

**\*\*\*Note that recurring donations cannot be recorded for the past, they can only be scheduled for the future\*\*\***

The screenshot displays a form with three main sections:

- 3 Comments:** Contains two text input fields labeled "Special Instructions:" and "Dedication:".
- 4 Schedule:** Contains a "Start Date:" field with the value "06/01/2014" and a calendar icon. Below it is a "Frequency:" dropdown menu set to "Monthly". To the right is an "Ending:" section with three radio button options: "Never", "After 6 occurrences" (which is selected), and "After" followed by an empty input field and a calendar icon.
- 5 Terms:** Contains a checked checkbox with the text "The information above is accurate and complete." Below this is a green "Review and Continue »" button and a "Cancel" link.

Yellow boxes highlight the "Start Date" field, the "Frequency" dropdown, the "Ending" section, and the "Review and Continue" button. A yellow arrow points to the checked checkbox in the "Terms" section.

