



Schedule Recurring Donation

1. Select "Donations & Matching Gifts"

Click on "Donations & Matching Gifts" highlighted below.



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

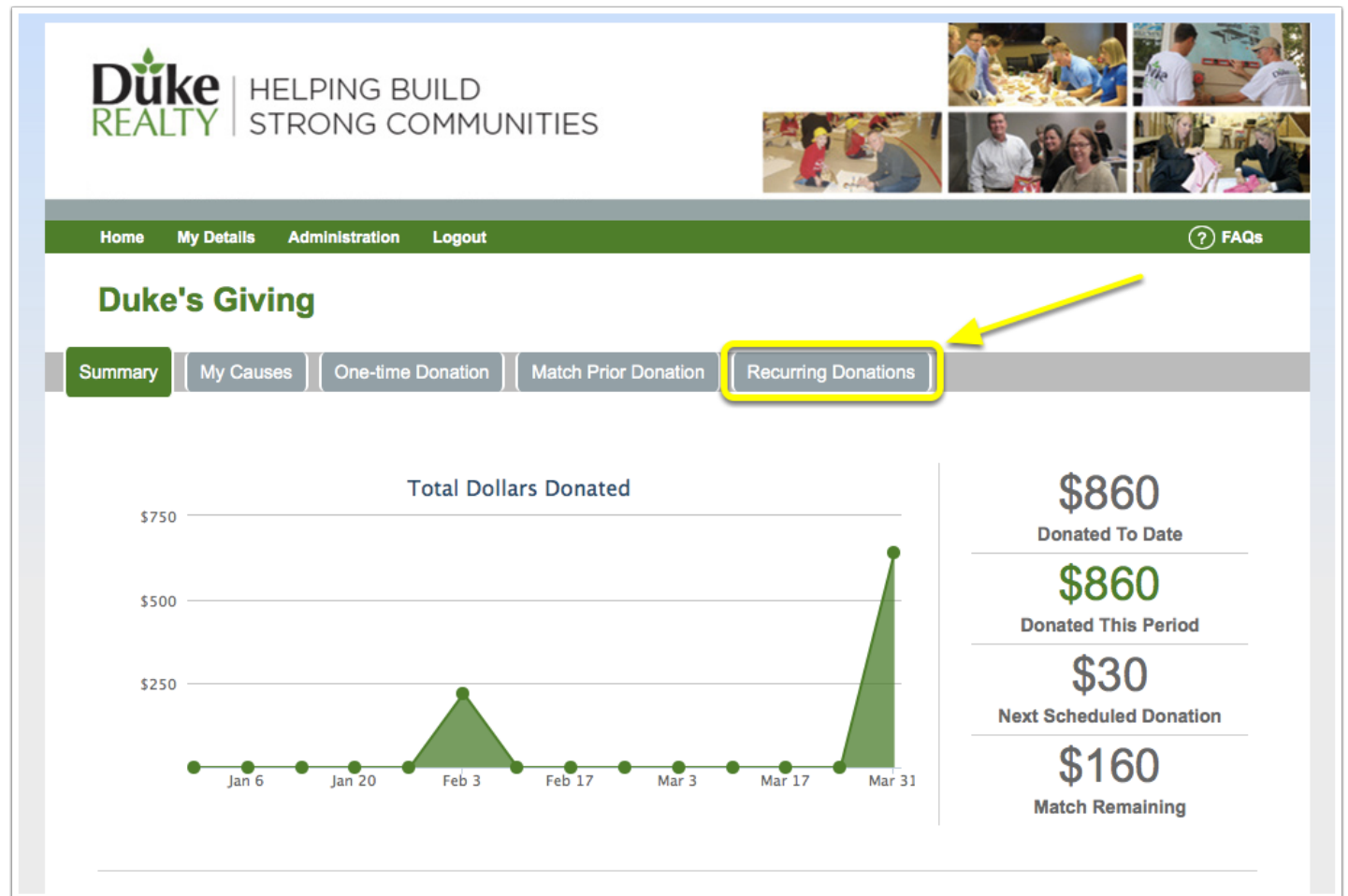


Donations & Matching Gifts



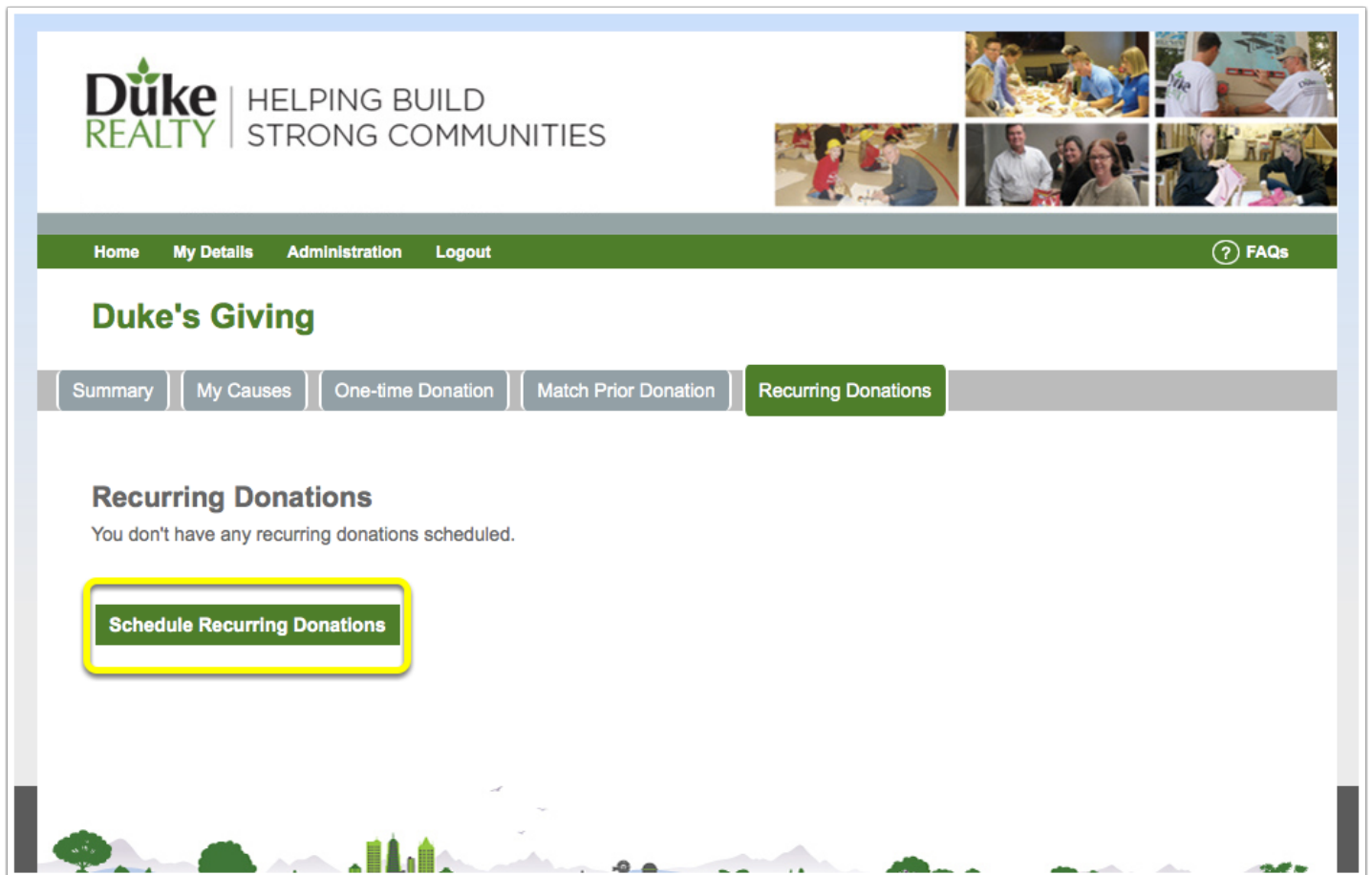
2. Select "Recurring Donations"

Click on "Recurring Donations" highlighted below.



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 shows a form with three main sections: '3 Comments', '4 Schedule', and '5 Terms'. In the '3 Comments' section, there are two text input fields labeled 'Special Instructions:' and 'Dedication:'. The '4 Schedule' section contains a 'Start Date:' field with the value '06/01/2014' and a calendar icon, a 'Frequency:' dropdown menu set to 'Monthly', and an 'Ending:' section with three options: 'Never', 'After 6 occurrences' (which is selected), and 'After' followed by an empty field and a calendar icon. The '5 Terms' section has a checkbox labeled 'The information above is accurate and complete.' which is checked. Below this is a green button labeled 'Review and Continue »' and a 'Cancel' link. Yellow boxes and arrows highlight the calendar icon for the start date, the 'Monthly' frequency dropdown, the 'After 6 occurrences' ending option, the checked checkbox, and the 'Review and Continue »' button.

3 Comments

Special Instructions:

Dedication:

4 Schedule

Start Date: 06/01/2014

Frequency: Monthly

Ending:

☐ Never

☒ After 6 occurrences

☐ After

5 Terms

☒ The information above is accurate and complete.

Review and Continue »

[Cancel](#)

6. Confirm Your Recurring Donation

Review that all the confirmation information is correct. If everything is right, then select "Save Setup" and your future donations will be scheduled!

Payment Method

Card on file: luke test - x1111

Recipients

| Organization | Amount (USD) |
|---|--------------|
| American Cancer Society Cancer Action Network Inc | \$10.00 |
| Susan G Komen Breast Cancer Foundation | \$20.00 |

Schedule

Frequency: **Monthly**
Start Date: **06/01/2014**

Ending: **After 6 occurrences**

Comments

Special Instructions:
(none)

Dedication:
(none)

Save Setup

[Cancel Donation](#)