# Single Donation - Offline

## **Employee Giving Campaign**

From the the launch page to make a donation click the Donate button.



#### **Make Donation**

To request a match for a donation that you gave directly to the organization follow the steps and make sure that the following is checked: Single Donation and Offline. On Step 3 enter when you donated and what type of transaction that you used. The last thing to do on this step is to attach the receipt of the transaction. Add your charity.

Make Donation Donation Type  Single Donation Payment Method  Credit/Debit Payroll Deduction Paypal Offline				Enter Date, Transaction Type, and Upload Your Receipt		
	Donation Date Transaction Type Receipt	09/10/2014 mm Cash Check Credit/Debit Stock Stock Acceptable file formats.JPG, JPEG, Maximum file size:2 MB	114-09-10 at 1.20.25 r donation, such as as 20py of your check, or a GIF, TIFF, PNG, PDF, L	5 PM.png canned copy of a paper receipt, a letter from the a screenshot of your online donation. 20C, DOCX		
Charities	lame Add Charity	Click to Add your	Charity Match Requ	uested <u>Anonymous</u>		

#### **Make Donation**

Once you have added your charity enter the amount that you gave and the amount you want to request Abbott to match. Step 4 is optional to add additional details. If everything is correct check the agree to terms and click review and continue.

Make Donation	
<ol> <li>Donation Type</li> </ol>	
Single Donation  Recurring I	Donation
2 Payment Method	
Credit/Debit Payroll Deduct	tion 💿 Paypal 🛞 Offline
Donation Date	09/10/2014
Transaction Type	Cash ‡
Receipt	Browse Screen Shot 2014-09-10 at 1.20.25 PM.png
3 Charities Name X American Cancer Society Inc National Home Office Atlanta, G/	A *
Add Charity	Total: \$10.00
Comments      Instructions to Charities (Optiona	Enter what you would like Abbott to match
5 Terms Check if	you agree
To the best of my knowledge,	this information is true, accurate, complete.
	Cancel Review and Continue » Click to Review

### **Review Donation**

Review your donation here and click submit

Employee Giving Campaign								
Summary Donate Activity								
A Warning: This website is in Testing mode. Donations and matching requests will not be processed.								
Review Donation								
Please review your selections before submitting your donation.								
Donation Type     Single Donation								
2 Payment Method								
Offline								
Donation Date Sep 10, 2014								
Transaction Type Cash Receipt On File 差								
Charities								
Name Anonymous Match Requested Anonymous								
American Cancer Society Inc National Home Office Atlanta, GA \star 🖾								
Review and Click Submit Total \$10.00								
Instructions to Charities (Optional) Dedication (Optional)								
None None								
Cancel Submit Donation								

## **Thank You**

This is your confirmation for your donation.

Employee Giving Campaign								
Summary Donate Activity								
A Warning: This website is in Testing mode. Donations and matching requests will not be processed.								
Thank You								
Your donation has been processed. Thanks! Here is a summary:								
Donation Type								
Single Donation								
2 Payment Method	2 Payment Method							
Offline								
Donation Date Sep 10, 2014								
Transaction Type Cash								
Receipt On File 🚣								
3 Charities								
Name	Anonymous	Match Requested	Anonymous					
American Cancer Society Inc National Home Office Atlanta, GA ★ 💿	\$10.00	\$10.00	No					
Total	\$10.00							
Comments								
Instructions to Charities (Optional) Dedication (	Dedication (Optional)							
None None								