Overview:
Instructions on how to submit a Matching Gift for an offline donation and how to make a credit card donation on the Corning Incorporated Foundation’s Employee Programs site.

Definitions:
- Offline Donation – A donation made directly to an eligible non-profit organization via cash, check or credit card without using the Employee Programs site. The only action you are completing is submitting a request to match your donation.
- NEW! Credit Card Donation – A credit card donation made to an eligible non-profit organization using the Employee Programs site. While making a credit card donation directly through the site, you can request to have your donation matched as a part of the process. Credit card fees will be covered by the Foundation so that 100% of your donation goes to the non-profit organization.

SECTION 1.1: How to submit an offline donation as a Matching Gift (No Screen Shots)
SECTION 1.2: How to make a credit card donation to an eligible non-profit organization (No Screen Shots)
SECTION 1.3: How to submit an offline donation as a Matching Gift (With Screen Shots)
SECTION 1.4: How to make a credit card donation to an eligible non-profit organization (With Screen Shots)

Program Reminders:
- Minimum donation/match amount is $10.
- The individual maximum is $7,500 per calendar year. The donor’s limit is based on the date of the donation.
- The organization maximum is $25,000 per calendar year. The limit is based on the date of the employee’s donation.
- Program deadline: January 1st of the current year through January 31st of the following year. For example, 2021 donations must be submitted as a Matching Gift any time between 1/1/2021-1/31/2022.
- Matching Gifts Program Guidelines.

Need further assistance?
- Click here for help and support including live chat, with YourCause, the service provider.
- Contact Ashley Knowles, program specialist at knowlesal@corning.com.

SECTION 1.1: How to submit an offline donation as a Matching Gift
2. Click on the yellow Employee Programs button shown on the home page.
   a. This will automatically log you in to the Foundation’s Employee Programs site.
3. OR, go to Corning World homepage, click on Departments A-F > Corning Foundation > Employee Programs.
4. Click the Matching Gifts featured tile.
5. Click the Find Your Charity blue button.
6. Search for your organization, then select your organization.
   a. Note: If your organization is not listed complete a request to add a non-profit organization by clicking on Community > Request to Add a Non-Profit.
7. Click the Log an Offline Donation blue button.
8. Complete the required fields. When prompted to upload a receipt of your donation, eligible file types consist of jpg, png, gif, csv, pdf, jpeg.
9. Click Add to My Cart blue button.
10. Confirmation of offline donation added to cart pop-up. Click Checkout Now blue button to apply match or Explore More to submit another offline donation.
11. Click Apply Match and Checkout blue button.
12. Under “Eligible Match Amount” section, select Apply for $X USD and check the acknowledgment box. Then click the Next Step blue button.
   a. NOTE: You may change the desired matched amount in this section. If a you received a gift upon making your donation. You should change the matched amount to reflect the difference of the actual donation minus the value of the gift received.
13. Select the privacy information desired. This information will be shared with the charity.
14. Click the Next Step blue button.
15. Click the Confirm and Finish blue button.
16. The complete page appears. Here you can view your giving history or go back to the Community home page.

SECTION 1.2: How to make a credit card donation to an eligible non-profit organization
2. Click on the yellow Employee Programs button shown on the home page.
   a. This will automatically log you in to the Foundation’s Employee Programs site.
3. OR, go to Corning World homepage, click on Departments A-F > Corning Foundation > Employee Programs.
4. Click the Matching Gifts featured tile.
5. Click the Find Your Charity blue button.
6. Search for your organization.
   a. Note: If your organization is not listed complete a request to add a non-profit organization by clicking on Community > Request to Add a Non-Profit.
7. Click on the organization.
8. Click the Make a New Donation blue button.
9. Click the Credit Card blue box.
10. Select or enter the amount you would like to donate.
11. Enter a designation of your donation if applicable. For example, in support of a specific campaign or program the organization manages.
12. Click the Add to My Cart blue button.
   a. Note: Blackbaud Giving Fund, a 501c3 public charity, will be listed on your credit statement rather than the individual charity.
13. A confirmation pop-up will appear with the amount of your donation being added to your cart. Click the Checkout Now blue button to apply match or Explore More to make another donation and request your match later. Note: Privacy question is required, not optional.
14. Click the Apply Match and Checkout blue button.
15. Under the “Eligible Match Amount” section, select Apply for $X USD and click the Next Step blue button.
   a. NOTE: You may change the desired matched amount in this section. If you received a gift with your donation, you should change the matched amount to reflect the difference of the actual donation minus the value of the gift received.
16. Complete the Privacy Information section, then click on the Enter Card Info blue button.
17. Once you click on the “Enter Card Info” button, a Contact & Billing popup box will appear. Complete the necessary information. Note: Privacy question is required, not optional.
18. Enter credit card information and click finish.
19. Once your credit card information is accepted, click the blue Next Step button.
20. The donations to confirm page will appear. Here you will see your credit card donation amount and the match amount.
21. Click the Confirm and Finish blue button.
22. The transaction complete page will appear. Here you can view your giving history or go back to the Community home page.

SECTION 1.3: How to submit an offline donation as a Matching Gift
2. Click on the yellow Employee Programs button shown on the home page.
   a. This will automatically log you in to the Foundation’s Employee Programs site.
3. OR, go to Corning World homepage, click on Departments A-F > Corning Foundation > Employee Programs.
4. Click the Matching Gifts featured tile.
5. Click the Find Your Charity blue button.

![Find Your Charity button](54x531 to 327x728)

6. Search for your organization, then select your organization.
   a. Note: If your organization is not listed complete a request to add a non-profit organization by clicking on Community > Request to Add a Non-Profit.

![Search Organizations](54x275 to 292x487)

7. Click the Log an Offline Donation blue button.

![Log an Offline Donation button](54x152 to 396x245)

8. Complete the required fields:
   a. Donation Amount
   b. Donation Date
   c. Select Type
   d. Upload a receipt of your donation
i. Eligible file types consist of jpg, png, gif, csv, pdf, jpeg.

9. Click Add to My Cart blue button.

10. Confirmation of offline donation added to cart pop-up. Click Checkout Now blue button to apply match or Explore More to submit another offline donation.

11. Click Apply Match and Checkout blue button.
12. Under “Eligible Match Amount” section, select Apply for $X USD and check the acknowledgment box. Then click the Next Step blue button.

a. NOTE: You may change the desired matched amount in this section. If you received a gift upon making your donation, you should change the matched amount to reflect the difference of the actual donation minus the value of the gift received.

13. Select the privacy information desired. This information will be shared with the charity. Note: Privacy question is required, not optional.
14. Click the **Next Step** blue button.

**Privacy and Additional Information**
Choose what information you wish to share with the charity. Based on the type of donations you are making, there may be additional payment information required.

1. **Privacy Information**
2. What information do you want to share with the charities receiving your donation?
   - Name and Email
3. If you would like to share an alternate recognition name with your nonprofit organization, please enter it here:
   - Enter Name (Optional)

15. Click the **Confirm and Finish** blue button.

**Donations to Confirm: 1**

<table>
<thead>
<tr>
<th>Donation Type</th>
<th>Charity Name</th>
<th>Amount</th>
<th>Frequency</th>
<th>Donation Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offline</td>
<td>One Seventy One Cedar Inc</td>
<td>100.00 USD</td>
<td></td>
<td>100.00 USD</td>
</tr>
<tr>
<td>Match</td>
<td>One Seventy One Cedar Inc</td>
<td>100.00 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL: 100.00 USD**

- Match Requested: 100.00 USD

16. The complete page appears. Here you can view your giving history or go back to the Community home page.

**Complete!**

Confirmed Donations: 1

Thank you for your donation! The Foundation issues Matching Gift checks to nonprofit organizations on a monthly basis. To view the status of your matched donation, go to the "Matching Gifts" tab and click on "My Giving.”

- What would you like to do?
  - View My Giving History
  - Go to Community Home

**SECTION 1.4: How to make a credit card donation to an eligible non-profit organization**

2. Click on the yellow Employee Programs button shown on the home page.
   - a. This will automatically log you in to the Foundation’s Employee Programs site.
3. OR, go to [Corning World](http://www.CorningWorld.com) homepage, click on Departments A-F > Corning Foundation > Employee Programs.
4. Click the Matching Gifts featured tile.
5. Click the Find Your Charity blue button.
6. Search for your organization.
   - a. Note: If your organization is not listed complete a request to add a non-profit organization by clicking on Community > Request to Add a Non-Profit.
7. Click on the organization.
8. Click the Make a New Donation blue button.

9. Click the Credit Card blue box.
10. Select or enter the amount you would like to donate.

11. Enter a designation of your donation if applicable. For example, in support of a specific campaign or program the organization manages.
12. Click the Add to My Cart blue button.
   a. Note: Blackbaud Giving Fund, a 501c3 public charity, will be listed on your credit statement rather than the individual charity.
13. A confirmation pop-up will appear with the amount of your donation being added to your cart. Click the Checkout Now blue button to apply match or Explore More to make another donation and request your match later.

14. Click the Apply Match and Checkout blue button.

15. Under the “Eligible Match Amount” section, select Apply for $X USD and click the Next Step blue button.
a. **NOTE:** You may change the desired matched amount in this section. If a you received a gift with your donation. You should change the matched amount to reflect the difference of the actual donation minus the value of the gift received.

16. Complete the Privacy Information section, then click on the Enter Card Info blue button. **Note:** Privacy question is required, not optional.

17. Once you click on the “Enter Card Info” button, a Contact & Billing popup box will appear. Complete the necessary information.

18. Enter credit card information and click finish.
19. Once your credit card information is accepted, click the blue Next Step button.

20. The donations to confirm page will appear. Here you will see your credit card donation amount and the match amount.

21. Click the Confirm and Finish blue button.

22. The transaction complete page will appear. Here you can view your giving history or go back to the Community home page.