

# Instructions for Intel Employees for Donation Matching Program via Benevity

## 1. New Donations:

- a. Log onto <http://intel.benevity.org>
- b. Blue badge employees can enter the site from within Intel network directly from the above link.
- c. Search for *HECSA* under “cause” portal. Don’t mention any services in Memo field. Your donation money under a given project will support any of the HECSA causes for the overall benefit of the organization.
- d. Donate desired amount and Benevity will match your amount to HECSA.
- e. Benevity will generate receipt for the donation (via email).

## 2. Past Donations:

- a. Log onto <http://intel.benevity.org>
- b. Blue badge employees can enter the site from within Intel directly from the above.
- c. Search for *HECSA* under “cause” and choose one of the projects listed that you want to donate.
- d. Obtain receipt for donations made in 2016 from temple front desk or email to [hecsapdx@gmail.com](mailto:hecsapdx@gmail.com) and upload to site.
- e. Benevity will approve the receipt and pay the Intel matching funds to HECSA