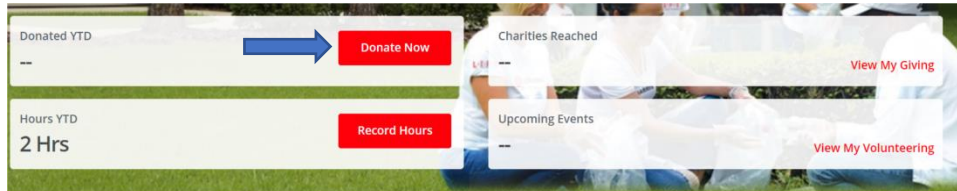


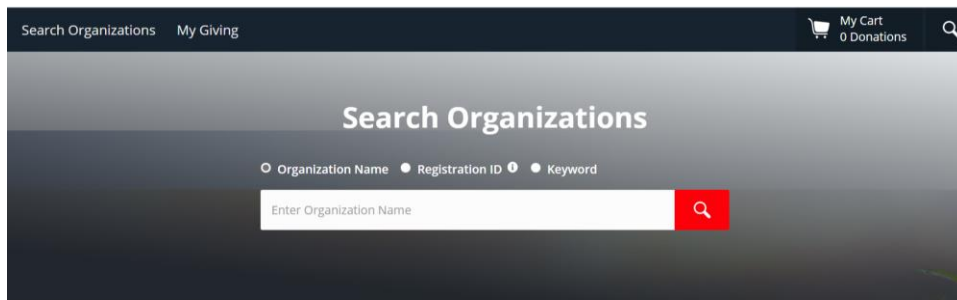
Offline Gift Matching Guide

Please use this guide to help you log your offline donations and apply for gift matching. To get started please visit the LIFT portal. Please note that the minimum donation amount to apply for a match is \$25.00 USD.

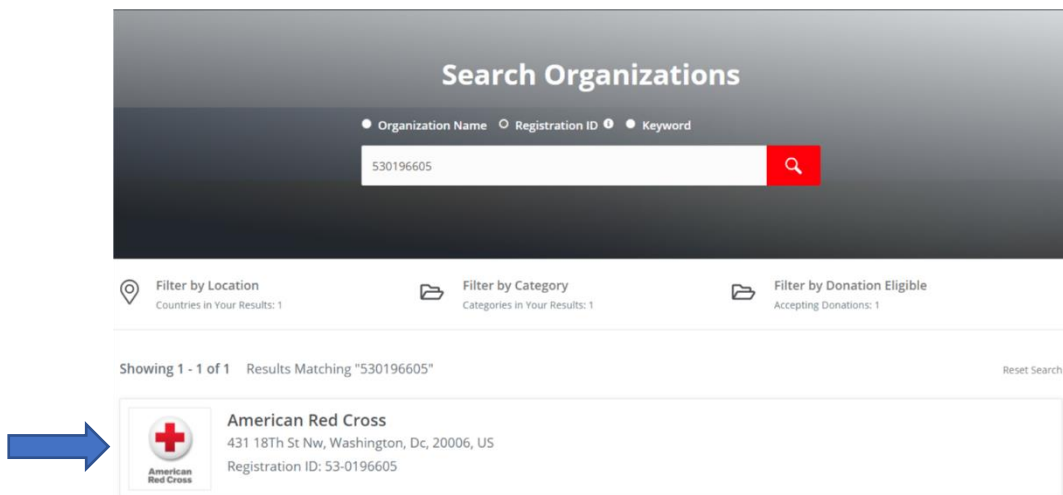
1. From the home page click “Donate Now”



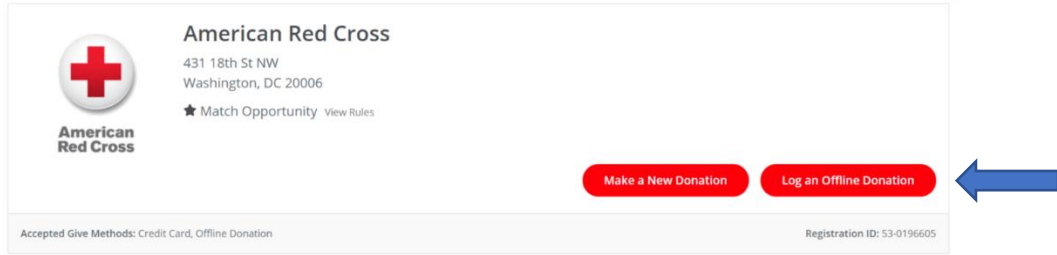
2. You will be taken to the organization search feature. There are three ways that you can search for your organization.
 - Organization Name: this is the legal name of the organization. Please note- the legal name of the organization may differ from the organization’s common name (example – Brevard Zoo is actually the East Coast Zoological Society)
 - Registration ID: this is the EIN tax ID of the organization.
 - Keyword: this is if you are unsure of the legal name or the tax ID you can use a key word to find the organization.
 - i. For example: Searching “Zoo” will bring up all organizations that have the word Zoo in their keyword search.



3. Once you have found the organization that you are looking for, click on the name of the organization.

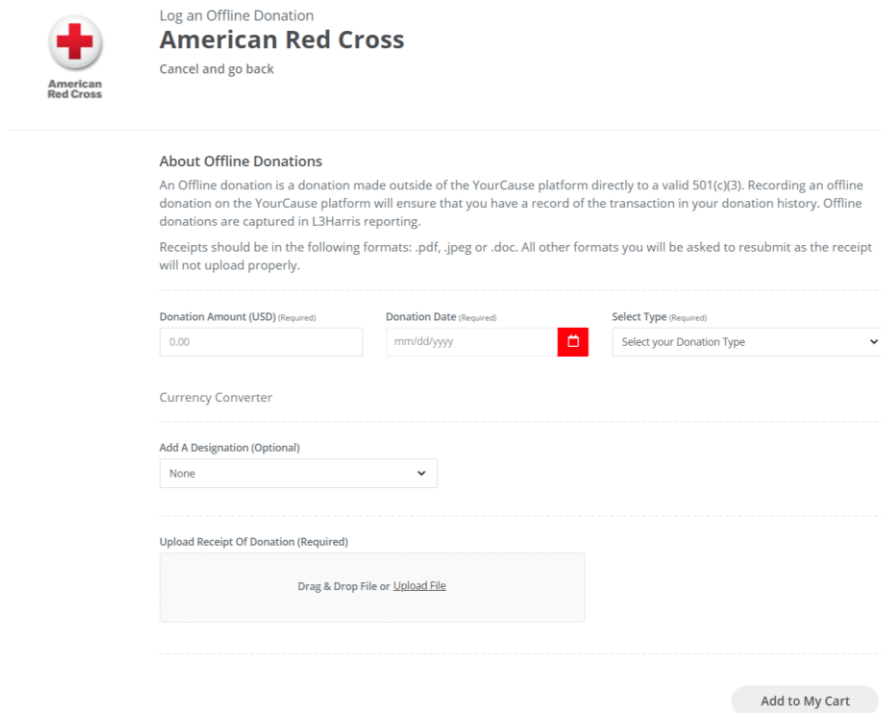


4. You will be brought to the organization page. From here please click “Log an Offline Donation”



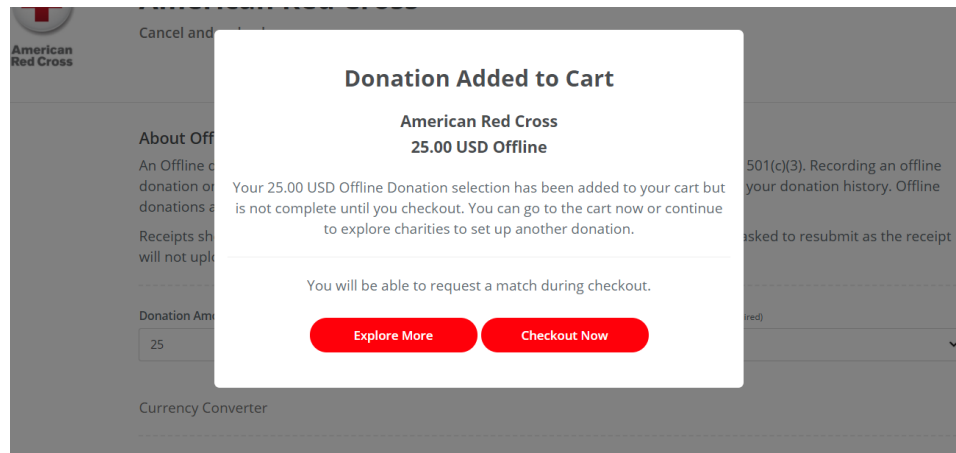
5. You will then be asked to log all the details of your donation- including the donation amount, donation date, donation type (cash or credit card), and an optional designation field. You are also required to upload your donation receipt. Acceptable receipts include:

- An email receipt from the organization listing the date and amount of your donation.
- A letter from the organization listing the date and amount of your donation.
- Each donation will require a receipt upload (if you give monthly, you will need to upload a receipt for each gift instead of one receipt for the full amount)

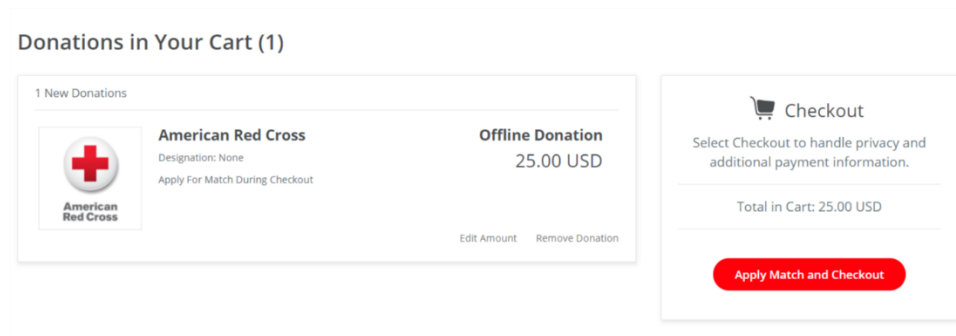


6. Once you’ve uploaded your receipt click “Add to my Cart” from there you will be asked, if you would like to “Explore More” or “Checkout Now”

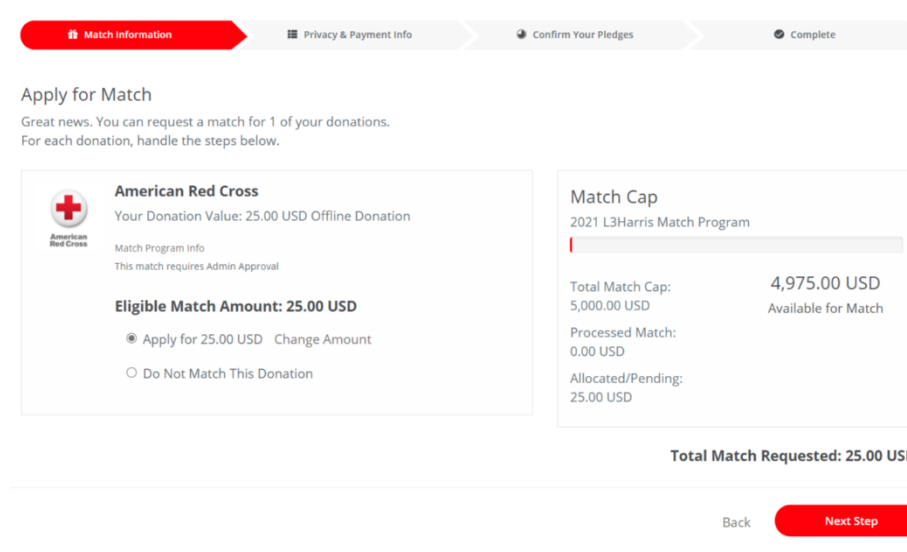
- If you have additional matches that you need to log, please click “Explore Charities” you will be taken back to the organization search page and the last organization that you searched will be pre-populated. If you need to log a match for a different charity click “Reset Search” at the top of the screen.
- If you do not need to add additional donations click “Checkout Now.”



7. You will then be shown everything that is in your cart and given the option to apply for a match and checkout.



8. You will be asked if you wish to apply for a match. Click apply for match. Your match cap on the right-hand side of the screen will adjust based on the amount that you are requesting.



9. Click next step. You will be asked about what information you wish to share with the charity. This is a required field and you can share either: your name and email, name, address and email or you can be anonymous.

[← Return to Cart](#)

L3HARRIS

Match Information → Privacy & Payment Info → Confirm Your Pledges → Complete

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.

Privacy Information

What information do you want to share with the charities receiving your donation?

Name and Email

If you would like to share an alternate recognition name with your nonprofit organization, please enter it here:

Enter Name (Optional)

[Back](#) [Next Step](#)

10. To complete your match application, you must agree to the L3Harris gift match guidelines.

[← Return to Cart](#)

L3HARRIS

Match Information → Privacy & Payment Info → Confirm Your Pledges → Complete

Please review the following information before confirming:

An eligible 501(c)(3) charity is an organization that is in good standing with the IRS and is included in the approved organization list from L3Harris. L3Harris approves organizations twice a year (January and July) and reserves the right to exclude organizations (a) (a) that denigrates or advocates discrimination or violence based upon race, color, religion, age, national origin, ancestry, ethnicity, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, military status, disability, genetic information, citizenship status, or membership in any other group protected by federal, state or local law or (b) whose practices are in the good faith determination of the Harris Foundation, otherwise inconsistent with L3Harris Foundation goals and policies. L3Harris may suspend, amend, or discontinue the program at any time and reserves the right to determine whether any contribution shall be matched.

[Go Back a Step](#) [I Agree](#)

11. Click agree and your match will be submitted for approval.