

Employee User Training Guide



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Register & Create an Account

1. Refer to your company's launch materials or go to <https://my.givful.com/auth/register> to create an account.
2. You will need to enter your company's **Group Code** when you register.
3. Last, you will need to Verify your account from a **Verification Email** (if you don't receive it, you may need to look in a junk email folder).

Email Address

First Name

Last Name

Password*

Confirm Password

Group Code (optional)

*Passwords must contain upper and lowercase letters, numbers, and special characters

Register

[Already a user?](#)

By registering, you agree to our [terms of service](#)

Confirm your Givful account inbox x

The Givful Team <support@givful.com> to me

Sat, May 2, 5:22 AM (2 days ago) ☆ ↶ ⋮

GIVFUL ACCOUNT INFORMATION

You're almost done!

Confirm your email address by clicking below or use the confirmation code 775371.

Verify Now

[For Employers](#) [For Nonprofits](#) [For Individuals](#)

Forward It On dba Givful ("Givful") respects your privacy and works hard to protect your personal information. We will not share your personal information with anyone except as described in our Privacy Policy.

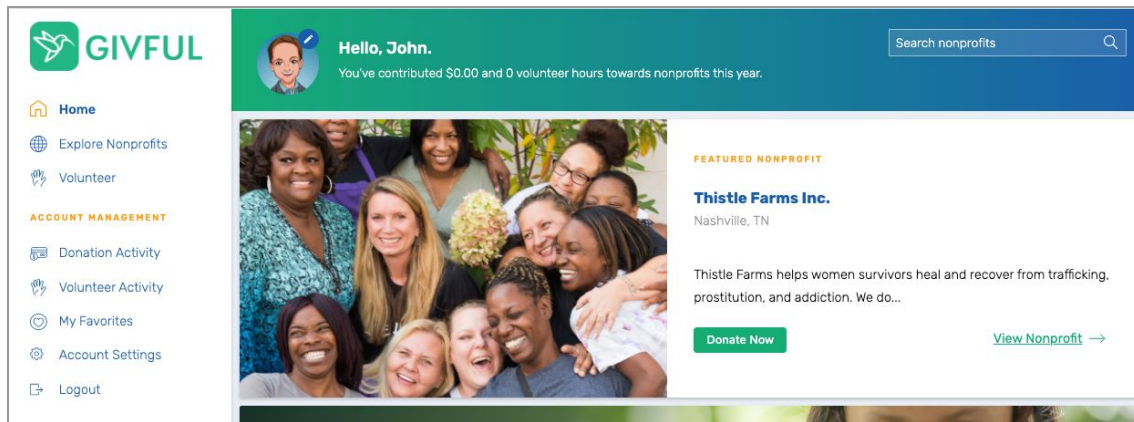
[Terms & Conditions](#) | [Privacy Policy](#)

Givful, 528 Hurdle Ave, Nashville TN 37210

Home Page

Featured Nonprofit

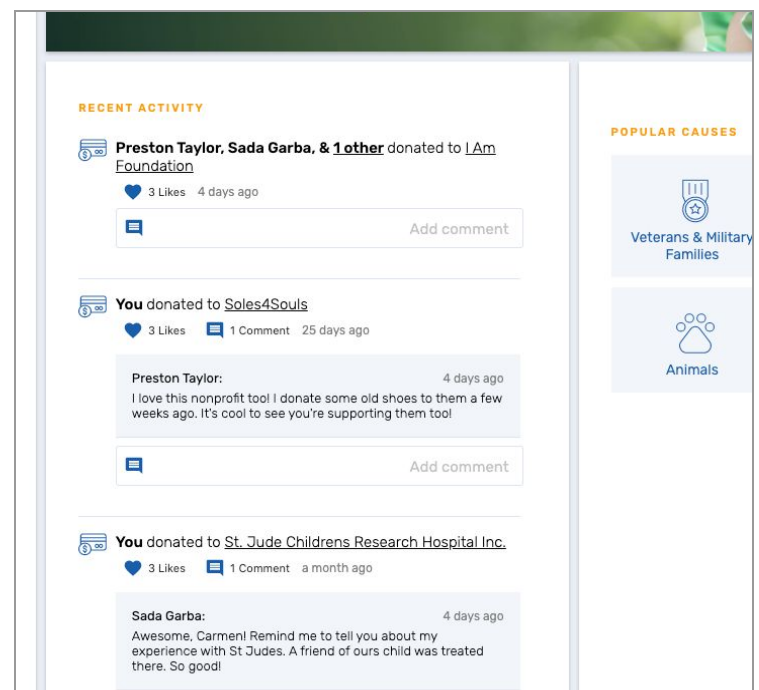
Your company has the ability to feature nonprofits on the home page. This helps to make it easier for you to find the nonprofit your company is fundraising for or has a volunteering opportunity.



Activity Feed

On the Home Page, you will notice the Activity Feed. You can choose if you want to share your donation and volunteering hours with your colleagues. If you do share it, it will be displayed on the Activity Feed. Then, your colleagues will be able to 'Like' and add 'Comments' to your activity.

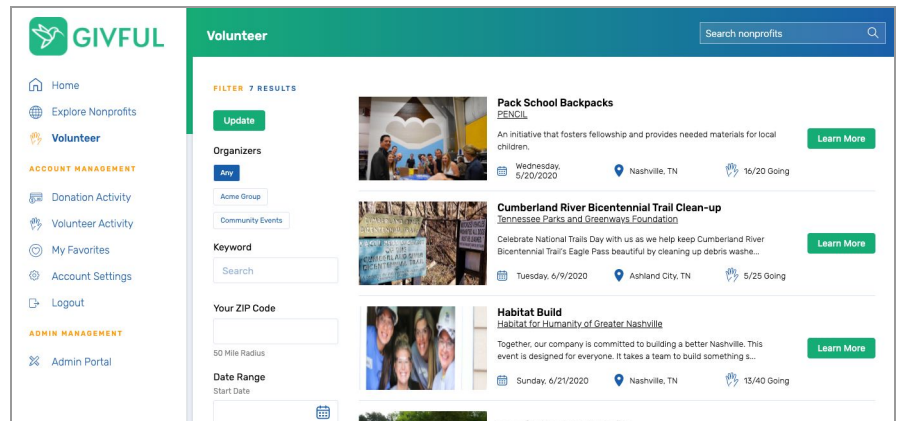
This is a great way for colleagues to see how others are making a difference - especially those that work in other offices or work from their home.



Volunteering

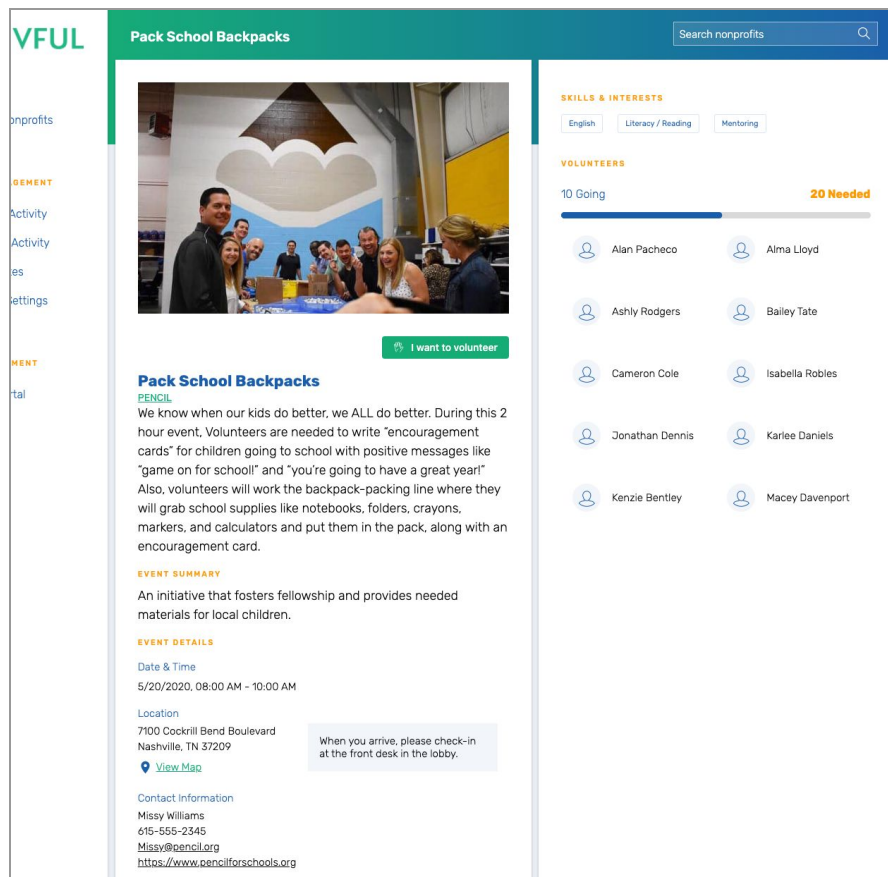
Volunteer Search Page

Select the menu option 'Volunteer' from the main menu on the left-hand side to search for Volunteering events. To filter between Company events and events created by Nonprofits, select either your company's button or Community Events under Organizers. In the Keyword section, enter a search term. In the Your ZIP Code section, enter a ZIP code. In the Date Range section, select a date range. Click on 'Learn More' to see more information about the volunteer event.



Volunteer Event Page

From the Search Page, click on 'Learn More' to see more information about the volunteer event.



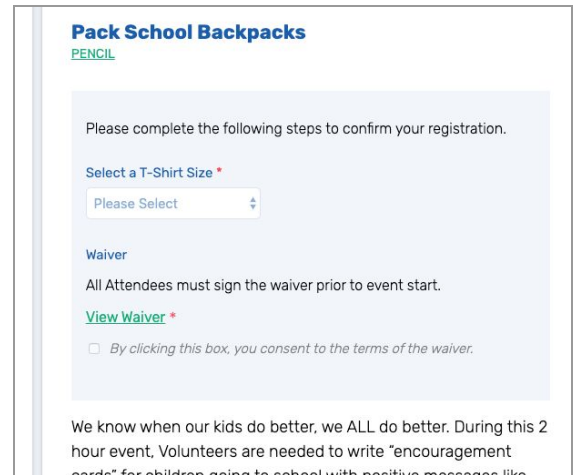
Volunteer Event Sign Up

If you are interested in signing up, then follow the steps from the event page.

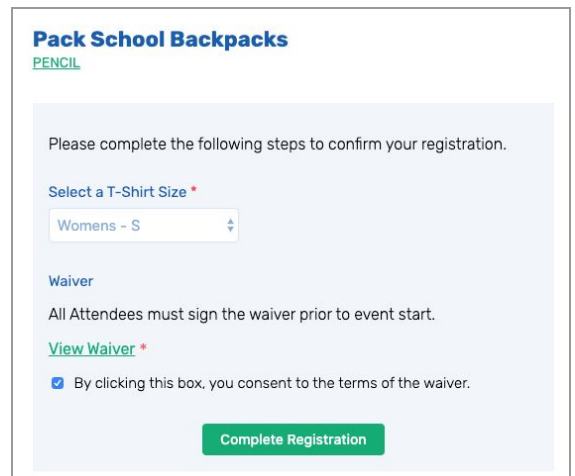
1. Select the **'I want to volunteer'** button.



2. You may be prompted to select your T-shirt size if your company is planning to offer t-shirts for the event. Also, you will need to accept the **Waiver Release** before you confirm your registration for the event.



3. Then you need to select the **'Complete Registration'** button.



Donations

Make A Donation

When you select the ‘**Donate Now**’ button, you will land on the Donation Page. On this page, you will have several options to choose from.

- **Method:** payroll or credit card (note: some companies may not have payroll turned on)
- **Frequency:** one time or recurring
- **Cover processing fees**
- **Share your email address** with the nonprofit
- **Share this donation with your colleagues** (by selecting ‘**Yes**’, it will be displayed on the Activity Feed).
- **Comments** (these comments will be shared directly with the nonprofit)

The screenshot shows the 'Donation' page for 'Thistle Farms Inc.' (EIN: 582050089). The left sidebar contains navigation links: Home, Explore Nonprofits, Volunteer, ACCOUNT MANAGEMENT (Donation Activity, Volunteer Activity, My Favorites, Account Settings, Logout), and ADMIN MANAGEMENT (Admin Portal). The main content area has a 'Select Method' section with 'Payroll' and 'Credit Card' buttons, and a 'Frequency' section with 'One-Time' (selected) and 'Recurring' buttons. Below these is a text input for 'Amount (min. \$1)' with a value of '0.00'. There are three yes/no questions: 'Would you like to cover the processing fees? (\$0)', 'Would you like to share your email address with Thistle Farms Inc.', and 'Let your company and colleagues know about this donation?'. A 'Comments' text area is at the bottom. On the right, a 'SUMMARY' box shows 'Your Contribution: \$0.00', 'Processing Fees: \$0', 'Your Donation Total: \$0.00', and 'Total Donation: \$0.00'. Below that is a 'FAQ' section with expandable questions about tax deductibility, receipt timing, and confidentiality. A green 'Donate' button is at the bottom left.

Annual Tax Statement


The Tax Statement is available for the **previous year**. So, in January, click on ‘**Download Tax Statements**’ under the Donation Activity page to access last year’s tax statement.

The screenshot shows the 'Your Donation History' page. The left sidebar is identical to the previous screenshot. The main content area has tabs for 'Donation History' (selected), 'Manage Recurring', and 'Company Matching'. Below the tabs are summary statistics: '\$100 YTD Donations', '\$100 Lifetime Donations', '11 Nonprofits Supported', and '\$0 Monthly Recurring'. A red arrow points to a green link labeled 'Download Tax Documents'. Below this is a table with columns: Date, Nonprofit, Amount, Type, and Method. The table contains four rows of donation data.

Date	Nonprofit	Amount	Type	Method
5/1/2020	HIRE HEROES USA	\$1.00	One Time	Payroll
5/1/2020	HIRE HEROES USA	\$1.05	One Time	Payroll
4/30/2020	I Am Foundation	\$10.50	One Time	Payroll
4/30/2020	Shanti Project	\$10.50	One Time	Payroll

Manage Recurring Donations

Under the Donation Activity page, you can manage recurring donations. Go to the 'Manage Recurring' tab. From here, you can pause (cancel) a recurring donation. Also, you can edit the dollar amount.



- Home
- Explore Nonprofits
- Volunteer
- ACCOUNT MANAGEMENT
- Donation Activity**
- Volunteer Activity
- My Favorites
- Account Settings
- Logout

Your Donation History

Search nonprofits

Donation History

Manage Recurring

\$15
Estimated Monthly Total

1
Nonprofits Supporting Monthly

\$3
YTD Recurring Donations

Nonprofit	Amount	Method	Pause/Unpause	
EDMONDSON ELEMENTARY SCHOOL PARENTS & TEACHERS ORGANIZATION	\$1.00	Payroll	<input checked="" type="checkbox"/>	<button>Edit</button>

10 rows |< < 1-1 of 1 > >|