

How to obtain matching donations for Smith PTSA from Microsoft:

Pre-requisites:

- This should be filled out after you have made the donation to Smith PTSA
- Must be a US-based interns, visiting researchers, or employee

Step 1: Connect to corpnet

Step 2: Navigate to <http://give/>

Step 3: Navigate to the “US Give home” in the “Americas” region

Access the portal for your region

Americas Asia Europe MEA

United States	US Give home Find information on causes and program updates on the US Give home page. Find volunteer opportunities at the US Volunteer Hub. US Give home US Volunteer Hub US FAQ	My Giving Portal Giving portal access for US employees. My Giving Portal
Canada	My Giving Portal Giving portal access for Canada employees. Visit Canada site	My Giving Portal Giving portal access for Canada employees. My Giving Portal

Step 4: Select the “Match money (US)” link



[Match money \(US\)](#)

Step 5: Search for “Smith PTSA”

In the “Search for the cause” section, type in “**Smith PTSA**” in the search box and click the search button. You will see the following show up in search results:

Fields marked with an asterisk * are required.

Search for the cause


No cause attached

Filter by country/location

United States

smith pta Search

Previous Next Close Search

 SAMANTHA SMITH PTA LAKE WASHINGTON COUNCIL 2 8 57
Sammamish, Washington, United States + Add

Previous Next Close Search

Can't find what you're looking for?
[Nominate a Cause](#) to make it available in your Goodness Program.

Donation type

Donation details

Step 6: Add “Samantha Smith PTA Lake Washington Council 2 8 57”



Step 7: Fill out the remaining donation form

- **Donation type:** Select “Money”
- **Currency:** Select “USD”
- **Donation amount:** Enter in the amount you donated
- **Donation date:** Enter the date of your donation
- **Receipt:** Starting January 5, 2022, donations of \$250 or more will require a receipt to be attached to the donation form (no screenshots available of this, as that date hasn’t yet arrived)

Step 8: Submit for confirmation

Next: Confirm Match Request

Step 9: Confirmation

After your submission, Microsoft will review it and if approved, will send an email to your work email address. This can take several days.