



MICROSOFT MATCHING GIFT PROGRAM

Below are the steps you need to follow to complete your matching donation through Microsoft.

1. Go to <http://give>.
2. Place your mouse pointer on "Give Now" and then select **Request a Match**.
3. Type *Mercy Ships* and click **Search**.
4. Click **Add to Cart**.
5. Click **Continue**.
6. Fill out the following fields (IMPORTANT: Please make sure to select **Match With: Product**).
 - Donation - Choose Gift Already Made
 - How did you give? - Choose Cash/Check
 - Enter Amount
 - Date of Gift - Pick a Date
 - Match With - Choose Product
 - Match Amount - Enter Amount
 - Purpose (details) - Enter Product Matching
7. Click **Continue**.
8. Click "I agree with the statement below" and then click **Confirm**.
9. Forward the email you received to corporate.partners@mercyships.org.