



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 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 receive to corporate.partners@mercyships.org