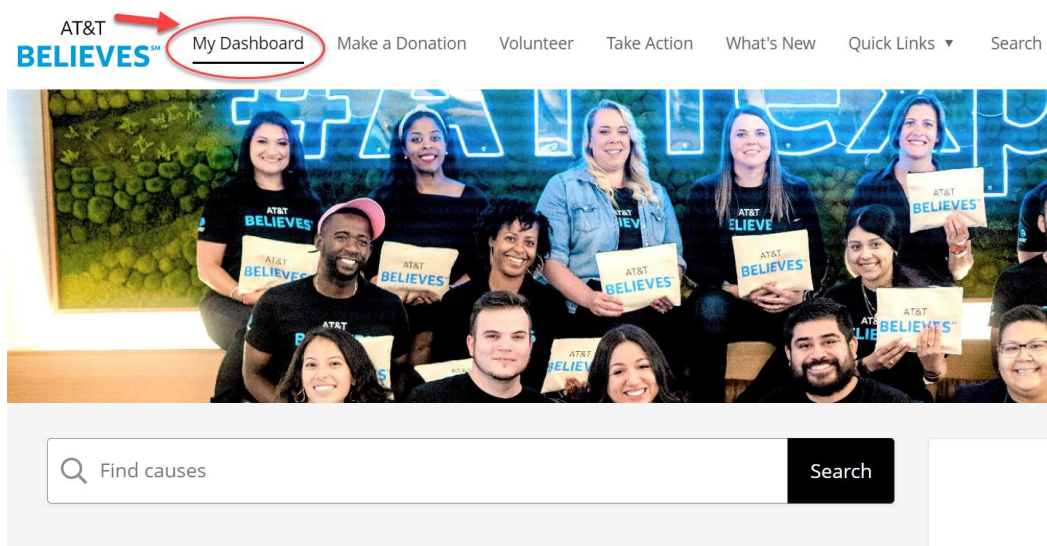
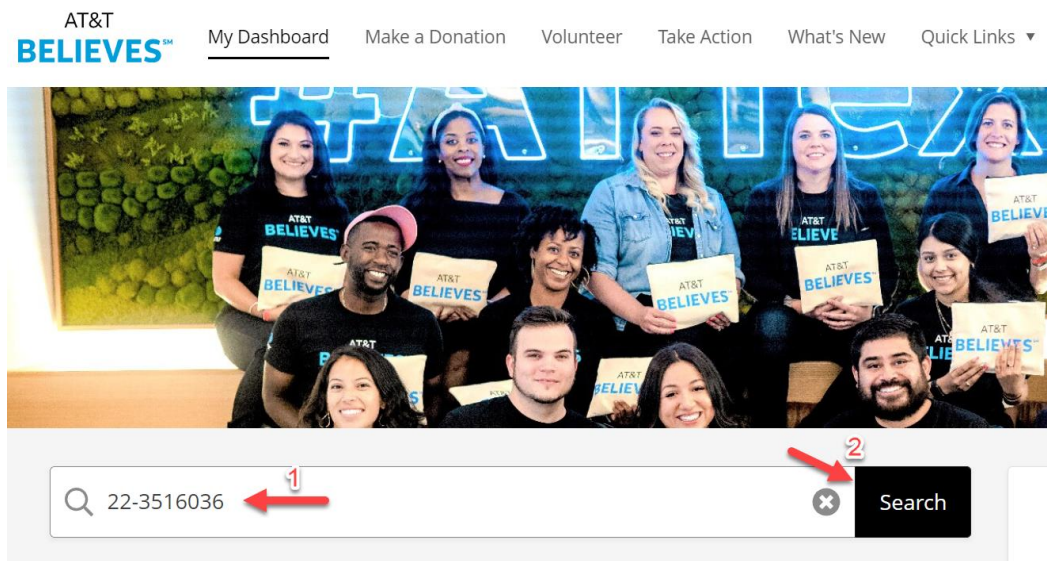


# How to Donate to WOA Using *My Rewards* in Benevity

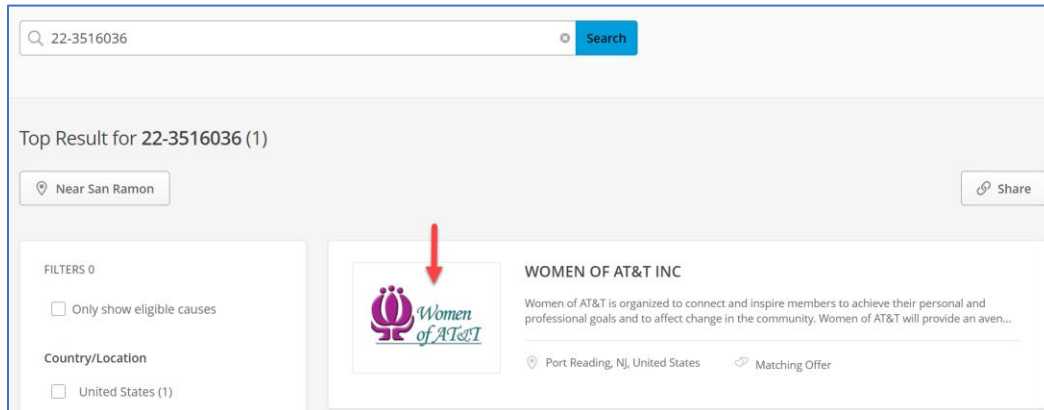
1. Log into [Benevity](#). By default, the user will be taken to the **My Dashboard** page. If not, click on **My Dashboard**.



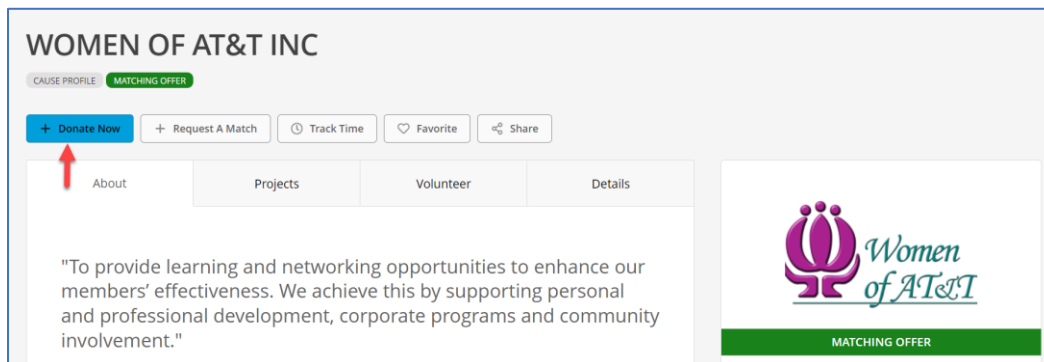
2. Search the tax ID number of WOA, **22-3516036**. Then, click on the **Search** button.



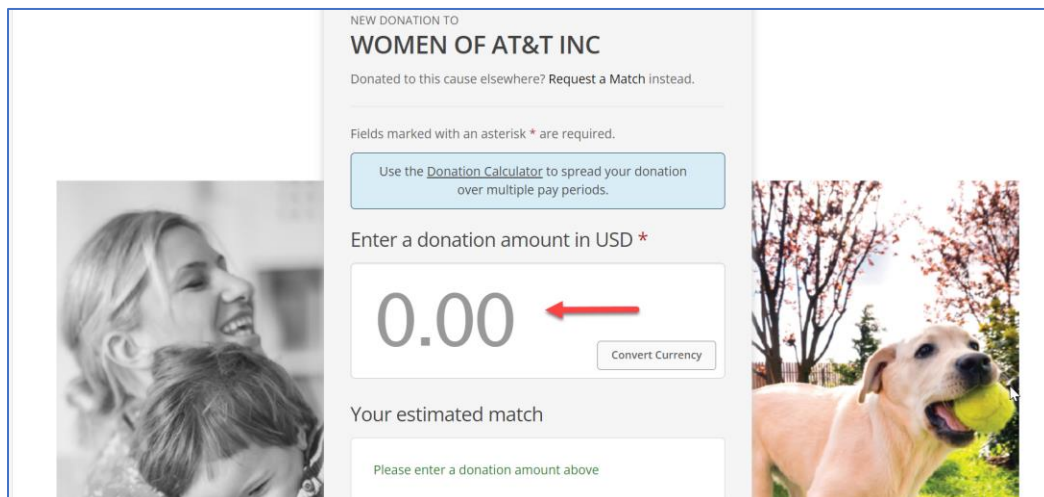
3. Click on the **Women of AT&T** logo.



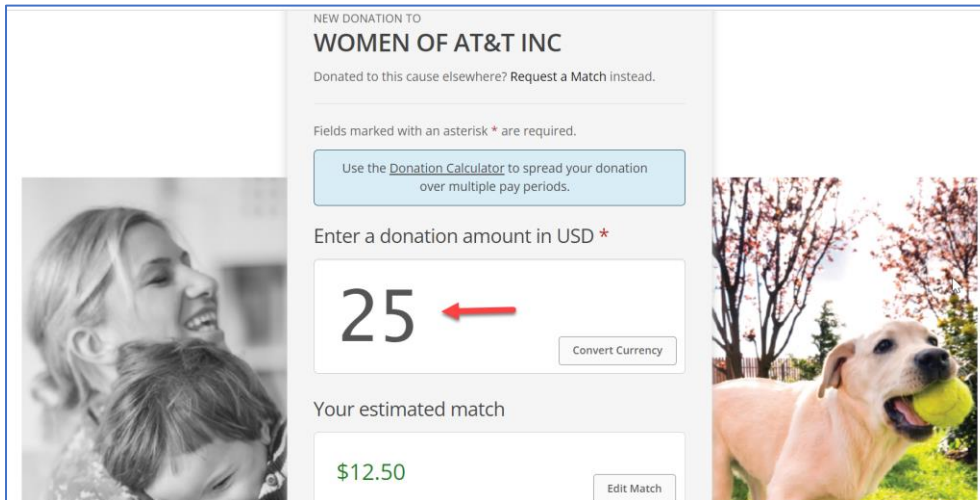
4. Click on the **+ Donate Now** button.



5. On the next screen, enter the **amount** you want to donate.



For this example, the user is donating \$25.



NEW DONATION TO  
**WOMEN OF AT&T INC**  
Donated to this cause elsewhere? [Request a Match](#) instead.

Fields marked with an asterisk \* are required.

Use the [Donation Calculator](#) to spread your donation over multiple pay periods.

Enter a donation amount in USD \*

25 ←

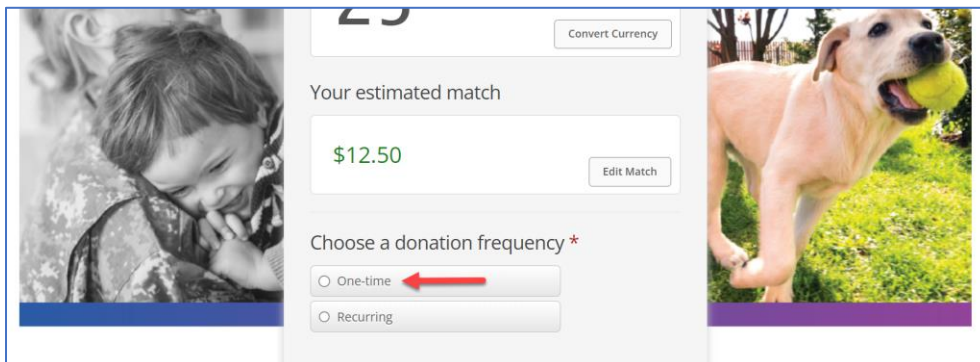
Convert Currency

Your estimated match

\$12.50

Edit Match

6. Pick **One-time** as your donation frequency.



Convert Currency

Your estimated match

\$12.50

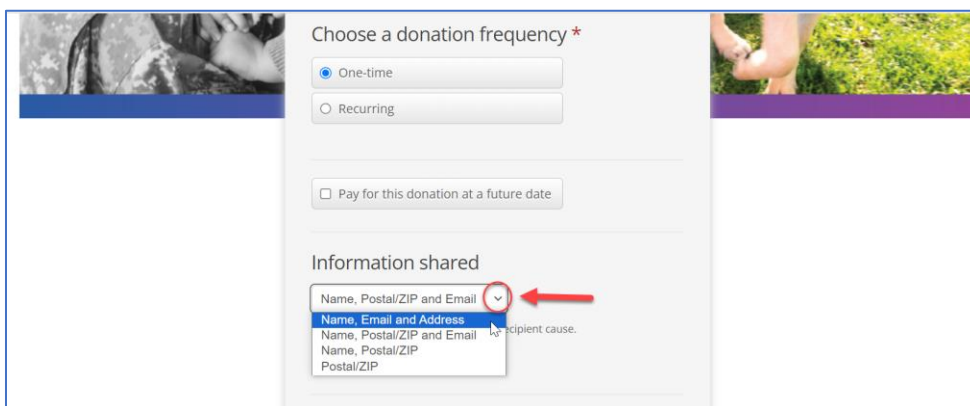
Edit Match

Choose a donation frequency \*

One-time ←

Recurring

7. Click on the **Information shared** drop down arrow to select what information you want shared.



Choose a donation frequency \*

One-time

Recurring

Pay for this donation at a future date

Information shared

Name, Postal/ZIP and Email

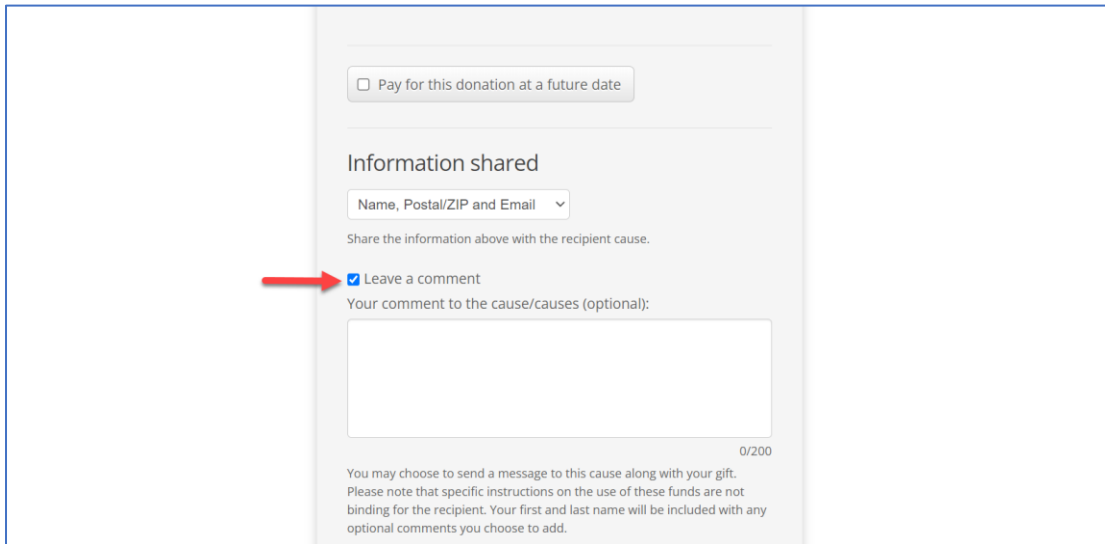
**Name, Email and Address** ←

Name, Postal/ZIP and Email

Name, Postal/ZIP

Postal/ZIP

8. Click on **Leave a comment** radio button to display a text box.



Pay for this donation at a future date

---

Information shared

Name, Postal/ZIP and Email

Share the information above with the recipient cause.

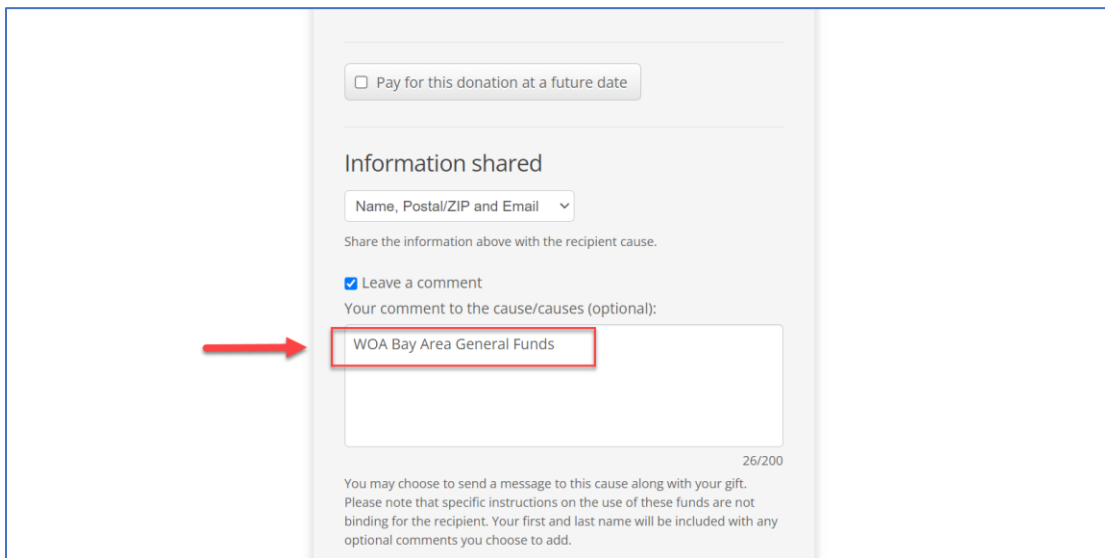
Leave a comment

Your comment to the cause/causes (optional):

0/200

You may choose to send a message to this cause along with your gift. Please note that specific instructions on the use of these funds are not binding for the recipient. Your first and last name will be included with any optional comments you choose to add.

9. Within the text box, enter either **WOA Bay Area Scholarship Program** or **WOA Bay Area General Funds**, depending on where you would like your donation to go.



Pay for this donation at a future date

---

Information shared

Name, Postal/ZIP and Email

Share the information above with the recipient cause.

Leave a comment

Your comment to the cause/causes (optional):

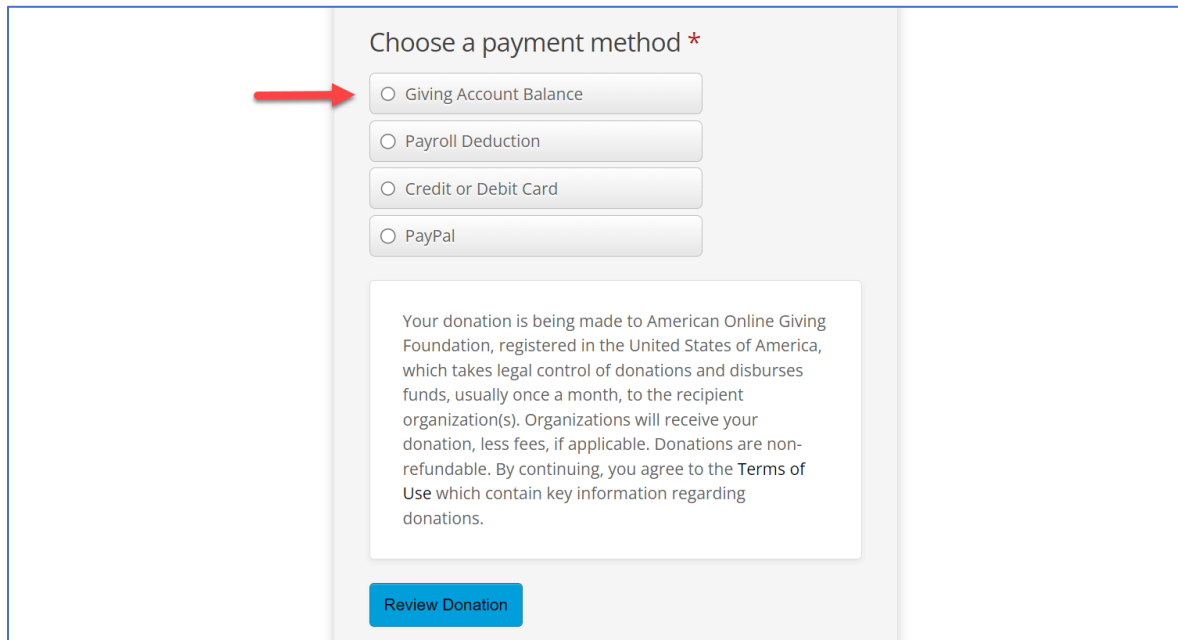
WOA Bay Area General Funds

26/200

You may choose to send a message to this cause along with your gift. Please note that specific instructions on the use of these funds are not binding for the recipient. Your first and last name will be included with any optional comments you choose to add.

10. Choose **Giving Account Balance** as your payment method.

If this option is not available, it means there's no funds in your *Giving Account* balance. In this case, you may choose the other available methods to donate to WOA.



Choose a payment method \*

Giving Account Balance

Payroll Deduction

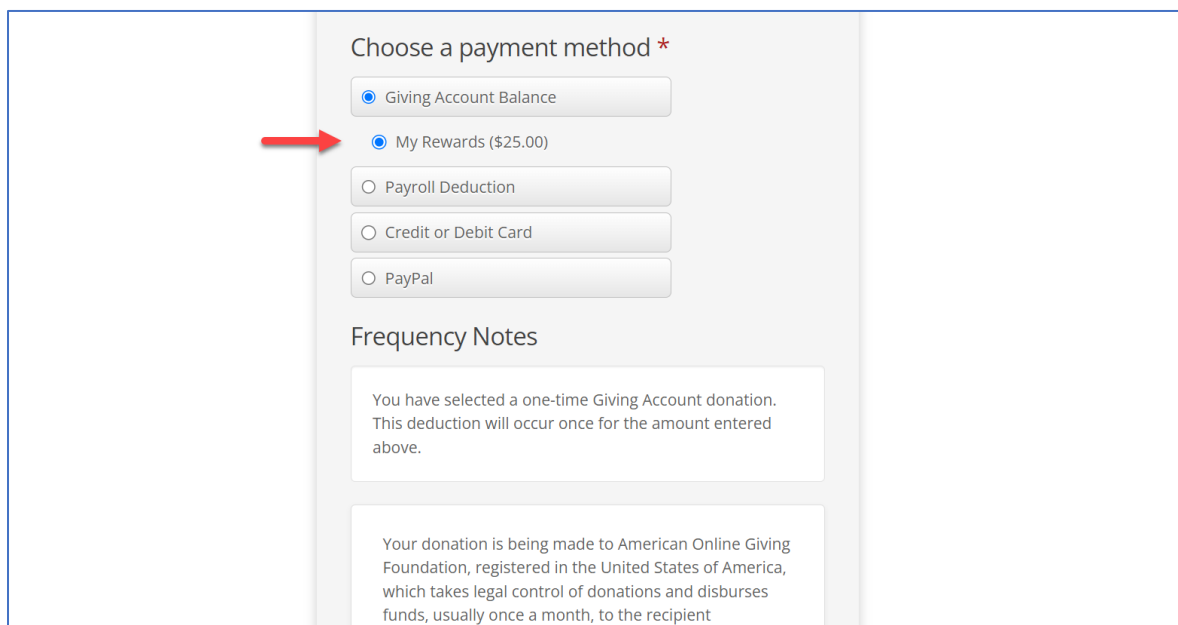
Credit or Debit Card

PayPal

Your donation is being made to American Online Giving Foundation, registered in the United States of America, which takes legal control of donations and disburses funds, usually once a month, to the recipient organization(s). Organizations will receive your donation, less fees, if applicable. Donations are non-refundable. By continuing, you agree to the [Terms of Use](#) which contain key information regarding donations.

[Review Donation](#)

11. **My Rewards** will automatically be selected.



Choose a payment method \*

Giving Account Balance

My Rewards (\$25.00)

Payroll Deduction

Credit or Debit Card

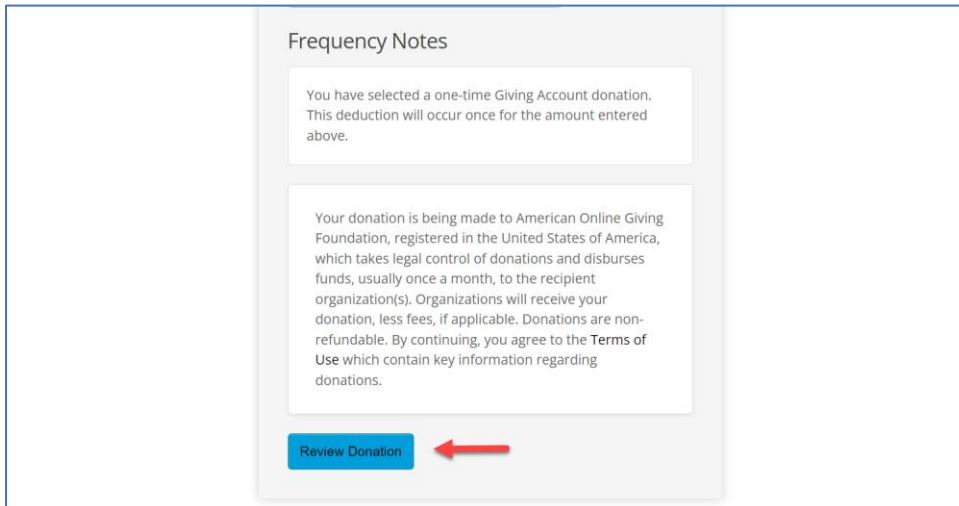
PayPal

Frequency Notes

You have selected a one-time Giving Account donation. This deduction will occur once for the amount entered above.

Your donation is being made to American Online Giving Foundation, registered in the United States of America, which takes legal control of donations and disburses funds, usually once a month, to the recipient

12. Click on the **Review Donation** button.



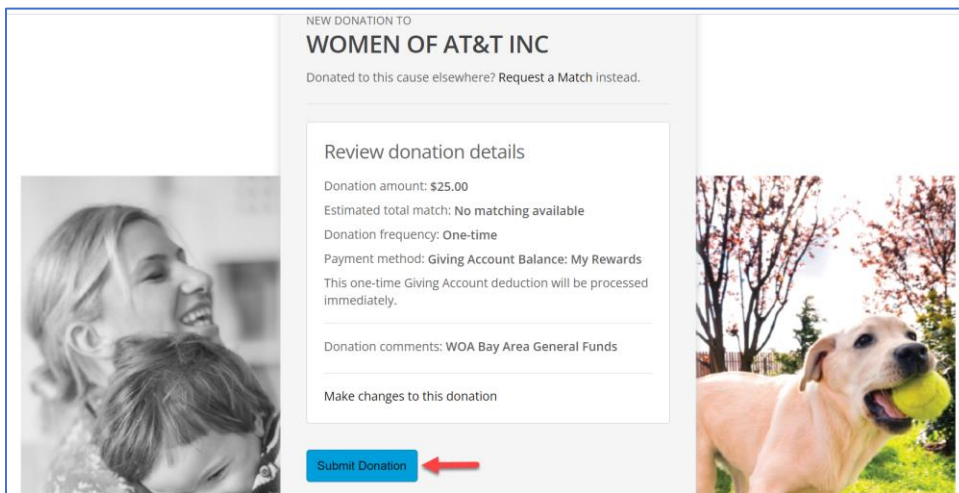
Frequency Notes

You have selected a one-time Giving Account donation. This deduction will occur once for the amount entered above.

Your donation is being made to American Online Giving Foundation, registered in the United States of America, which takes legal control of donations and disburses funds, usually once a month, to the recipient organization(s). Organizations will receive your donation, less fees, if applicable. Donations are non-refundable. By continuing, you agree to the **Terms of Use** which contain key information regarding donations.

[Review Donation](#) ←

13. Review the details of your submission. When ready, click on the **Submit Donation** button.



NEW DONATION TO  
**WOMEN OF AT&T INC**

Donated to this cause elsewhere? [Request a Match](#) instead.

Review donation details

Donation amount: \$25.00  
Estimated total match: No matching available  
Donation frequency: One-time  
Payment method: Giving Account Balance: My Rewards  
This one-time Giving Account deduction will be processed immediately.

Donation comments: WOA Bay Area General Funds

[Make changes to this donation](#)


[Submit Donation](#) ←

14. A page confirming the successful processing of your donation is displayed.



NEW DONATION

## Thank you for your generous support

Your donation has been processed successfully.



Recipient	WOMEN OF AT&T INC
Donation amount	\$25.00
Estimated company match	No matching available
Donation frequency	One-time
Payment method	Giving Account Balance: My Rewards



15. The same confirmation will also be sent to the email address on file.



Thank you for your donation of \$25\_00 to

## *Change History*

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>	<b>Author's User ID</b>
1.00	4/15/24	Initial Version	Rojmary Fernandez	RF3415