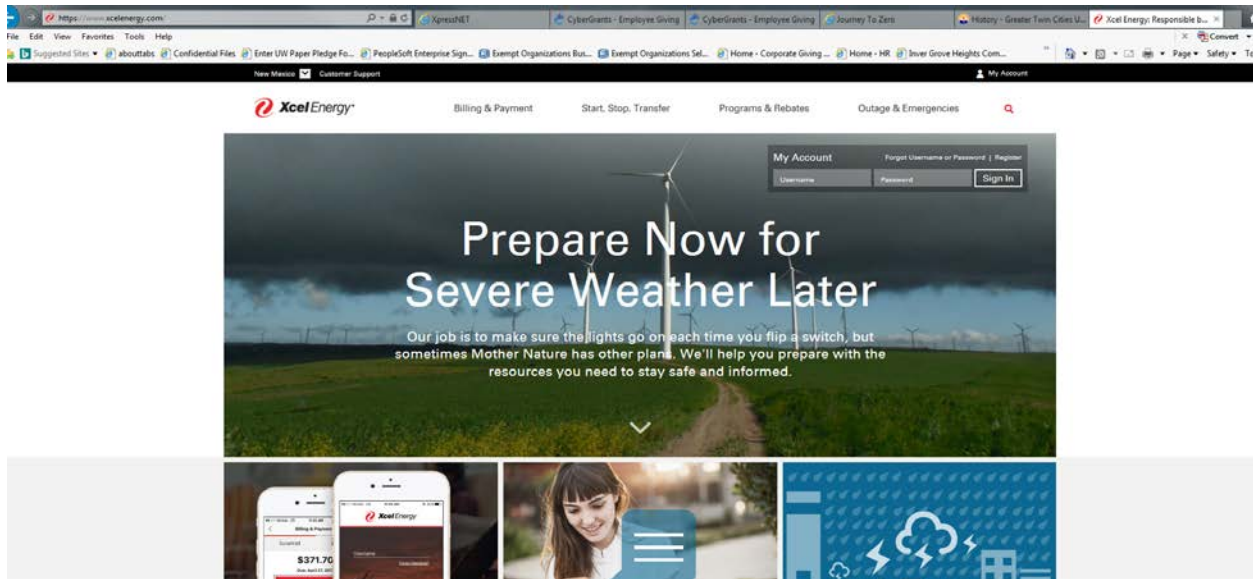
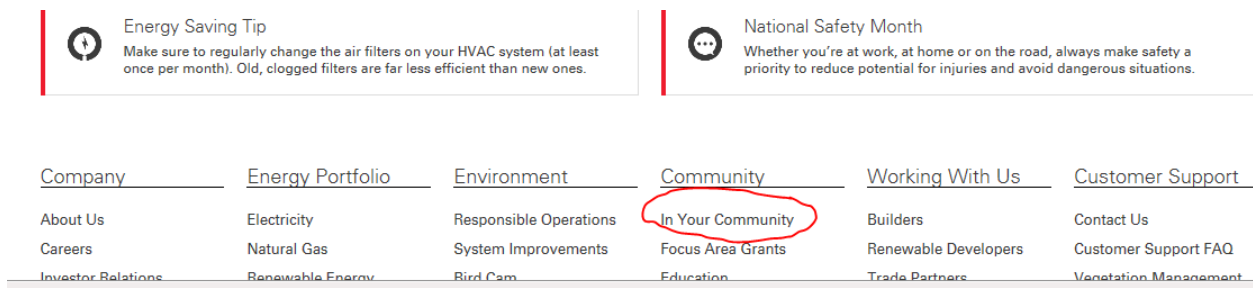


When you get to the Xcel Energy Website – SCROLL down to the bottom

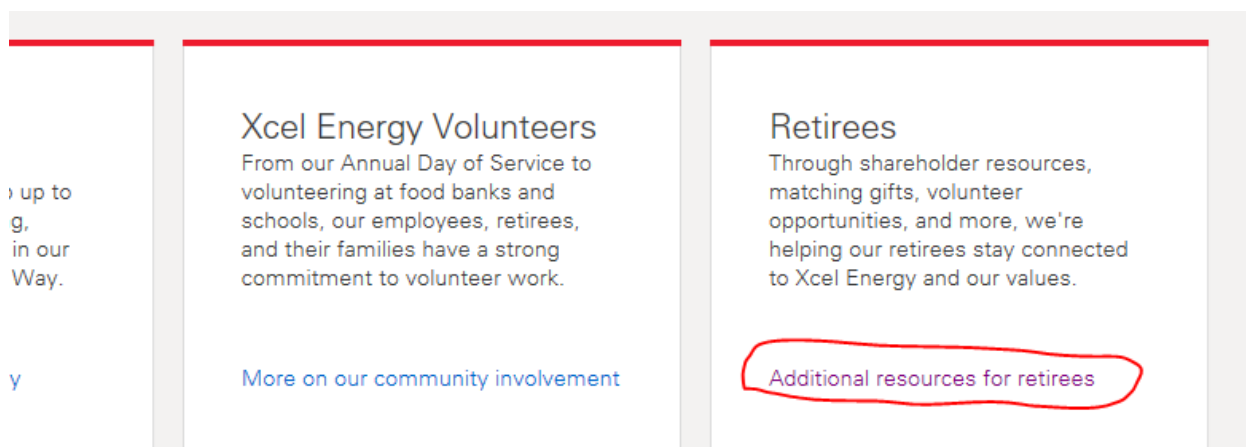
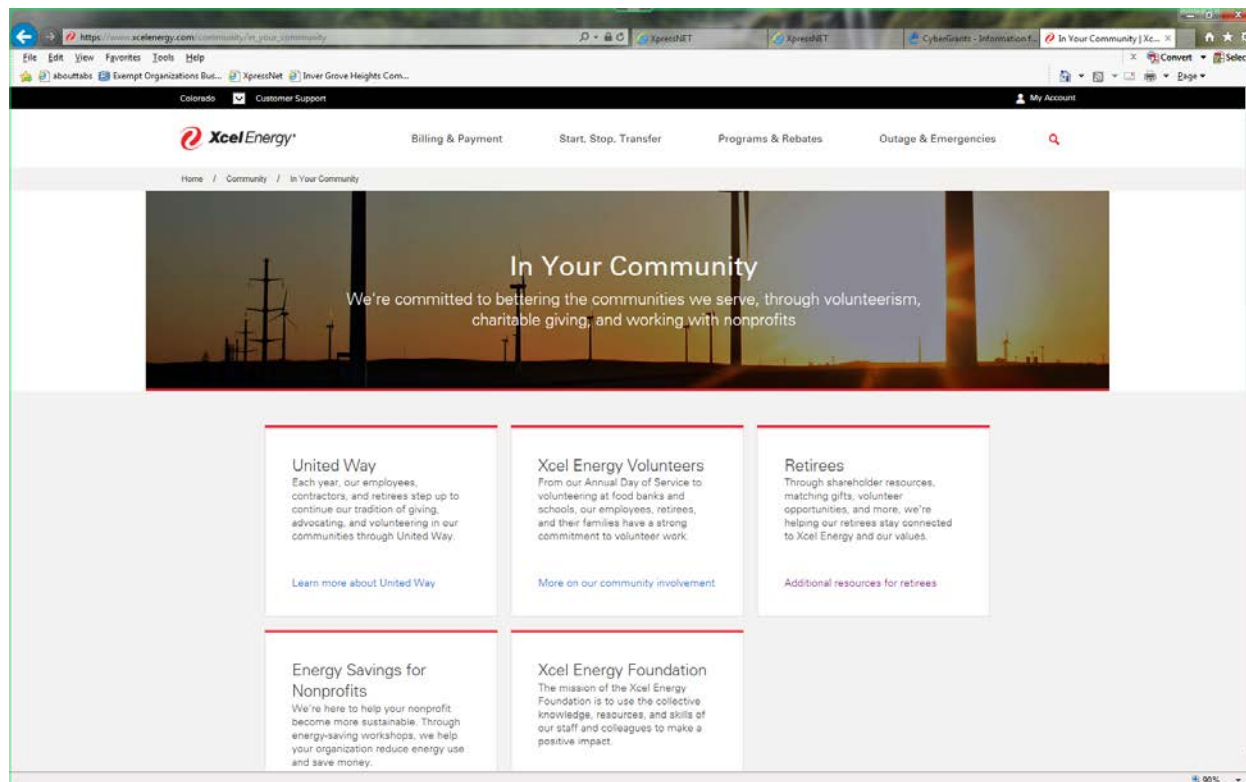


- At the bottom of the page: CLICK on In Your Community

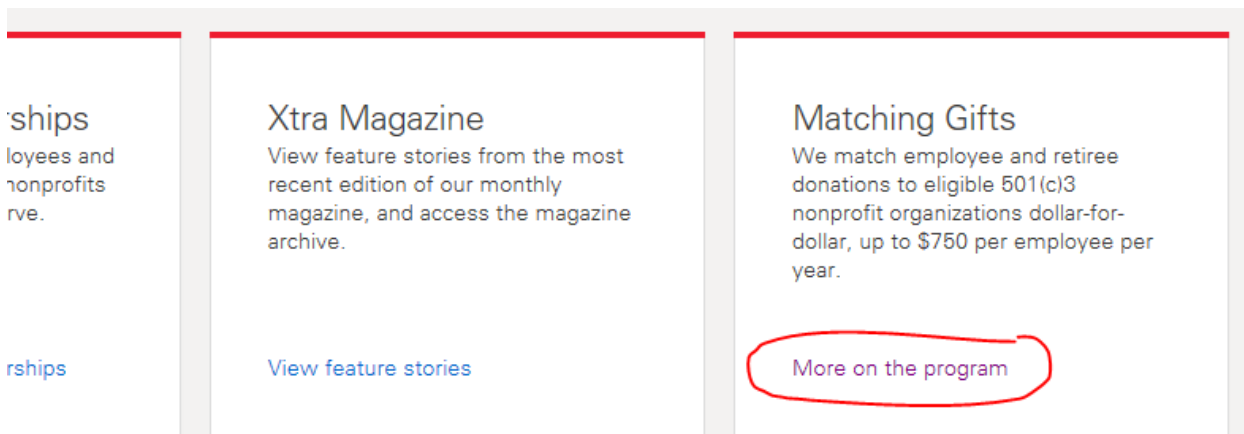
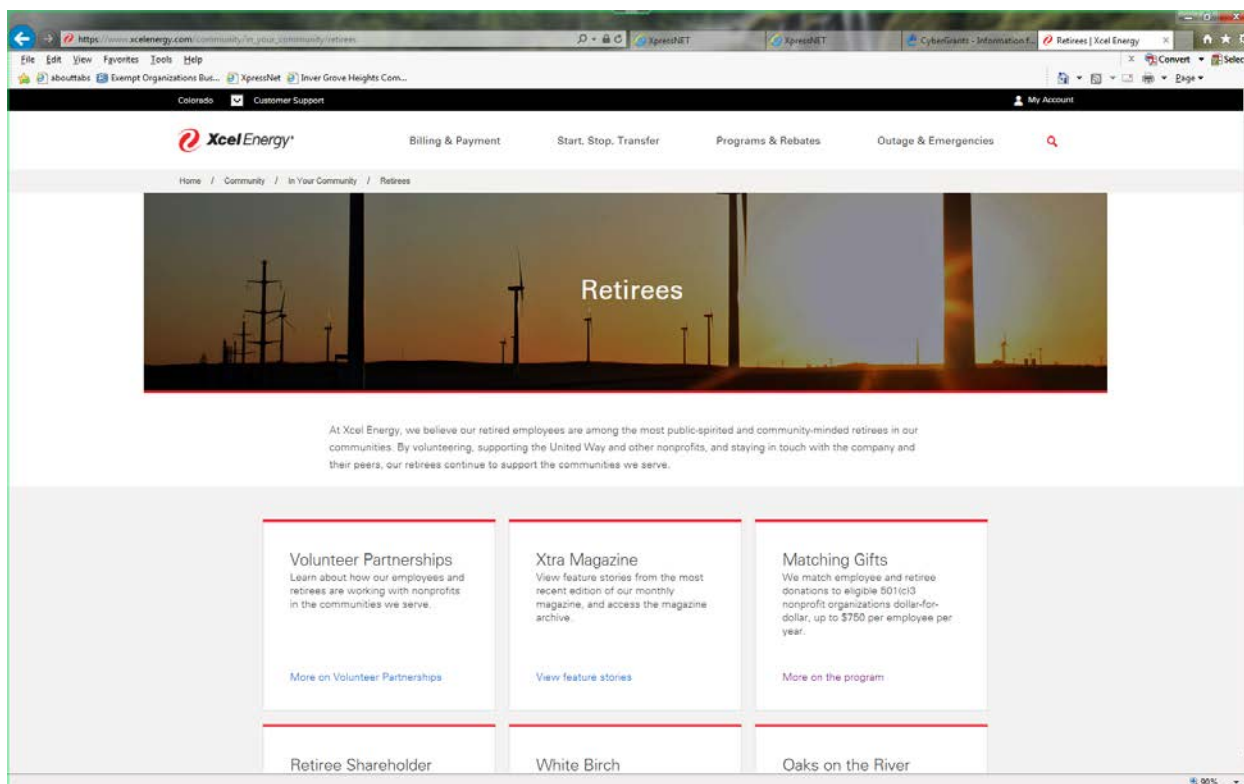


This will take you to the next screen

On this screen: **CLICK Additional resources for retirees**



On this screen: **CLICK Matching Gifts – More on the program**

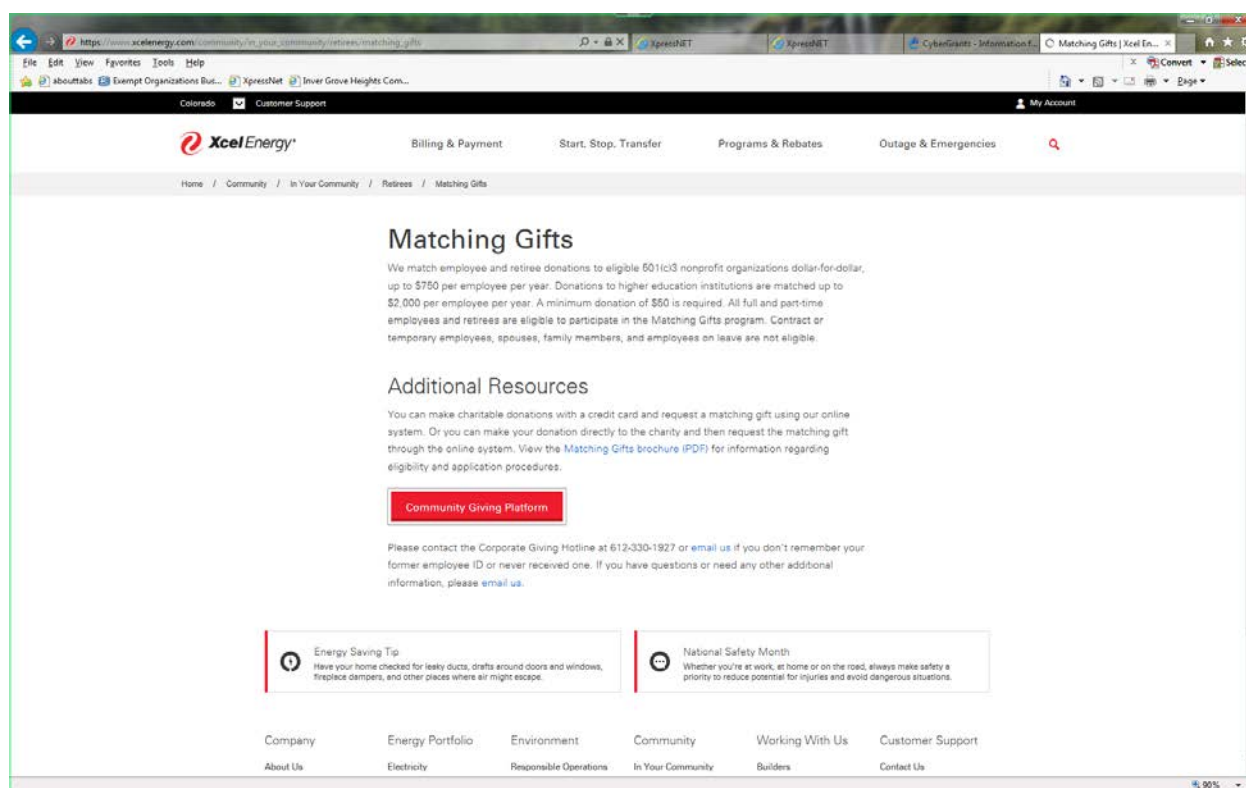


On this screen: **CLICK**

***Matching Gifts brochure (PDF)*** to see information on the program

***Retiree Login Instructions (PDF)*** for a how to guide

OR you can **CLICK** on **Community Giving Platform** and go directly into the platform.



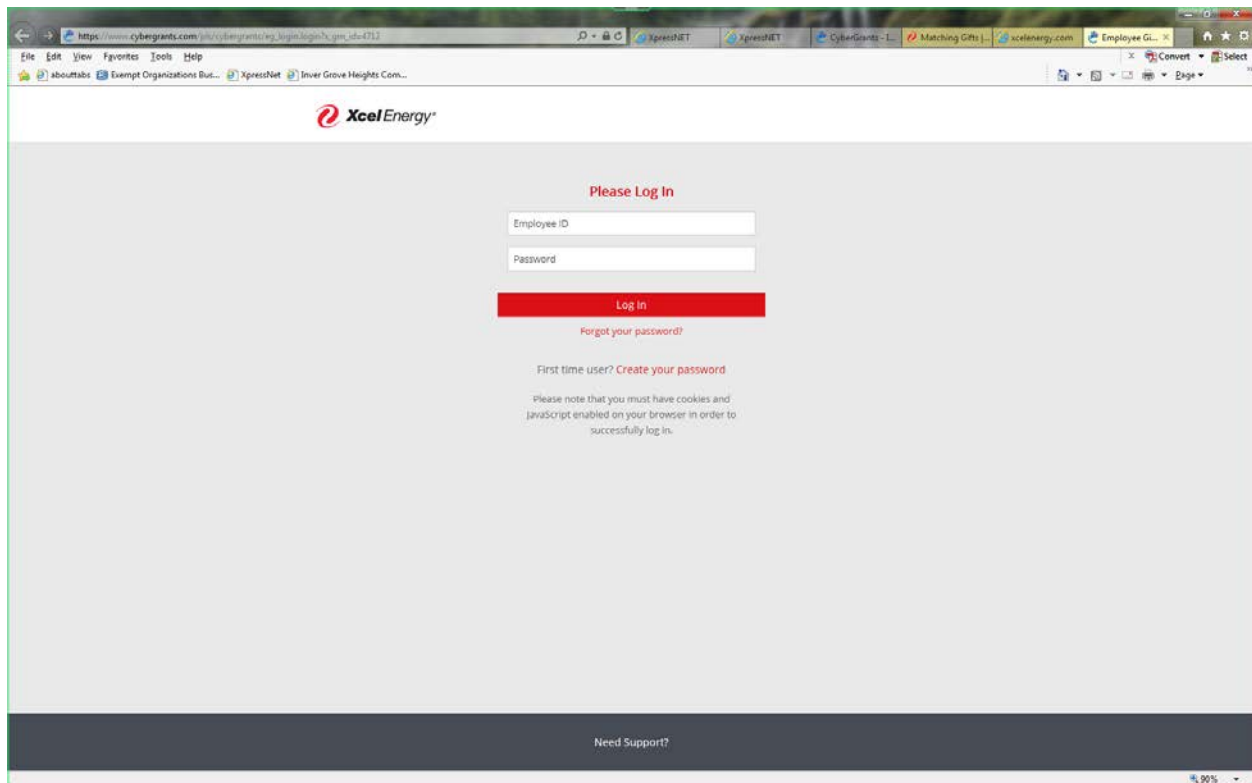
## Additional Resources

You can make charitable donations with a credit card and request a matching gift using our online system. Or you can make your donation directly to the charity and then request the matching gift through the online system. View the [Matching Gifts brochure \(PDF\)](#) for information regarding eligibility and application procedures.

**Community Giving Platform**

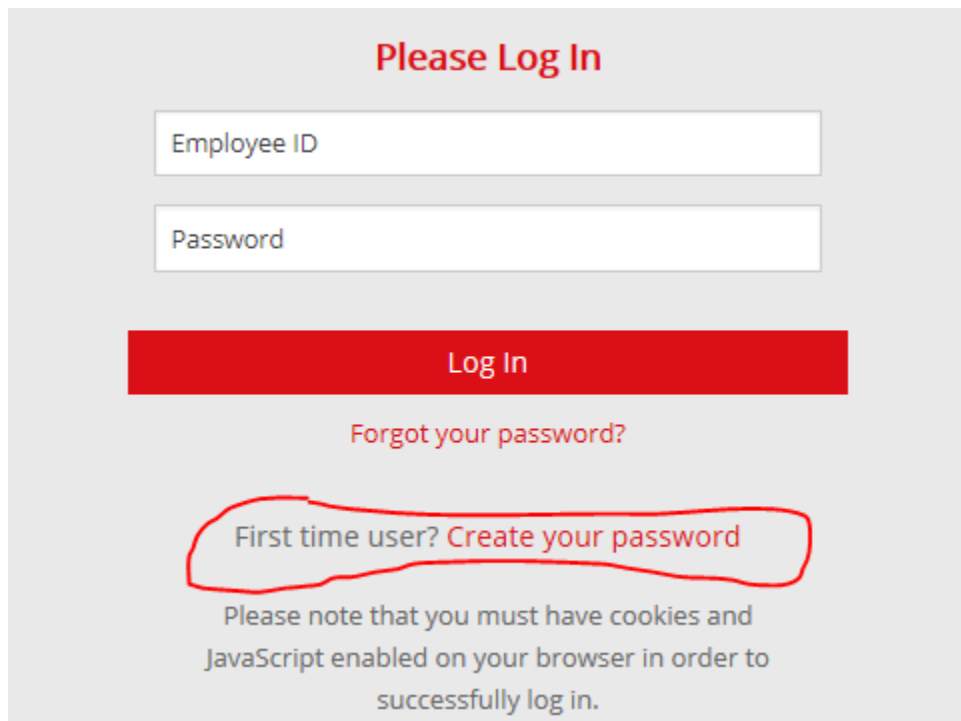
Please contact the Corporate Giving Hotline at [612-330-1927](tel:612-330-1927) or [email us](#) if you don't remember your former employee ID or never received one. If you have questions or need any other additional information, please [email us](#).

On this screen: **Enter your Employee ID** – if you don't remember your ID call the Corporate Giving Hotline at 612-330-1927.



The screenshot shows a web browser window with the URL [https://www.cybergiants.com/jsp/cybergianting\\_login\\_login.jsp\\_id=011](https://www.cybergiants.com/jsp/cybergianting_login_login.jsp_id=011). The page features the Xcel Energy logo at the top. Below the logo, the heading "Please Log In" is displayed in red. There are two input fields: "Employee ID" and "Password". A red "Log In" button is positioned below these fields. Below the button, there are links for "Forgot your password?" and "First time user? Create your password". A note at the bottom states: "Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in." At the very bottom of the page, there is a link for "Need Support?".

Then CLICK on **Create your password**



This is a close-up of the login page. The heading "Please Log In" is in red. Below it are the "Employee ID" and "Password" input fields. A red "Log In" button is centered below the fields. Below the button is the link "Forgot your password?". The link "First time user? Create your password" is circled in red. At the bottom, a note reads: "Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in."

On this screen: You will need to fill out all fields and create your password

Registration Information

Please do not use your Xcel Energy password when creating a password below.

\*First Initial

\*Last Name

\*Employee ID

\*Password  The password must be between 6 and 16 characters long and consist of letters, numbers or any of the following special characters: @!#\$\_. The password "password" is not valid.

\*Confirm Password

\*E-mail Address

[Save](#) [Cancel](#)

Need Support?

\*Last Name

\*Employee ID

\*Password

The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@!#\$%&'. The password "password" is not valid.

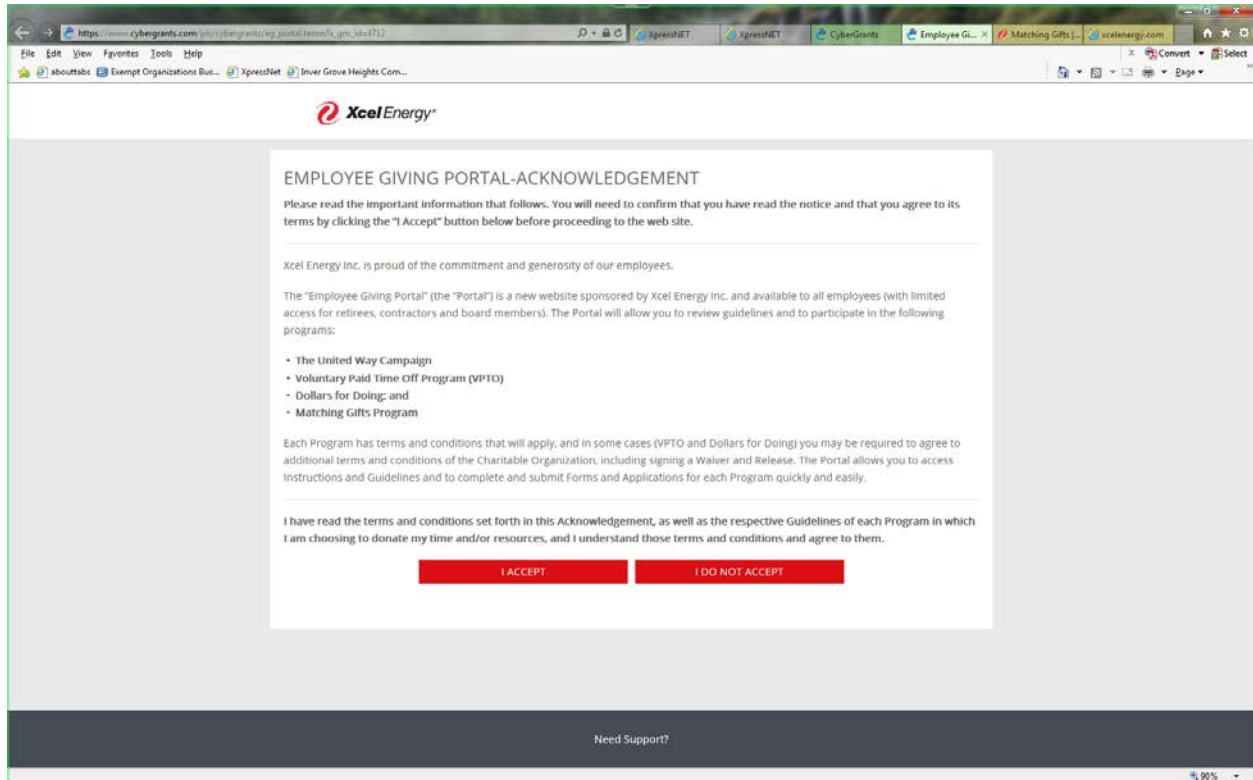
\*Confirm Password

\*E-mail Address

Save

Cancel

On this screen: **CLICK I Accept**




I have read the terms and conditions set forth in this Acknowledgement, as well as the respective Guidelines of each Program in which I am choosing to donate my time and/or resources, and I understand those terms and conditions and agree to them.




This will take you into the new Giving Platform where you can enter your gift match request.




On this screen: **CLICK Matching Gifts (there are 2 options, see below)**



[HOME PAGE](#)[MATCHING GIFTS](#)[DOLLARS FOR DOLLS](#)[VETO](#)[UNITED WAY CAMPAIGN](#)[GUIDELINES](#)




Welcome Julie Rushton!



### Matching Gifts

Request a match for a previous donation, set up payroll deductions, or make a credit card donation to a 501(c)3 nonprofit or higher education organization.



### United Way Campaign

Participate in our annual campaign by making a pledge to our communities through a payroll deduction, cash or check payment, or a donation by credit card.

#### Your Giving Activity

\$0.00

Donated

0

Hours Volunteered

This will take you into the next screen.



On this screen: **CLICK Matching Gifts (there are 2 options, NonProfits or Higher Ed)**

**Amplify your giving!**

Xcel Energy will match your gifts to charitable organizations meeting the eligibility requirements. Before utilizing the Matching Gifts program, please review the guidelines.

Double the impact of your gift to a 501(c)3 nonprofit or Higher Education organization by selecting from the two options below.

Approved matches will be paid until your limit is reached per calendar year:

- \$750 for eligible 501(c)3 Nonprofit organizations
- \$2000 for eligible Higher Education organizations

You will then be able to select one of the following activities:

- Request a match for a previous donation paid directly to the organization.
- Donate now with a credit card and request a match at the same time.
- Set up a one-time or recurring payroll deduction and request its match.

**Matching Gifts for Nonprofit Organizations**

**Matching Gifts for Higher Education Organizations**



Matching Gifts for Nonprofit Organizations



Matching Gifts for Higher Education Organizations

**501(c)3 Match Summary** **Higher Edu Match Summary**

**Total Match Summary**

Matching Gifts	
<b>Credit Card Donation Match</b>	
Number of Transaction(s):	2
Total Match Used:	\$125.00
<b>Payroll Deduction Match</b>	
Number of Transaction(s):	0

On this screen, you can choose to SEARCH for an organization OR go to MY ORGANIZATIONS to give to any Organization you have given to before.



**Matching Gifts for 501(c)3 Nonprofits**

Double your impact with a matched contribution to a qualified 501(c)3 nonprofit organization!

Before utilizing Matching Gifts, please review the guidelines.

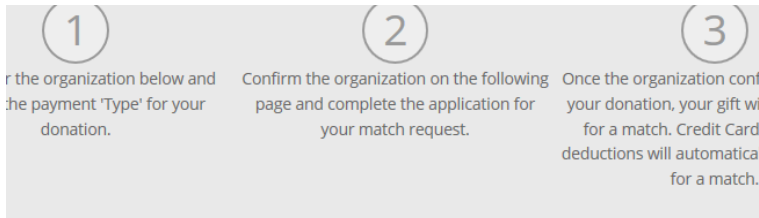
- 1 Search for the organization below and choose the payment 'Type' for your donation.
- 2 Confirm the organization on the following page and complete the application for your match request.
- 3 Once the organization confirms receipt of your donation, your gift will be reviewed for a match. Credit Card and payroll deductions will automatically be reviewed for a match.

Search for a 501(c)3 Nonprofit Organization

My Organizations

Enter in the Name and State of the organization and make a selection from the Type drop down list below.

TO SEARCH - Enter the EIN/TAX ID number and CLICK on the Drop Down Arrow and Enter the Type of request



**Matching Gifts for 501(c)3 Nonprofits**

Double your impact with a matched contribution to a qualified 501(c)3 nonprofit organization!

Before utilizing Matching Gifts, please review the guidelines.

- 1 Search for the organization below and choose the payment 'Type' for your donation.
- 2 Confirm the organization on the following page and complete the application for your match request.
- 3 Once the organization confirms receipt of your donation, your gift will be reviewed for a match. Credit Card and payroll deductions will automatically be reviewed for a match.

Search for a 501(c)3 Nonprofit Organization

My Organizations

Enter in the Name and State of the organization and make a selection from the Type drop down list below.

Organization Name

all of the words

State

City

U.S. Tax ID/EIN

Type

Search

Type:

Select One

Credit Card Donation (501(c)3)

Match Prev Request Don (501(c)3)

TO DONATE to an Organization you have donated to before CLICK on My Organizations

**Search for a 501c3 Nonprofit Organization**

**My Organizations**

**Enter in the Name and State of the organization and make a selection from the Type drop down list below.**

Organization Name

all of the words

State

City

U.S. Tax ID/EIN

Type

**Search**

CLICK on the Button on the LEFT of the Organization you want to give to SELECT TYPE then CLICK **Create New**

choose the payment 'Type' for your donation.

page and complete the application for your match request.

your donation, your gift will be for a match. Credit Card deductions will automatically be applied for a match.

**Search for a 501c3 Nonprofit Organization** **My Organizations**

Select	Organization Name	Remove from List
<input checked="" type="radio"/>	American Cancer Society Inc (Eagan, MN)	
<input type="radio"/>	American Heart Association Inc - American Heart Association, Topeka (Topeka, KS)	
<input type="radio"/>	Greater Twin Cities United Way	

MINNEAPOLIS (MINNEAPOLIS, MN)

Type: Select One

**Create New**

Type: Select One  
Credit Card Donation (501(c)3)  
Match Prev Request Don (501(c)3)

NOTE: If you SCROLL all the way down to the bottom of the screen you can view your giving history

### Current Payroll Pledges

To cancel your deduction(s) click the 'cancel' button. To change your deduction, click the 'change' button.

Type	Contribution Amount	Distribution	Action
No Result Found			

[501c3 Match Summary](#)[Credit Card Transactions](#)[Payroll Deductions](#)[Direct Donations](#)[Nominations](#)[Matching Gifts Guidelines](#)

#### Total Match Summary

Matching Gifts	
Credit Card Donation Match	
Number of Transaction(s)	2

## EXAMPLE OF YOUR HISTORIC INFORMATION

[501c3 Match Summary](#)[Credit Card Transactions](#)[Payroll Deductions](#)[Direct Donations](#)[Nominations](#)[Matching Gifts Guidelines](#)

Action	Organization Information	Type	Description	Status
Create New	Jdrf International	Make a Credit Card Donation (501(c)3)	\$75.00 on 04/18/2017	Contribution/match has been Paid.
Create	The Rakken	Make a Credit Card	\$50.00 on 04/18/2017	Contribution/match has been

[501c3 Match Summary](#)[Credit Card Transactions](#)[Payroll Deductions](#)[Direct Donations](#)[Nominations](#)[Matching Gifts Guidelines](#)

Display activity for year: [2017](#) [2016](#) [2015](#) [2014](#) [2013](#) [2011](#) [2010](#) [2009](#) [2008](#)

Organization Information	Type	Description	Status
Jdrf International	Credit Card Donation Match	\$75.00 on 04/18/2017	Match Paid on 05/18/2017

You will need to complete this screen **CHECK I Certify** then **CLICK Save and Proceed**

**Xcel Energy**

HOME PAGE MATCHING GIFTS DOLLARS FOR DOLLS WFTO UNITED WAY CAMPAIGN GUIDELINES

1 Matching Gift Information 2 Review Information 3 Submission Successful

**Matching Gift Information**

To submit a Matching Gift request for this organization, complete the form below. Otherwise, you may search for a different organization by clicking "Return to Home".

**American Cancer Society Inc.**  
**/American Cancer Society/Minnesota Division, Inc.**  
950 Blue Gentian Rd. Suite 100  
Eagan, MN 55121  
Telephone Number: (651) 255-8100  
E-mail Address: [matchinggifts@cancer.org](mailto:matchinggifts@cancer.org)  
Website Address: <http://www.cancer.org>  
U.S. Tax ID/EIN: 237040934

\*Gift Date: 06/16/2017

\*Total Gift Amount: 50

Gift Type: Check

Designation: If you would like to direct your match to a specific program or chapter of the organization, enter it here.

\*Certification Statement: I hereby certify that:

- Neither my family nor I will derive any direct or indirect financial or material benefit from this contribution.
- I authorize the above-named recipient organization to report this gift to Xcel Energy for the purpose of applying for a matching gift.
- My gift is a voluntary contribution. It fully complies with the provisions of the program described herein, and it does not represent in any way a fee for a service or benefit.
- Any misrepresentation by me of the statements made herein will forfeit my rights to any matching contributions.
- I have not been nor will I be reimbursed by anyone for this contribution. I have read and understood the guidelines of the Xcel Energy Matching Gifts program.

☒ I certify

**Save and Proceed** **Return to Home Page**

\*Gift Date: 06/16/2017

\*Total Gift Amount: 50

Gift Type: Check

Designation: If you would like to direct your match to a specific program or chapter of the here.

\*Certification Statement: I hereby certify that:




- Neither my family nor I will derive any direct or indirect financial benefit from this contribution
- I authorize the above-named recipient organization to report this Energy for the purpose of applying for a matching gift
- My gift is a voluntary contribution. It fully complies with the provisions program described herein, and it does not represent in any way or benefit
- Any misrepresentation by me of the statements made herein will to any matching contributions
- I have not been nor will I be reimbursed by anyone for this cont read and understood the guidelines of the Xcel Energy Matching

☒ I certify

**Save and Proceed**

**Return to Home Page**

STEP 2: Review the information, if correct **CLICK** Submit or if incorrect **CLICK** Make a Change.  
Make a note of the E-mail Address or COPY the e-mail address before you **CLICK** Submit



HOME PAGE   MATCHING GIFTS   DOLLARS FOR DOING   VP TO   UNITED WAY CAMPAIGN   GUIDELINES

1  
Matching Gift Information

2  
Review Information

3  
Submission Successful

**Review Information**  
Please review your Matching Gifts information. Clicking the 'Submit' button will immediately send the application to Xcel Energy and you will then be unable to perform further editing. Click 'Make a Change' if the Matching Gifts Information below is incomplete. Clicking 'Return to Homepage' will navigate you away from this page and your request will not be saved.

**American Cancer Society Inc.**  
**/American Cancer Society/Minnesota Division, Inc.**  
950 Blue Gentian Rd. Suite 100  
Eagan, MN 55121  
Telephone Number: (651) 255-8100  
E-mail Address: [matchinggifts@cancer.org](mailto:matchinggifts@cancer.org)  
Website Address: <http://www.cancer.org>  
U.S. Tax ID/EIN: 237040934

**Matching Gift Information**  

\*Gift Date   06/16/2017

\*Total Gift Amount   \$50.00

Gift Type   Check

Designation

\*Certification Statement   I certify

Submit

Make a Change

Return to Home Page

Submission Successful- you have 3 options 1) Print the Confirmation Instructions for your records and to send to the organization to notify them of the match, \*\*2) E-mail, this will send an e-mail notification of your gift to you and to the organization to notify them to confirm your gift and 3) Print screen for your records

\*\* We recommend **CLICK** Option 2 - that will get the notification to your organization immediately

**Xcel Energy**  
FOUNDATION

HOME PAGE   MATCHING GIFTS   DOLLARS FOR DOING   VPTD   UNITED WAY CAMPAIGN   GUIDELINES

1 Matching Gift Information   2 Review Information   3 Submission Successful

**Submission Successful**

Your Matching Gifts request has been successfully submitted to Xcel Energy. Your Gift ID reference number is **107743293**. Please now click on either the Print or Email option button below to forward the nonprofit confirmation instructions. Once the organization confirms your completed donation, your request will be reviewed for matching grant.

[Print Confirmation Instructions](#)   [Email Confirmation Instructions](#)   [Print screen](#)

**The AbilityExperience**  
**/Push America/ABILITY EXPERIENCE**  
2015 Ayrley Town Blvd, Suite 200  
Charlotte, NC 28273  
Telephone Number: (704) 504-2400  
E-mail Address: [tsmith@abilityexperience.org](mailto:tsmith@abilityexperience.org)  
Website Address: <http://www.abilityexperience.org>  
U.S. Tax ID/EIN: 581588777

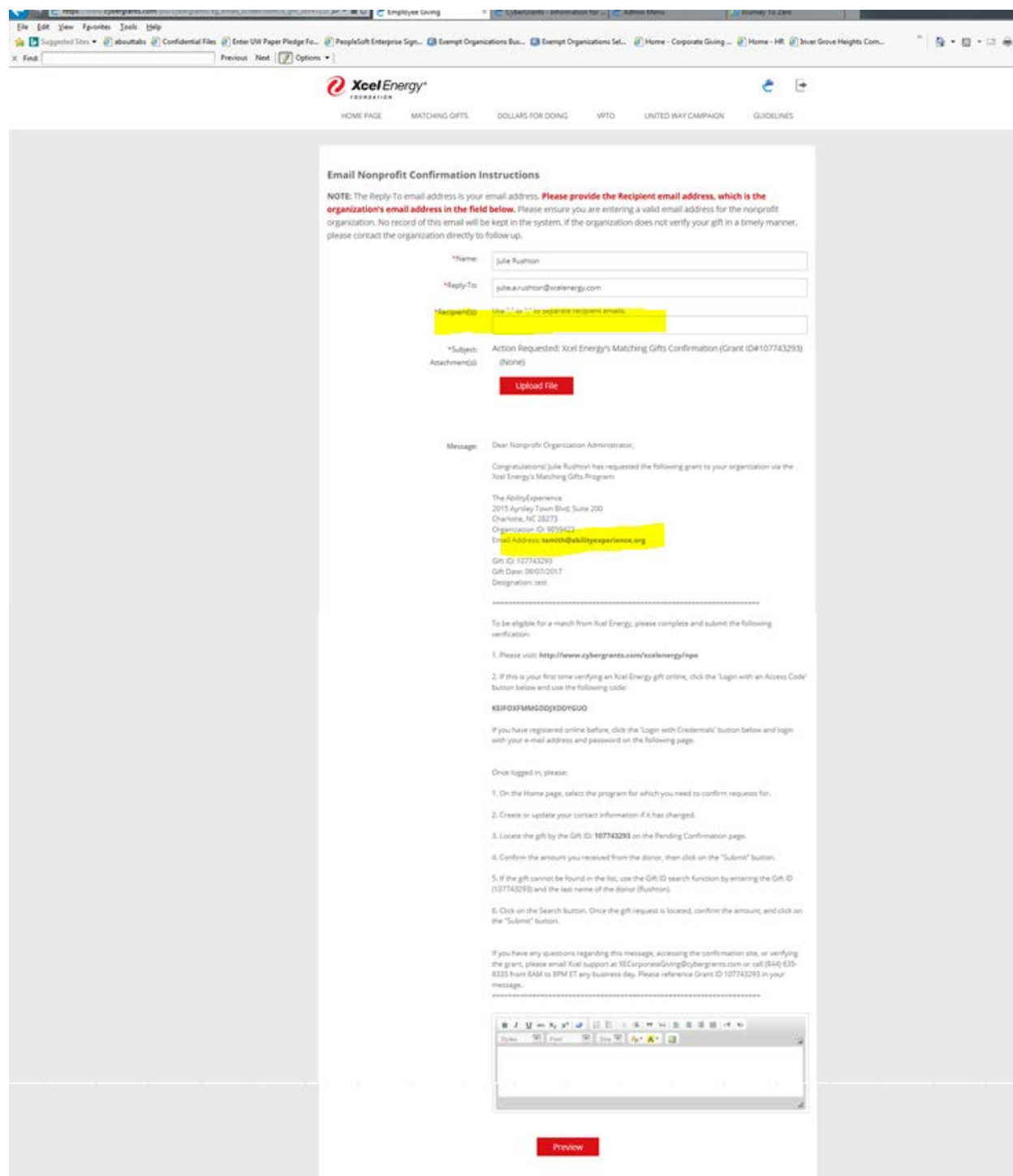
**Matching Gift Information**

*Gift Date	09/07/2017
*Total Gift Amount	\$50.00
Match Amount Requested	\$50.00



## Option 2

Complete all fields – if you did not copy the organizations e-mail address from the prior screen, it will show up again in the message field – you may need to scroll down to see the complete message. **CLICK Preview**



**Email Nonprofit Confirmation Instructions**

NOTE: The Reply-To email address is your email address. **Please provide the Recipient email address, which is the organization's email address in the field below.** Please ensure you are entering a valid email address for the nonprofit organization. No record of this email will be kept in the system. If the organization does not verify your gift in a timely manner, please contact the organization directly to follow up.

\*Name:

\*Reply-To:

\*Matching ID:

\*Subject: Action Requested: Xcel Energy's Matching Gifts Confirmation (Grant ID#107743293)  
(None)

\*Attachment(s):

Message: Dear Nonprofit Organization Administrator,

Congratulations! Julie Rushon has requested the following grant to your organization via the Xcel Energy's Matching Gifts Program.

The AbilityExperience  
2015 Ardrey Town Blvd, Suite 200  
Charlotte, NC 28273  
Organization ID: 98159423  
Email Address: [team@abilityexperience.org](mailto:team@abilityexperience.org)

Gift ID: 107743293  
Gift Date: 09/01/2017  
Designation: test

-----

To be eligible for a match from Xcel Energy, please complete and submit the following verification:

1. Please visit <http://www.cybergrants.com/xcelenergy/np>.
2. If this is your first time verifying an Xcel Energy gift online, click the "Login with an Access Code" button below and use the following code:

**K31F0XFMMS0Q5K0DY6U0**

If you have registered online before, click the "Login with Credentials" button below and login with your e-mail address and password on the following page.

Once logged in, please:

1. On the Home page, select the program for which you need to confirm requests for.
2. Create or update your contact information if it has changed.
3. Locate the gift by the Gift ID: **107743293** on the Pending Confirmation page.
4. Confirm the amount you received from the donor, then click on the "Submit" button.
5. If the gift cannot be found in the list, use the Gift ID search function by entering the Gift ID (107743293) and the last name of the donor (Rushon).
6. Click on the Search button. Once the gift request is located, confirm the amount, and click on the "Submit" button.

If you have any questions regarding this message, accessing the confirmation site, or verifying the grant, please email Xcel support at [NECorporateGiving@cybergrants.com](mailto:NECorporateGiving@cybergrants.com) or call (844) 635-8335 from SAM to 5PM ET any business day. Please reference Grant ID 107743293 in your message.

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The Preview page will show you the information and from there **CLICK** Send




1. On the Home page, select the program for which you need to confirm requests for.
2. Create or update your contact information if it has changed.
3. Locate the gift by the Gift ID: **101025967** on the Pending Confirmation page.
4. Confirm the amount you received from the donor, then click on the "Submit" button.
5. If the gift cannot be found in the list, use the Gift ID search function by entering the Gift ID (101025967) and the last name of the donor (Rushton).
6. Click on the Search button. Once the gift request is located, confirm the amount, and click on the "Submit" button.

If you have any questions regarding this message, accessing the confirmation site, or verifying the grant, please email Xcel support at [XCECorporateGiving@cybergrants.com](mailto:XCECorporateGiving@cybergrants.com) or call (844) 635-8335 from 8AM to 8PM ET any business day. Please reference Grant ID 101025967 in your message.

=====

[Send](#) [Back](#)

You will get the following message and you can then go back to Matching Gifts to enter another gift or exit out of the Community Giving Platform.



[HOME PAGE](#) [MATCHING GIFTS](#) [DOLLARS FOR DOING](#) [VPTO](#) [UNITED WAY CAMPAIGN](#) [GUIDELINES](#)

### Email Nonprofit Confirmation Instructions

You have successfully sent the e-mail. If the organization does not verify your gift in a timely manner, please contact the organization directly to follow up.

\*Name: Julie Rushton