



# MATCHING GIFTS CYBERGRANTS RETIREE USER GUIDE

The Xcel Energy Foundation matches all regular full-time or part-time bargaining and nonbargaining employee and retiree gifts, dollar for dollar, to eligible nonprofits and higher education institutions. The Xcel Energy Foundation provides a maximum of \$750 per participant each calendar year for donations to qualified nonprofits, and up to \$2,000 for donations to qualified higher education institutions.

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# Access CyberGrants, Xcel Energy Foundation’s Online Giving Portal:

## Through Any Internet or Mobile Device

- Visit [www.Cybergrants.com/XcelEnergy/Giving](http://www.Cybergrants.com/XcelEnergy/Giving).
- To log in here as a first-time user:
  - Select “Create Your Password.”
  - Create an account with your employee ID and password.
  - Create an account with your employee ID and password. If you need your employee ID, contact Corporate Giving at 612-330-1927 or [CorporateGiving@Xcelenergy.com](mailto:CorporateGiving@Xcelenergy.com).

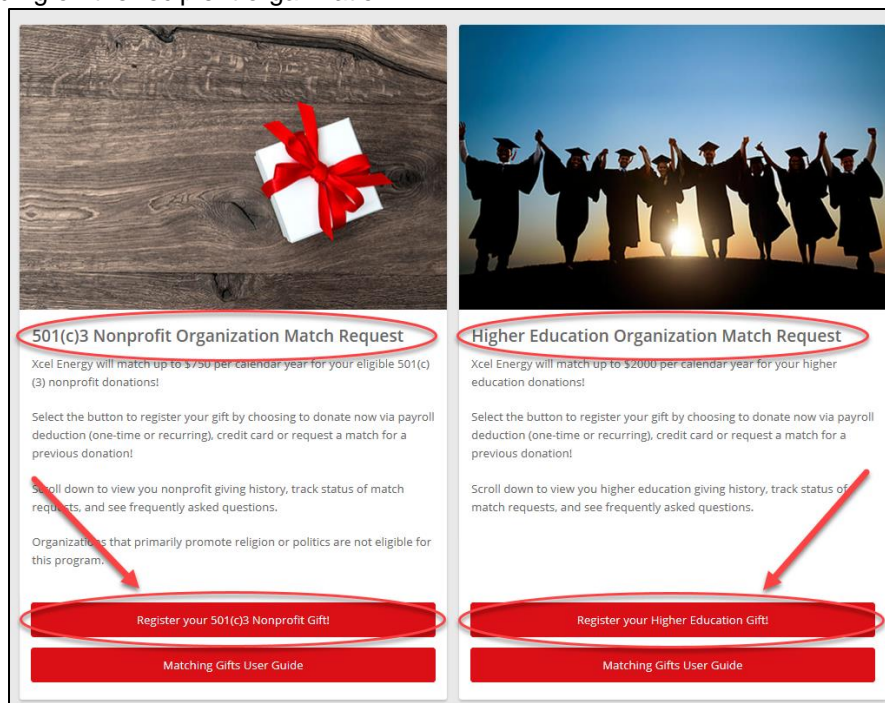
## Submit Your Matching Gift Request in CyberGrants:

### 1. Click the “Matching Gifts” Image to Select the Program



### 2. Select Either the 501(C)3 or Higher Education Program

- Xcel offers two matching gift programs. You can donate to eligible 501C3 nonprofits and request a match up to \$750. You can also donate to higher education institutions and request a match up to \$2,000.
- Click on the red “Register your 501(c)3 Nonprofit Gift!” or “Register your Higher Education Gift!” buttons depending on the recipient organization.




**3. Choose How You Would Like to Donate:**


- Xcel offers a variety of ways to donate and request a matching gift including:
  - Credit card
  - Donate directly to your organization and request a “Match a Previous Donation”
- Click on the icon to select your donation preference:

Please select one of the following: X

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**Credit Card Donation (501(c)3)**  
Donate now with your Credit Card



**Match a Previous Donation (501(c)3)**  
Request a match for a past donation

Close

**Credit Card Donations:**

**1. Click “Select” to Choose the Organization You’d Like to Donate To:**

- Donate to an organization you’ve supported in the past by clicking the red “Select” button from your customized “My Organizations” list. Click “View More” for your full listing.
- Donate to a new organization by using the “Organization Search.” Type the name of the organization in the search bar. Use the “Advanced Search” link to provide more detailed information to identify the organization (i.e. city, state, EIN). If an organization is not listed, nominate it by entering the organization and EIN number. Visit [www.guidestar.com](http://www.guidestar.com) to look up an organizations EIN.

**Organization Search**

Enter all or part of your Organization's name to run a search. To search by state or Tax ID/EIN, select 'Advanced Search.' If you have donated to the organization previously, scroll down to review 'My Organizations' below.

All states ➔ Advanced search Search

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**My Organizations**

Looking for an Organization you have previously donated to? Easily select from the below organizations to proceed with your donation. If you don't see your organization, click View More to see additional options.

<p>The Nature Conservancy - Wisconsin <b>NATURE CONSERVANCY</b> 633 West Main Street, Madison, WI, 53703, United States, U.S. Tax ID/EIN: 53-0242652, <a href="http://www.nature.org">http://www.nature.org</a></p> <p style="text-align: center; background-color: red; color: white; padding: 5px;">Select</p>	<p><b>CHILDRENS HOSPITAL ASSOCIATION INCORPORATED</b> 347 SMITH AVE N STE 501, SAINT PAUL, MN, 55102-3367, United States, U.S. Tax ID/EIN: 410711605, <a href="http://www.cha-stpaul.org">http://www.cha-stpaul.org</a></p> <p style="text-align: center; background-color: red; color: white; padding: 5px;">Select</p>	<p><b>UNIVERSITY OF MINNESOTA FOUNDATION</b> 200 OAK ST SE STE 500, MINNEAPOLIS, MN, 55455-2010, United States, U.S. Tax ID/EIN: 416042488</p> <p style="text-align: center; background-color: red; color: white; padding: 5px;">Select</p>	<p><b>BIG BROTHERS &amp; BIG SISTERS OF COLORADO INC</b> 750 W. Hampden Ave, Suite 450, Englewood, CO, 80110, United States, U.S. Tax ID/EIN: 237161796, <a href="http://www.biglittlcolorado.org">http://www.biglittlcolorado.org</a></p> <p style="text-align: center; background-color: red; color: white; padding: 5px;">Select</p>
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View More ➔

## 2. Enter Your Donation Information

- Enter today's date, donation amount, and match request amount.
- Note: Organizations that primarily promote politics or religion are not eligible for the 501(c)3 matching gift program. You will need to answer a question about this to determine the eligibility of all 501(c)3 requests.
- Review the "Certification Statement" and click "I Certify."
- After completing the online form, click the red "Save and Proceed" button.

**Downtown Women's Center**  
**DOWNTOWN WOMENS CENTER**  
**DWC**  
409 S MONROE ST, AMARILLO, TX, 79101-1345, United States, U.S. Tax ID/EIN: 200296282, Shannon@dwcenter.org, <http://www.dwcenter.org>

**\*Today's Date**

**\*Total Gift Amount**

**Match Amount Requested**

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

**\*Does this organization primarily promote politics or religion?**

**\*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 Employee Giving programs

I certify

**3. Enter Your Credit Card Information & Submit Donation**

- Enter your billing address, city, state, and zip code.
- Enter your credit card information, expiration date and CVV.
- Select the red “Submit” button at the bottom of the page.
- Your credit card will be charged immediately. A processing fee will be assessed by your credit card company for this transaction. Your donation will be made to the organization by the end of the following month.

**Make a Credit Card Donation & Request a Match**

\*Today's Date  
02/26/2020

\*Total Gift Amount  
\$50.00

Match Amount Requested  
\$50.00

Designation

\*Does this organization primarily promote politics or religion?  
No


\*Certification Statement  
I certify

\*Address:

\*City:

\*State/Province:


\*Zip/Postal Code:

Credit Cards Accepted:  


\*Credit Card Number:  
(no spaces or dashes)

\*Expiration Date (MMYY):

\*CVV  
(Visa, Mastercard, and Discover: three digit CVV number on the back of the card. American Express: four digit CVV number on the front of the card)



**4. Submission Successful –Xcel Energy Foundation Approval Required**

- The submission page provides you with a unique Matching Gift ID number.
- All requests are reviewed by the Xcel Energy Foundation for eligibility.
- You will be notified via email as the review process is completed.

## Match a Previous Donation Made Directly to an Organization:

### 1. Click “Select” to Choose the Organization You Donated to

- Register a request to an organization you’ve supported in the past by clicking the red “Select” button from your customized “My Organizations” list. Click “View More” for your full listing.
- Register a request to a new organization by using the “Organization Search.” Type the name of the organization in the search bar. Use the “Advanced Search” link to provide more detailed information to identify the organization (i.e. city, state, EIN). If an organization is not listed, nominate it by entering the organization and EIN number. Visit [www.guidestar.com](http://www.guidestar.com) to look up an organizations EIN.

**Organization Search**  
Enter all or part of your Organization's name to run a search. To search by state or Tax ID/EIN, select 'Advanced Search.' If you have donated to the organization previously, scroll down to review 'My Organizations' below.

Organization name (required)  
All states Advanced search Search

**My Organizations**  
Looking for an organization you have previously donated to? Easily select from the below organizations to proceed with your donation. If you don't see your organization, click View More to see additional options.

<b>The Nature Conservancy - Wisconsin</b> NATURE CONSERVANCY 633 West Main Street, Madison, WI 53703, United States, U.S. Tax ID/EIN: 53-0242652 <a href="http://www.nature.org">http://www.nature.org</a> <b>Select</b>	<b>CHILDRENS HOSPITAL ASSOCIATION INCORPORATED</b> 347 SMITH AVE N STE 501, SAINT PAUL, MN, 55102-3367, United States, U.S. Tax ID/EIN: 410711605, <a href="http://www.chs-staaul.org">http://www.chs-staaul.org</a> <b>Select</b>	<b>UNIVERSITY OF MINNESOTA FOUNDATION</b> 200 OAK ST SE STE 500, MINNEAPOLIS, MN, 55455-2010, United States, U.S. Tax ID/EIN: 416042488 <b>Select</b>	<b>BIG BROTHERS &amp; BIG SISTERS OF COLORADO INC</b> 750 W. Hampden Ave, Suite 450, Englewood, CO, 80110, United States, U.S. Tax ID/EIN: 237161796, <a href="http://www.biglittlecolorado.org">http://www.biglittlecolorado.org</a> <b>Select</b>
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[View More](#)

### 2. Enter Your Previous Donation Information

- Enter the date, donation amount, gift type, and match request amount.
- Select the red “Upload File” button to upload a donation receipt which provides confirmation of the donation.
  - Click “Browse” to select the file from your computer. Select “Upload File” and the file will appear as a red hyperlink. Click “Close Window” to return to donation page.
- Organizations that primarily promote politics or religion are not eligible for the 501(c)3 matching gift program. You will need to answer a question about this to determine eligibility.
- Review the “Certification Statement” and click “I Certify.” Click “Save and Proceed.”

\*Gift Date  
MM/DD/YYYY

\*Total Gift Amount

Match Amount Requested

Gift Type

\*Organization Receipt of Donation  
Please upload the confirmation receipt from the organization. (This is required to submit your request.)  
**Upload File**

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

\*Does this organization primarily promote politics or religion?  
-

\*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 Employee Giving programs

I certify

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

Click the button to locate the file on your computer that you would like to upload. Click Upload File to upload the selected file.

Organization Receipt of Donation Please upload the confirmation receipt from the organization. (This is required to submit your request.)  
**Browse...**

**Upload File** **Close Window**

### 3. Review Your Information

- Review your information for accuracy and click “Submit.”
- If you need to make any edits, click on “Make a Change.”

### 4. Submission Successful –Xcel Energy Foundation Approval Required

- The submission page provides you with a unique Matching Gift ID number.
- All requests are reviewed by the Xcel Energy Foundation for eligibility.
- You will be notified via email as the review process is completed.

## Additional Actions Available for Matching Gifts:

### Review Year-to-Date Match Totals

#### 1. View Year-to-Date Match Balances

- Select either the 501(c)3 Nonprofit Match Summary and Higher Education Match Summary to view current year-to-date match totals and remaining balances.

#### Current Payroll Donation Deductions for 501(c)3 & Higher Education Organizations

Current payroll deductions to 501(c)3 nonprofit organizations and Higher Education organizations will display below. To cancel or change your current payroll deduction, click the appropriate option from the Action column.

Type	Contribution Amount	Distribution	Action
One Time	\$50.00	▪ \$50.00 to UNIVERSITY OF MASSACHUSETTS	<a href="#">Change</a>   <a href="#">Cancel</a>

[501\(c\)3 Nonprofits Match Summary](#) | [Higher Education Match Summary](#)

#### Total Match Summary – Year to Date

501(c)3 Match Summary	
<b>Match Credit Card Donation (501(c)3)</b>	
Number of Transaction(s):	0
Total Match Used:	\$0.00
<b>Match Payroll Deduction (501(c)3)</b>	
Number of Transaction(s):	0
Total Match Used:	\$0.00
<b>Match a Previous Donation (501(c)3)</b>	
Number of Transaction(s):	2
Total Match Used:	\$100.00
<b>Total Match Remaining: \$650.00</b>	

### Review Pending & Historical Submissions in Your “History Portal”

- Scroll to the bottom of the Matching Gifts homepage.
- Select the “501(c)3 Giving History” tab to review previously submitted gifts and match requests to 501(c)3 Nonprofits. Click the hyperlink text in the “Description” column to view more details for individual requests. Review the “Status” column for more information on the review and approval process.
- Select the “Higher Education Giving History” tab to review previously submitted gifts and match requests to Higher Education organizations. Click the hyperlink text in the “Description” column to view more details for individual requests. Review the “Status” column for more information on the review and approval process.
- Select the “Matching Gifts Nominations” to view status of organizations you have nominated for participation in the Matching Gifts programs.

[501\(c\)3 Giving History](#)
[Higher Education Giving History](#)
[Matching Gifts Nominations](#)
[Matching Gifts FAQs](#)

Review your Matching Gifts for Higher Education Organizations Donation History!

Payroll, Credit Card and Match Previous Donation Requests and current statuses display below. Select the year to view history for and click the hyperlink text on the description column to view more details for individual donations.


Display activity for year: [2020](#) [2019](#) [2016](#)

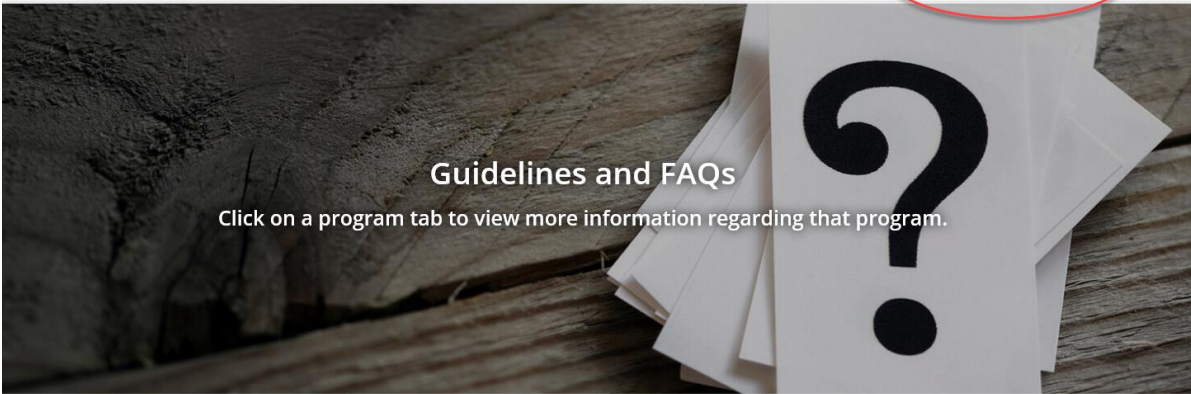
Organization Information ▲ ▼	Type ▲ ▼	Description	Status
Minnesota State University Mankato	Match a Previous Donation (Higher Ed)	\$50.00 on 01/31/2020	Match pending internal review
Minnesota State University Mankato	Match a Previous Donation (Higher Ed)	\$50.00 on 01/24/2020	Match pending internal review

## Access more Information through the “Program Guideline / FAQ” Tab

- Program FAQs are available at the bottom of the individual program page, as well as at the top of the Employee Giving Portal on the right-hand side.
- Select the “Matching Gifts FAQs” tab for more information about the program.

[501\(c\)3 Giving History](#)
[Higher Education Giving History](#)
[Matching Gifts Nominations](#)
[Matching Gifts FAQs](#)


[HOME PAGE](#)
[MATCHING GIFTS](#)
[UNITED WAY CAMPAIGN](#)
[GUIDELINES/FAQS](#)



**Guidelines and FAQs**  
 Click on a program tab to view more information regarding that program.

[Matching Gifts FAQs](#)
[United Way Campaign FAQs](#)

## Additional Questions?

For general support contact Xcel Energy's Corporate Giving department at [corporategiving@xcelenergy.com](mailto:corporategiving@xcelenergy.com). For technical support contact CyberGrants at [xcelenergysupport@cybergrants.com](mailto:xcelenergysupport@cybergrants.com) or 844-635-8335.