

When your Rewards is going to expire within 10 days, you should receive an email

FROM: AT&T Community Engagement

With the SUBJECT: Use your Giving Account balance before it expires!

From	Subject
AT&T Community Engagement	Use your Giving Account balance before it expires!

Click the [Login Now](#) button to access your account.



Login Now

NOTIFICATION

### Time's running out in your Giving Account

This is a friendly reminder that you have a balance in your Giving Account that will expire in **10 days**, and you can use it right now to support your favourite charity!

[Log in now](#) and find your Giving Account on your dashboard. Your total available rewards are displayed, with a link to View Rewards for more detail.

When making a donation to any cause, be sure to select "Giving Account Balance" where you're asked to Choose a Payment Method. Your balance will be applied to your donation.

Thanks for making a difference!

This is an automatic message from [AT&T Community Engagement](#)

#### Download the Benevity app

Access AT&T Community Engagement anytime, anywhere!

Whenever you like you can go directly to [the Community Engagement site](#) to see the same the same information which follows.

Once you have accessed the Community Engagement site you should see a header like the one below



My Dashboard

Make a Donation Volunteer Take Action What's New Quick Links ▾ Search

# EVERY DAY, WE'RE MAKING A


If [My Dashboard](#) is not underlined as shown click on My Dashboard


Scroll down the page looking at the sub menus on right side of the screen.

The first submenu you see displays an overview of the amount of money you have donated and the number of volunteer hours you have logged for the year. You can click on each entry to get a detailed report of each.

### My Progress

Jan 2022 - Dec 2022

 **\$200.00** donated >

 **53.5** hours volunteered >

In 2022 the company has allocated a total of \$500 to you in the form of Matching and Volunteer awards.

Matching Rewards are monies you donate which the company will match at 50% of each dollar until the \$500 allotted to your account is used. The amount matched is part of your total allocation for the year.


The Volunteer Rewards are monies the company will put in your account at the rate of \$5 per hour of volunteer time you log into the system until your reward account reaches the \$500 maximum.

In the second submenu, your Matching and Volunteer Rewards are displayed. Note that this menu is not interactive. It is just a cumulative view of both your Rewards which add toward the \$500 total.

In the following example \$200 has been used and \$300 remains of the \$500 allotment.

### Matching and Volunteer Rewards

Use before Jan 1, 2023




**\$200.00** Used      **\$300.00** Remaining

The third submenu displays any funds you have put into your account. You can add to your funds by clicking the **Add Funds** button.

Most of the time you will want to view your rewards by clicking the **View Rewards** button.

In this example you see that \$195 are in the Rewards account.

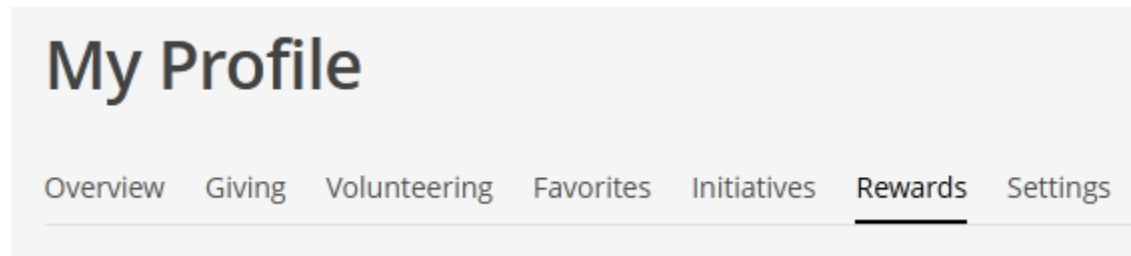
### Giving Account



Funds \$0.00      **Add Funds** +

Rewards \$195.00      **View Rewards** >

Once you have clicked on the View Rewards button you will be taken to the My Profile screen.



The left submenu on the page defaults to All Rewards as shown. This view displays Past Rewards, i.e. those that have been paid and the currently Available Rewards.

## Rewards

All Rewards

Available Rewards

Past Rewards

To view just the rewards that are currently available click on the Available Rewards selection

This will change what is displayed on the righthand side of the screen.

At the top of this display notice the Available Rewards and those that will expire within 30 days.

Available Rewards: \$195.00

\$195.00 will expire in the next 30 Days

Received	Remaining	Description	Date Received	Expiration
\$5.00	\$5.00	Volunteering	Feb 2, 2022, 12:00 AM EST	Mar 4, 2022, 6:52 PM EST

You can tell rewards are available if the Remaining column has a value in it. In the example for the row shown, \$5 is an available award.

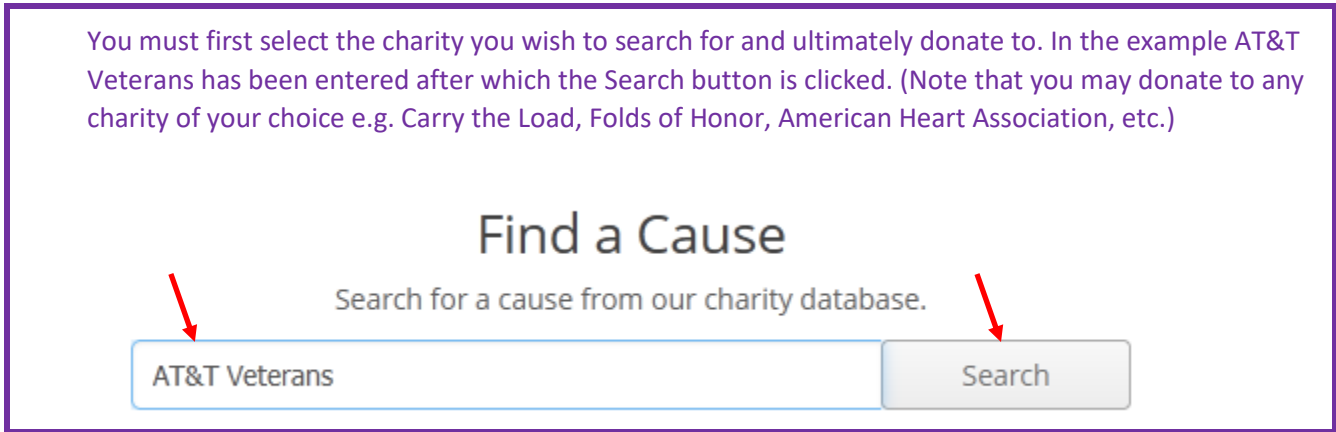
The Expiration column informs you the date by which you must donate the funds. In this example the funds will be lost if not donated by 3/4/22

If you want to donate some or all your rewards scroll to the top of the page and click, Make a Donation

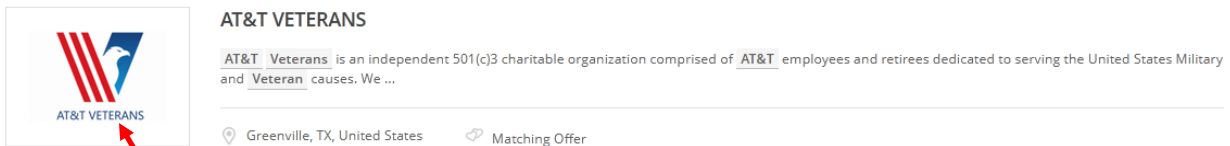


Browse Giving Opportunities Explore Causes Create a Giving Opportunity

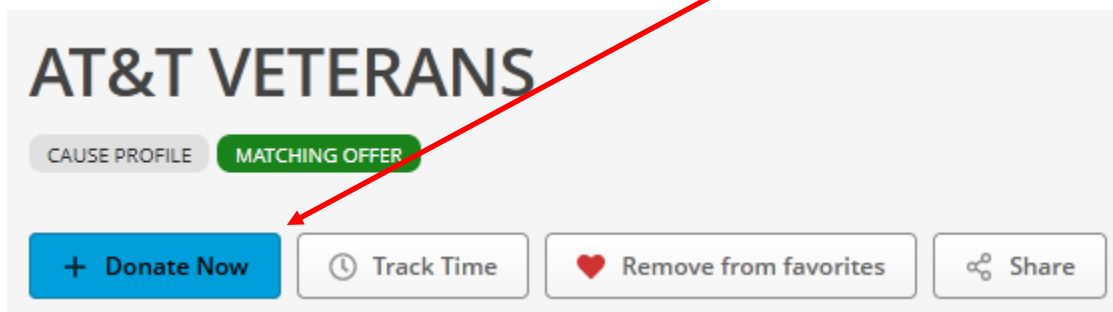
You must first select the charity you wish to search for and ultimately donate to. In the example AT&T Veterans has been entered after which the Search button is clicked. (Note that you may donate to any charity of your choice e.g. Carry the Load, Folds of Honor, American Heart Association, etc.)



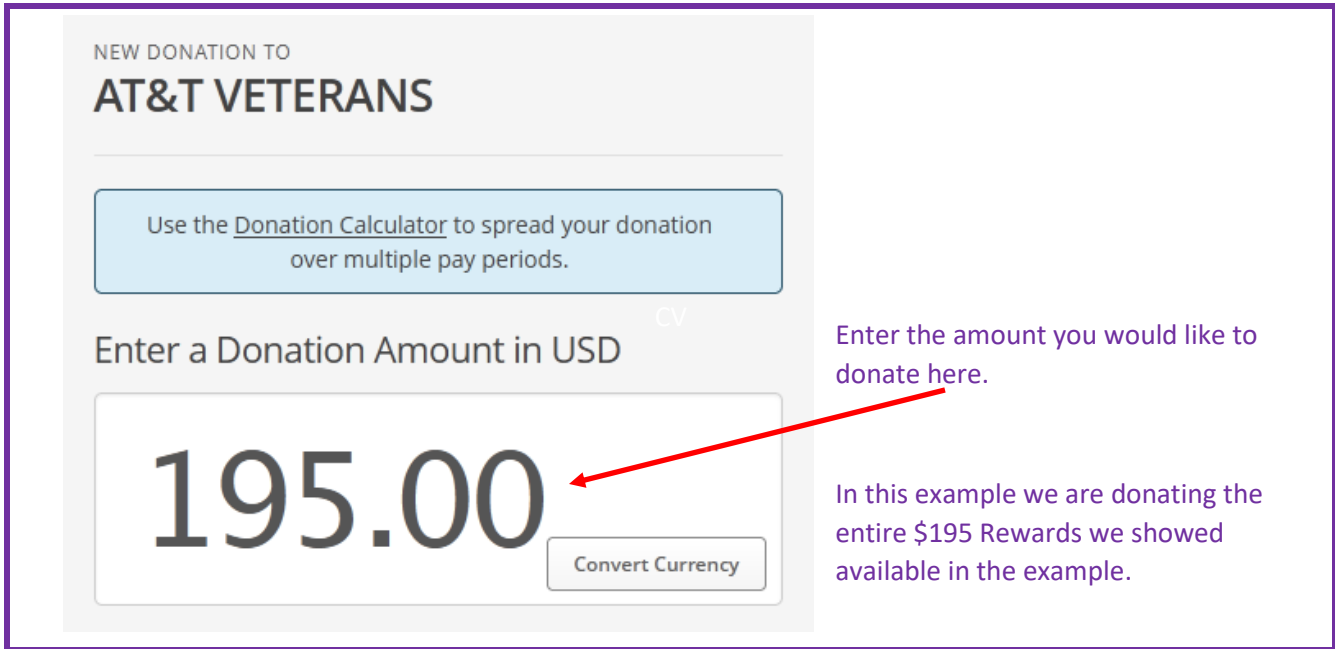
This will return the search results for the charity input. The top charity of the example search is displayed below.



Clicking the Icon of the charity will open a window displaying more information about the charity and give you the opportunity to donate to that charity by click the **Donate Now** button



Assuming you are going forward with your initial selection, in this case AT&T Veterans, you will see the screen shots below



NEW DONATION TO  
**AT&T VETERANS**

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

Enter a Donation Amount in USD CV

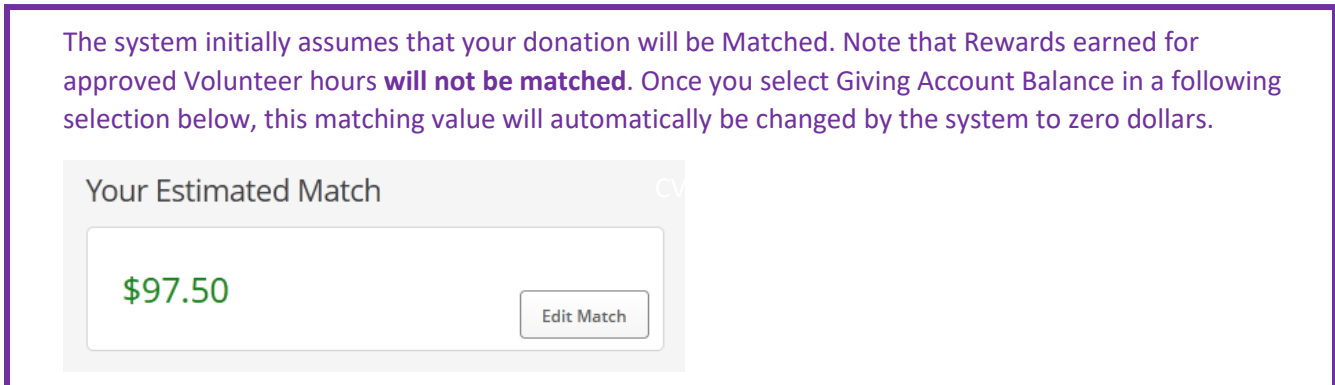
**195.00** CV

[Convert Currency](#)

Enter the amount you would like to donate here.

In this example we are donating the entire \$195 Rewards we showed available in the example.

The system initially assumes that your donation will be Matched. Note that Rewards earned for approved Volunteer hours **will not be matched**. Once you select Giving Account Balance in a following selection below, this matching value will automatically be changed by the system to zero dollars.

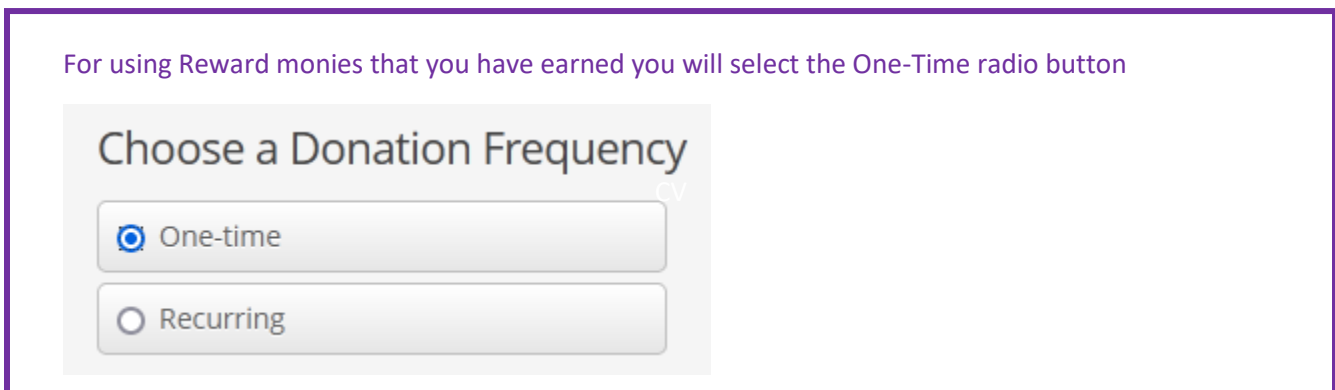


Your Estimated Match CV

**\$97.50**

[Edit Match](#)

For using Reward monies that you have earned you will select the One-Time radio button



Choose a Donation Frequency CV

One-time

Recurring

When donating Rewards if you check this box it will be overridden when you Submit. The system will only allow Reward funds to be donated immediately.

Pay for this donation at a future date

If you are making a normal donation, i.e. you are NOT using Rewards, and you prefer not to donate immediately a donation may be scheduled to be processed at a future date of your choice. Click the box and select the date on which you would like this donation to occur. Again, this does not apply to Reward monies you have earned.

Pay for this donation at a future date

Year    Month    Date

Rather than happening now, a payroll deduction can be scheduled for a future date of your choice. Choose the pay date you would like this donation to start on. Remember, your donation will receive the maximum of any eligible matching available at the time it occurs.

You can choose the amount of information you want to share with the charity you are donating to. The Postal/Zip at the bottom of the pulldown is the most anonymous way to give and more information is shared as one moves up the dropdown list.

### Information shared with charity

Postal/ZIP

Name, Email and Address

Name, Postal/ZIP and Email

Name, Postal/ZIP

Postal/ZIP

The following section is **MOST IMPORTANT** for donations being made to AT&T Veterans and for which the donor's desire is to direct their donation to a specific chapter.

**NOTE:** If no chapter is designated the donated funds will be directed to the National account.

Check the Leave a Comment checkbox   Leave a comment

After your selection, the following dialogue box opens. If you leave this blank, no comment is left.

Leave a comment

Your comment to the cause/causes (optional):

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.

You **MUST** enter the name of the chapter or its chapter abbreviation in the comment box for your funds to be directed to that chapter's account. Some examples for entry: "For ??? chapter" or "Donation for ??? chapter ". More than this is not necessary and not advised. Additional wording means more reading to figure out where the donation is to go. Also, **DO NOT** say you want to split the donation between a chapter and National. If a chapter name is in the wording the chapter will receive 100% of the donation.

Leave a comment

Your comment to the cause/causes (optional):

Ohio chapter

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.

To use your Rewards, you must choose the **Giving Account Balance** radio button.

### Choose a Payment Method

Giving Account Balance

Payroll Deduction

Credit or Debit Card

PayPal

The Frequency Notes are not editable. They are for informational purposes only. These notes are informing you of the frequency you have selected for this donation. A Reward donation ***should always be*** a One-Time donation.

### Frequency Notes

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

Note that up to this point that you have not finalized your donation. You are given a chance to review your entries before submitting. Once you click Submit Donation no changes can be made.

Let us look at what to review on the following page.



Again, before submitting PLEASE take a few seconds to review and Confirm Your Donation!

Please Confirm Your Donation

Donation Amount  
\$100.00

Estimated Match  
No matching available

Donation Frequency  
One-time

Payment Method  
Giving Account Balance: My Rewards

Payment/Frequency Notes  
This one-time Giving Account deduction will be processed immediately.

Donation Comments  
No comments entered.

Make changes to this donation

The **Donation Amount**

The **Donation Frequency** (When using My Rewards this should default to One-time but one should always check)

The **Payment Method**, i.e. where the payment is to be drawn from, in this case My Rewards

**Donation Comments** If you intended to donate to a chapter and the text reads, "No comments entered." then no input was recorded, i.e., no chapter is designated. If you notice you made a typo, forgot something, or made a wrong selection you can use the back key in your browser or click **Make changes to this donation** to edit your entries.

Please Confirm Your Donation

Donation Amount  
\$195.00

Estimated Match  
No matching available

Donation Frequency  
One-time

Payment Method  
Giving Account Balance: My Rewards

Payment/Frequency Notes  
This one-time Giving Account deduction will be processed immediately.

Donation Comments  
Ohio chapter

Make changes to this donation

In the example, \$195 was to be donated to the Ohio chapter. As you can see those corrections were made.

Donation changed to \$195

Donation Comments now states: "Ohio chapter" (Note that this could read, "Donate to the OH chapter", "For Ohio", as it reads or anything similar. Remember Keep it Simple :)

Please Confirm Your Donation: I consent to conduct this transaction by electronic means and understand that selecting the "Submit Donation" button below constitutes my voluntary request and authorization to complete the requested transaction.

Submit Donation

With all corrections made you can now finalize your donation by clicking the **Submit Donation** button