

# Instructions on how to request a Boeing match for a donation you have already made

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Log into the Boeing website: <https://boeing.yourcause.com/basic>

## Step 1

Type in your BEMS ID and click next

## Step 2

Select your language and click next

## Step 3

Read and consent to disclaimer and click next

## Step 4

Enter Last Name and BEMS ID and click next

## Step 5

Set up a password and your email, click finish and sign in.

## Once you are logged in:

1. Click '**Give**'
2. Search for your charity (**Enter the EIN/Tax ID or the Charity Name**), then click '**View Profile**'

3. Click '**Log an Offline Donation**'
4. Enter the details of the donation: If you would like the funds to go to a specific project or cause, you can specify this under '**Add a Designation**'. The system will require you to upload a receipt/proof of the donation. The documentation must have four pieces of information: your name, donation date, donation amount and charity's name.
5. Click 'Add to My Cart'. Select '**Checkout Now**', once you are ready to check out. *Note: you will be prompted to apply for the match at checkout.*
6. Complete checkout