

How to Access the Ecolab Giving Site: (For best results, please use Chrome as your internet browser)

1. Go to <https://www.ecolab.com/pages/ecolab-alumni/matching-gifts>
2. Look for this line below on this webpage and click on HERE



Click **HERE** to get started.

3. Or go directly to <http://ecolab.yourcause.com/auth/basic>
4. Enter your **personal email** that you used to access the “old” site and Click **Next**
 - a. Step 2: Check the box after reading and agreeing to the disclaimer and hit **Next**
 - b. Step 3: Enter your last name and email address and hit **Next**
 - c. Step 4: Set up a new Password; Click **Finish and Sign In**

NOTE: If you have NEVER accessed the online Ecolab Giving site over the past 2-3 years and want to be added to the site, please send an email to: communityrelations@ecolab.com and include your full name, personal email address, phone number and approximate date you retired.

Once your request has been sent to community relations, please allow 7-10 days before you access the site to complete numbers 3, 4 and 5 above.



U.S. Community Giving Program

The Matching Gifts program has expanded. Starting Nov. 16, 2019, you can make donations to education AND OTHER qualifying 501c3 nonprofit organizations via credit card directly in the Ecolab Giving Site and request a 50% match for up to \$1,000 max match per person annually. You will no longer need to upload receipts and other organizations besides just schools are eligible. As an ethical company, make sure your selected charity aligns with [Ecolab Foundation guidelines](#) and with the non-discrimination section in [Ecolab's Code of Conduct](#).

Match: If approved, donation match by Ecolab Foundation will be disbursed with your donation (payroll processing is every two months and credit card processing is every month).

Please note, while retirees may personally donate to churches, synagogues, mosques and other strictly religious and/or politically charged organizations, these donations WILL NOT be eligible for the Ecolab Foundation match. If approved, the donation match will be disbursed with your donation.

Ecolab has the right to suspend, change or terminate this program at any time. The interpretation, application, and administration of the Employee Giving Program shall be determined by Ecolab Community Relations in its sole discretion, and its decisions shall be final.

How to make a donation and request up to 50% match

1. Click on this link to get to the Ecolab Giving Site - <http://ecolab.yourcause.com/auth/basic>
2. After you are signed in, select **Give** at the top of the page.
3. On the Search Organizations page, type in the name of the organization and hit enter or click on the magnifying glass icon. If you know the organization U.S. tax ID number, you can click on Registration ID and search by that number. Verify you have the correct organization by confirming the address listed.
4. Once you find your Organization, click on it
5. Click on **Make a New Donation** and then click **Credit Card**
6. Fill in required fields, then click **Add to My Cart**.
7. If you have another donation to enter, click **Explore More** and go back to step 2.
8. When you have completed your entries, click **Check Out Now**.
9. On the "Donations in Your Cart" page, click on **Apply Match** and **Checkout**.
10. On the **Apply for Match page**, under **Eligible Match Amount**, click next to "**Apply for....**"
 - a. If you want to indicate a partial match amount, click **Change Amount**.
11. Click **Next Steps** and complete the required fields.
12. Confirm your donation and match request. Then click **Confirm and Finish**.

NOTE: After the entry is complete, you can track your match request(s) on the **Give/My Giving**. Then click on **Match Programs** in the blue bar halfway down the page.



U.S. Dollars for Doers Program Guidelines

Ecolab U.S. full-time employees and retirees may apply for a U.S. Dollars for Doers grant of \$200 to a qualifying nonprofit (excluding churches) where they volunteer 25 hours or more annually. Please note that organizations must comply with the [Ecolab Foundation guidelines](#). One grant request per organization, per employee, per year.

How to Request a Dollars for Doers grant

1. Click on this link to get to the Ecolab Giving Site - <http://ecolab.yourcause.com/auth/basic>
2. Select **Volunteer** at the top of the page
3. Click on **Record Hours**, click the **Get Started** button on the right side of the page
 - a. **Activity Details**
 - i. Enter ACTIVITY NAME (ex. Dollars for Doers)
 - ii. Enter ACTIVITY DESCRIPTION
 - iii. Enter ACTIVITY LOCATION
 1. For the organization's location information start typing the address **or** click *VIRTUAL (NO LOCATION)* to bypass these non-required fields
 - b. **Benefiting Organization**
 - i. Click on **Search Organization**. Then find and **Select Charity**
 1. **No action** is needed for the Board Leadership button. For more information about the Board Leadership program, click on Community, scroll to the U.S. Board Leadership element and click to open
 - ii. Click **Select Type** and choose **#U.S. Dollars for Doers** and **Save**
 - iii. Click **Select Category**, select the *focus area* that aligns with the organization and **Save**
 - iv. Click **Continue**
 - c. **Activity Log Page/Add Dates and Hours** (Enter the number of hours you volunteered at the qualifying nonprofit)
 - i. For **Participation Date**, enter date of volunteer activity
 - ii. For **Hours Volunteered**, enter the number of hours you volunteered - Bulk entering hours more than 24 is no longer available, so you have a few options:
 1. If you only did 25 hours, pick today's date and enter 24 hours and then pick the day before and enter 1 hour. Then click Review & Confirm.
 2. If you kept track of your volunteer hours separately, you can still record them here. Pick the dates you volunteered and enter those hours.

3. Or, if you want to record your hours as you go along after you have entered the first volunteer date:
 - Return to Volunteer/My Volunteering
 - Click on Individual Activities tab
 - Find your volunteer event and click on the pencil (edit) icon
 - At bottom of Update your details page, click **Continue** at the bottom of the page

iii. Click **Add Entry**

iv. Click **Review & Confirm** at the bottom of the page

d. Review & Confirm

- i. If the entry looks correct, click **Save**
- ii. If you need to make a change, click **Back**

e. Success! Activity Saved

4. To finish requesting the Dollars for Doers grant - **YOU MUST DO THESE FOLLOWING STEPS OR NO GRANT WILL BE PROCESSED.**

a. Click on **Go to My Volunteering**

b. In the **Apply for Volunteer Grant!** shaded box, click on **Apply Now** showing next to the organization name

c. On **Select Match Program** page, ensure the small box is checked to enable the green check  and click **Next Step**

d. On **Grant Details** page, **check the small box** in the Activities section to populate hours selected

- i. Check the box for each entry (if multiple entries) to make sure it totals **25+ hours**
- ii. The Hours selected and the Requested Grant Amount will show - 200.00

e. You may **Add a Designation** (Optional) for your grant, but it is not required

f. Click **Next Step**

g. Review and Confirm Your Request

- i. In Summary - shows your grant information
- ii. Review and Confirm the Following Notices - check the box that says *"I have read and understand the notices"*

h. Click **Submit Grant Request** and you are done!

NOTE: After your entry is complete, you can track your requests under **Volunteer/My Volunteering, My Volunteer Grants**.



U.S. Board Leadership Program Guidelines

Ecolab U.S. full-time employees and retirees may apply for a U.S. Board Leadership grant in honor of service on the board of directors of a qualifying nonprofit (excluding churches) for a \$500 grant per organization, annually. Please note that organizations must comply with the [Ecolab Foundation guidelines](#).

How to Request a Board Leadership grant

1. Click on this link to get to the Ecolab Giving Site - <http://ecolab.yourcause.com/auth/basic>
2. Select **Volunteer** at the top of the page
3. Click on **Record Hours**, click the **Get Started** button on the right side of the page
 - a. **Activity Details**
 - i. Enter ACTIVITY NAME (ex. Board Leadership)
 - ii. Enter ACTIVITY DESCRIPTION
 - iii. Enter ACTIVITY LOCATION
 1. For the organization's location information start typing the address **or** *VIRTUAL (NO LOCATION)* to bypass these non-required fields click
 - b. **Benefiting Organization**
 - i. Click on **Search for Your Charity**. Then find and **Select Charity**
 - ii. Once your organization populates, to the right is a blue button under Board Membership
 1. If you **don't** have a previous Board Leadership entry,
 - a. Click on **Manage Membership Role**
 - b. Then click **+ Create New Role**
 - c. Select BOARD ROLE using the dropdown, add your dates for ROLE START & END DATES, click **Add**
 - d. Close Board Membership box (small 'x' at top right of box)
 - e. Now that you've added your role, select it from the drop down under Board Membership and continue
 2. If you **do** have a previously recorded Board Leadership entry, **select the role** from the Board Membership dropdown
 - iii. Click **Select Type** and choose **#U.S. Board Leadership** and **Save**
 - iv. Click **Select Category**, select the *focus area* that aligns with the organization and **Save**
 - v. Click **Continue**

c. Add Dates and Hours

- i. For PARTICIPATION DATE, enter today's date
- ii. For HOURS VOLUNTEERED, the maximum hours you can enter per date is 24. Bulk entering hours is no longer available, so you have a few options:
 - Pick today's date and enter 24 hours – this is the minimum number of hours to record in order to submit a request
 - If you volunteered more than 24 hours, select the dates of your board meetings/board volunteer events, and enter the hours volunteered for each event
 - If you know you volunteered an average of 10 hours per month, for example, pick one date in each month and enter the hours on that date
- iii. Click **Add Entry**
- iv. Click **Review & Confirm** at the bottom of the page

d. Review & Confirm

- i. Review, confirm and click **Save**

e. Success! Activity Saved

4. To finish requesting the Board Leadership grant-YOU MUST DO THESE FOLLOWING STEPS OR NO GRANT WILL BE PROCESSED.****

- a. Click on **Go to My Volunteering**
- b. In the **Apply for a Volunteer Grant!** shaded box, click on **Apply Now** showing next to the organization name
- c. On **Select Match Program** page, ensure the small box is checked to enable the green check  and click **Next Step**
- d. On **Grant Details** page, **check the small box** in the Activities section to populate hours selected
 - i. The Hours selected and the Requested Grant Amount will show - 500.00
- e. You may **Add a Designation** (Optional) for your grant, but it is not required
- f. Click **Next Step**
- g. Review and Confirm Your Request**
 - i. In Summary - shows your grant information
 - ii. Review and Confirm the Following Notices - check the box that says *"I have read and understand the notices"*
- h. Click **Submit Grant Request** and you are done!

NOTE: After your entry is complete, you can track your requests under **Volunteer/My Volunteering, My Volunteer Grants.**