**Caterpillar Foundation Matching Gifts Program Process – St. Jude Runs**

1. Visit [www.caterpillar.com/matching-gifts](http://www.caterpillar.com/matching-gifts) and click on “**Visit Website**” under “Caterpillar Participants: Search/Request a Match”



1. Register as a first-time user OR login as an existing user. Use your 7-digit HR ID (formerly known as PeopleSoft/HR ID - found in CLUES). Make sure that you include the leading “0” at the beginning of your ID (0\_ \_ \_ \_ \_ \_) so that it is 7 digits total. If you do not know your ID, email Matching\_Gifts@cat.com.



1. Click “**I ACCEPT**” to the matching gifts terms and conditions.



1. From the home page, click “**1:1 Matching Gifts**”.



1. In the Matching Gifts Nonprofit Search, type in “**St Jude Runs**” and click “**Search**”.



1. Click on “**Select**” next to “**St Jude Runs – St Jude Runners Association**”.



1. Enter gift details. If you would like a specific Runner to get credit for this matching gift, type the Runner’s Name and the Satellite City of the Run they participate (if known), in the “Designation” field. Click “**Save and Proceed**”.



1. Review, update (if necessary), and then click “**Submit**”.



1. Click “**Email Match Request to Charity**” or “**Print and Mail Request to Charity**”.



1. To email, enter **jennifer.swanson.contractor@alsac.stjude.org** into the recipient field. Scroll down and click “**Preview**”. (You do not need to upload any attachments or include additional messages.)





1. Scroll down and click “**Send**”. The process is then complete!

