

## Submitting a Matching Gift Request

Once you receive email from Benevity, you are registered:

**Go to:** <https://citgogofuelgood.benevity.org/user/login>

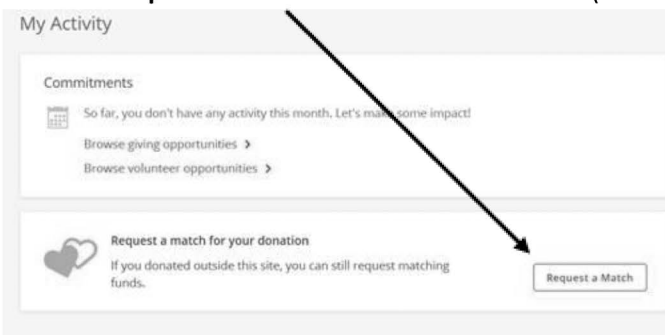
Then, login with your **Employee/PERN #**.

Click on Login

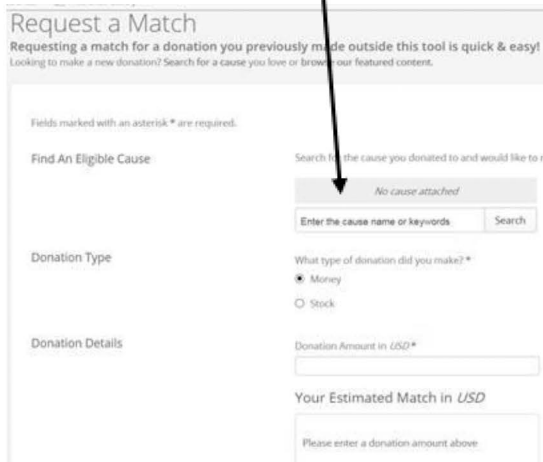


Scroll down until you find

Click on **Request a Match** icon from the intranet (toward bottom of page)



Enter name of organization to search for the non-profit organization



Fill in the rest of the information and submit your request.

For more information, please contact Sandra Clark at [sarispe@citgo.com](mailto:sarispe@citgo.com) or x-1520.