

How to Donate to a Participant

- Go to <http://cctakesteps.org>
- On the main Take Steps page, you can search for a walker by first and last name



A search form with the text "Search for a Walker" in a grey box. To the right are two input fields labeled "First Name" and "Last Name", and a red "Go" button.

- Once you find the participant, you can click on name.
- When you are on the participant page, click on the button that says donate:



A participant profile card with the following details: "Test, Training" (blue link), "Team Name: mdepace@ccta.org", "Company Affiliation: None", "Event Name: New York City", and "Event Date: 05/17/2018".



New York City Event Page

- Once you click on donate, it will go through a number of steps for your donation that are required such as amount, gift type, personalizing your donation, leaving a personal note, employee information and then donor information.
- When making a donation online the following information is required: Donation amount, first name, last name, address, city, state, zip, email and your payment method.
- When you are complete and have put in your credit card information click on **“Donate Now”**
- On our website, you have the option to cover the fees for your donation. Your donation amount will increase to cover the full fees.

Donate Now

If you are making a Matching Gift Donation, please follow these steps below:

1. Visit the Foundation’s [matching gifts portal](#)
2. Search for your company to see if they match
3. Follow the instructions to get your gift matched
4. The Foundation gets many matching gifts sent to their processing center, and including specific information about where it should be allocated will make sure it’s contributed to my fundraising. Please be sure and include my name and Take Steps.
5. Please email matchinggifts@crohnscolitisfoundation.org to alert them to any matching gifts you’ve submitted to your company and for any questions.

Where should I tell my company to mail the matching gift, if I’m asked?

The Crohn’s & Colitis Foundation’s National Processing Center:
Matching Gifts
PO Box 1245
Albert Lea, MN 56007

What is the Crohn’s & Colitis Foundation’s tax ID number or EIN?

13-6193105.

Where can I get the Foundation’s W-9 or 501c(3) letter?

You can download both of those right [here](#).

I can’t find my donation receipt; how can I get a new one?

Email info@crohnscolitisfoundation.org and ask for a donation receipt. We will need to know the email address that you made the donation under when contacting us