

MYWATERMARK USER GUIDE

Welcome to MyWatermark: your online platform to sign up for local volunteer events and make contributions to partner organizations you care about. It simplifies giving back to our communities and makes getting involved with Xylem Watermark easy. Let's start doing good!

LOGIN & GET STARTED

The first time you login you'll be asked to answer a few brief questions to set up your account. You can access and update your account anytime by clicking *Your Name* in the upper right corner of the screen. On this page you can:

- Edit your Account Settings
- Set the Notifications you want to receive
- Find Donation Receipts
- See the status of any Match Requests
- Establish your Privacy Settings and determine the information you will share with the causes you donate to
- Create a profile of your Skills & Interests to help us match you to relevant content and opportunities you'll love

VOLUNTEERING

Click *Volunteer* in the navigation bar to easily find and participate in *Volunteer Opportunities* that match your skills & interests and help you connect with our local and global communities. There are a variety of ways to find an opportunity:

- **View All Volunteer Opportunities** and use the filters to find events that match your geography, skills & interests. Local Xylem Champions will regularly post events for each site.
- **Search for a Volunteer Opportunity** by keyword or explore the *Interactive Volunteer Map* to find opportunities close to you!

Sign-up to Volunteer! Once you've found a volunteer opportunity click *Sign-Up Now* and follow the simple steps to join the event.

Changing your event sign up. To cancel an event you have signed up for, please go to your Dashboard and select My Volunteer Activity. Once here you can click Cancel Commitment.

Tracking your time. To track your time please go to the event page for the volunteer opportunity you are participating in. You will be able to select the *Track Time* button and enter your hours and additional comments while submitting your record of volunteering. Alternatively, you can also hover above the *Volunteer* tab and select *Track Volunteer Time*.

GIVING OPPORTUNITIES

Find *Make a Donation* in the navigation bar to easily find and donate to the causes (charities & nonprofit organizations) that matter most to you. Some options include:

- **Xylem Watermark's Global Signature Partners:** Xylem Watermark partners with the following six global water-related nonprofit organizations:
 - Water for People
 - Fundación Avina
 - China Women's Development Fund
 - Earth Echo International
 - Mercy Corps
 - Planet Water Foundation

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- **Xylem Watermark Fund:** All employee contributions made to the Xylem Watermark Fund will be distributed to our nonprofit partners (listed above).
- **Find other causes to give to,** use the search field to find your causes of choice by charity name or keyword. At this time, Xylem does not match gifts to causes other than the Global Signature Partners and the Xylem Watermark Fund.
 - **Can't Find a Cause?** Click *Search Tips* for help using the search window to find your cause. If you have a particular cause in mind that isn't appearing, you can nominate it! Click *Quick Links* and fill out the *Nominate a Cause* form.

MAKE YOUR DONATION

Once you've selected where to give, click *Donate Now* and follow these steps to make a donation:

- Select one-time or repeating donation.
- Enter payment information through a secure system (Credit Card or PayPal). A variety of payment methods make giving back as easy and convenient as possible.

When making a donation you are able to select what personal information you would like the charity to see attached to your donation. For further information on the MyWatermark privacy policy, please see <https://mywatermark.benevity.org/privacy>.

Depending on the applicable laws of your jurisdiction and that of the recipient charity, your donation may be deductible as a charitable contribution. Please consult your tax advisor to determine deductibility or tax treatment of your gift. If a tax benefit or credit is available and further documentation is required, please contact the recipient charity or nonprofit organization to request a tax receipt or other supporting documentation of your gift.

Tracking Your Giving : No matter how you give, your donations will appear in *My Dashboard*. Check the status of your donation and access your donation receipt in the *Donation History* tab.

MATCHING GIFTS

Xylem Watermark matches 100% of gifts (up to \$10,000) to our six global nonprofit partners (see above). These organizations will have a "Matching Offer" banner. At this time, Xylem Watermark does not match any other causes. Matching happens automatically when you make an eligible donation - you don't have to do anything extra. The Match Rate, Duration of Offer, Maximum Match per Donation and other details appear on the right of the page.

QUESTIONS?

If you have questions about Benevity, please visit the [Benevity Help Center](#). If you are experiencing any issues with your account, please contact xylemwatermark@xyleminc.com.