

Michele Glaze, North America Giving Manager



Upcoming changes to the US Employee Giving Program

**ACTION REQUIRED TODAY FOR CHARITY DATA**

To: Current charity users of Dell JK EasyMatch tool

Effective Jan. 31, Dell will discontinue use of the current JK Easy Match tool for employee giving (payroll & credit card) and will transition to the Make a Difference community as our single source for all actions related to employee giving and volunteerism. This move streamlines tools and resources, makes giving and volunteering easier, and provides administrative cost savings.

**IT IS IMPERATIVE THAT ACTION IS COMPLETED NO LATER THAN JAN. 31. AFTER THIS DATE THE JK EASYMATCH TOOL WILL NO LONGER BE ACCESSIBLE.**

**To effectively manage this transition, your charity will have a limited time to retrieve historical data. Please take the following actions:**

1. Access the JK EasyMatch charity portal at: <https://www.easymatch.com/dell/agency>.
2. Print or save any Dell team member current and historical giving data and information you wish to retain for your agency records from the [Easy Match](#) tool no later than Feb. 15, 2012.
3. Attend an information session for further information about this transition on Tuesday, Jan. 24 at 12:00pm CST
  - a. **AUDIO:** From your phone, dial 1 800-988-9479. When the operator answers, provide your name, organization and the passcode **MAD**
  - b. **PRESENTATION:** From a any computer, visit URL: <https://www.mymeetings.com/dell/>  
Conference number: PH1505718  
Audience passcode: MAD

Participants can join the event directly at:

<https://www.mymeetings.com/dell/index.php?i=PH1505718&p=MAD&t=c>

- c. If you are NOT able to attend, a replay will be made available within 24 hours after the call.

If you are not a member of our new community, you may immediately begin using the [Make a Difference](#) community to access your Dell employee giving and volunteerism data. Visit <http://www.yourcause.com/> and click on the 'Charities' tab to request administrative access for your organization.

JK EasyMatch contact: [dell@easymatch.com](mailto:dell@easymatch.com)

Make a Difference contact: [makeadifference@yourcause.com](mailto:makeadifference@yourcause.com)

Thank you very much for taking quick action to retrieve your data. We hope your organization has a happy new year.