

Dear Grainger Matching Charitable Gifts Program Recipient:

Grainger is proud to be among the less than one percent of companies that offer a three-to-one match. To make it easier for team members to support their local communities, we are transitioning our current Matching Gifts program to a **new administrator**.

Following are a few updates to help you prepare for this transition:

- You will receive an introductory **email from Good Done Great** (grainger@gooddonegreat.com) with instructions to log into their DonateWell Non-Profit Organization (NPO) Portal.
- Access the DonateWell NPO portal and complete the process outlined in the introductory email.
- Be sure to add the name of your Executive Director and contact information to your account (if not the same as your matching gifts administrator).
- Contact Good Done Great with any questions about the enrollment process at grainger@gooddonegreat.com or call 1-855-437-4768. If you do not receive an email from Good Done Great by **Friday, May 22**, send an email to grainger@gooddonegreat.com to let them know.
- To aid with the transition, please resolve any pending transactions through the Easymatch Agency Portal, by **June 15, 2015**. All unresolved requests and payments will be closed after **June 15, 2015**.
- Please cash any outstanding checks (if applicable) received during recent payouts. Any uncashed checks will be voided after **August 1, 2015**.
- Please remove and delete all Grainger matching gifts forms posted on donation websites on or before **May 31, 2015**. Please note: **Grainger will no longer be accepting paper forms** through the new program administrator.

To resolve any pending issues with the existing vendor, contact grainger@easymatch.com or call 1-866-556-1254.

We look forward to a successful transition and appreciate your support.

Best Regards,
Grainger Matching Charitable Gifts Program