

Dear IBM Matching Grants Participant,

We are contacting all participants in the IBM Matching Grants Program to announce that the new website is now available.

You must register with the site before you can submit an application. To register, you will need:

- 1) An IBMid is required to sign onto the new Matching Grants site. If you already have an IBMid, you can use it. If you don't have an IBMid, follow the steps below to create one.
  - a) Open the Matching Grants website: <https://ibm.biz/matchinggrants>
  - b) Read the section entitled "New User?" At the end of this section click on the last sentence "Click here to create an IBMid".
  - c) The system will advance to a screen entitled "Sign up to IBMid". Enter the requested information on this screen (i.e. enter email address, create a password, enter first and last name, then click continue).
  - d) An email with a confirmation code will be sent to your email address.
  - e) Enter that code in the confirmation code field, then click the "Sign up to IBMid" field.
  - f) You will receive an email indicating that your IBMid registration was successful.
- 2) Your IBM serial number.

Follow these steps to register:

1. Navigate your browser to <https://ibm.biz/matchinggrants>
2. Click the "Login" link in the red "Retirees" box.
3. The "Sign in to IBM" page will be displayed. Enter your IBMid and password.
4. A popup will appear for first-time registrations. Enter your IBM serial number and last name.

These instructions on how to register are also available in the website's FAQ, which you can reach from the "Help" menu on the homepage.

You will receive updates about your applications by email, and can check their status any time by logging into the website. Please note that printed applications are no longer accepted. If a printed application has been returned to you it can be resubmitted online if your donation is eligible under program guidelines.

Thank you for participating in the IBM Matching Grants Program. We hope that you find the new online process a simpler, easier way to continue participating in the Program.