

*****IMPORTANT NOTE:** Throughout the pledge process, NEVER use the web browser's BACK button. Instead, use the **Next** and **Back** navigation buttons near the bottom of each page.

PLEDGE SITE HOME PAGE

Once you have logged on to your personal pledge site, you will be directed to the home page containing the welcome message. There are several features of the pledge site that you may find useful before beginning your pledge:

- To learn more about work of **United Way** and how your gift is improving lives in Central Ohio, click on **How Does My Pledge Improve Lives?** from the Main Menu.
- To see your giving history for the last five years, click on **Review your United Way Giving History** from the Main Menu.
- To update your profile, click **Do we have your current Contact information?** from the Main Menu.

STARTING YOUR PLEDGE

- Once you have logged into your pledge site, you may begin your pledge by clicking on the **Donate Now** button or by choosing **Donate Now** from the Main Menu on the left side of the screen.
- On the Pledge Selection page, choose your desired Pledge Type. Common pledge types include Payroll Deduction, Credit Card, Bill Me, and Check. *Please note that some pledge types may not be offered by your organization.* Click **Next** when you have made your selection.
- Enter your pledge amount and all requested information pertaining to the type of pledge (example: check number, credit card number, etc). Be sure to click the **Leadership Recognition** link to see how you can qualify for one or more of our Affinity Groups or Recognition Levels.
- If you choose not to designate your gift, click **Next** to move to the Verification and Confirmation pages. Undesignated gifts will be directed to the United Way of Central Ohio.

DESIGNATING YOUR DONATION (OPTIONAL)

- To direct your gift to a particular fund or organization, check the checkbox in the "Designated Gifts" section of the pledge page, then click **Next** to move to the Designation Page.
- **Option 1 – Community Impact Fund:** To designate to the United Way of Central Ohio's **Community Impact Fund** – the most powerful way to give - enter the **annual** gift amount in the box in this section.
- **Option 2 – Impact Areas:** To designate to a United Way of Central Ohio **Impact Area** (Education, Income, Health, and Home), enter the **annual** gift amount in the box beside your choice.
 - Donors wishing to join the **Women's Leadership Council (WLC)**, must designate at least \$1000 of their gift to the WLC's E3 initiative, which is found in the Impact Areas section.

- **Option 3 – Member Agencies:** To designate to a specific **Member Agency**, locate your chosen agency by one of the methods listed below, enter the **annual** gift amount in the box beside that agency, then click **Add**.
 - Click on your local United Way chapter to see a list of its Member Agencies.
 - Use the **Agency Keyword Search** field to search by keywords in the agency’s title.
- **Option 4 – Write-In:** If you do not find your desired agency, or to designate to a United Way chapter other than those listed, select the **Write-In** button. Enter the name of your designation choice, along with the **annual** designation amount and as much contact information about the organization as possible – at a minimum, we need the **Name, City, State, and County** of your organization.
 - Be sure to review the **Write-In Designation Eligibility Guidelines** to be sure your agency is eligible for designations.
 - There are two links on the Write-In page that will help you find contact information for your chosen agency. The first leads to the **United Way Worldwide** website where you may enter a particular zip code and find the name and contact information for the United Way chapter that services that area. The second link leads to **Guidestar** – a neutral organization which collects and presents information for most non-profits.
- When you have finished making all your designations, click **Next**.

COMPLETING YOUR PLEDGE

- Provide your donor information on the Verification Page. Use the checkboxes to tell us your preferences and to indicate the appropriate leadership level of your gift. Click **Next**.
- Verify all information on your pledge. To change anything, select the **Back** button to go back to the appropriate screen.
- Select **Confirm** to complete your pledge. Print the Confirmation Page for your records. You will receive an emailed confirmation of this pledge, unless you chose to opt out of this feature when making your selections on the Verification Page.
- Click on the **Sign Off** button or select **Sign Off** from the Main Menu.

MAKING CORRECTIONS / TROUBLESHOOTING/ QUESTIONS

- For help with login issues, please contact the eCommunity helpdesk at **1-866-583-8742**. If asked for a United Way code, the correct number is **UW371450**.
- For other questions about the pledge process, contact your Campaign Coordinator.
- You should not attempt to make any corrections to your pledge once it has been confirmed. Please notify your Campaign Coordinator if changes are necessary.

THANK YOU for your donation to
the United Way Campaign!