

UNITED WAY OF CENTRAL OHIO

HOW TO MAKE AN ONLINE PLEDGE



Thank you for considering a gift to **United Way!** The instructions below will walk you through the process of making your pledge using the online pledge system.

PLEDGE SITE HOME PAGE

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

- To see your company's total raised and participation to date, click on **Campaign Status**
- To learn more about how to become a member of one of our Leadership Giving groups click on **Leadership Groups**.
- To see your giving history for the last five years, click on **Past Year Pledges**.
- To update your profile, click **Your Account Profile**.

STARTING YOUR PLEDGE

Scenario 1: Give to the Community Impact Fund – Your gift to the Community Impact Fund is the most effective way to fight poverty in Central Ohio. The Community Impact Fund supports 75 Funded Partners in the community fighting for basic needs, student success, good jobs and strong neighborhoods.

- To give to the Community Impact Fund, click on the RED **Donate** button to move to the Listing Page.
- Enter your gift amount for the Community Impact Fund, then click **Add to Cart** to add your selection to your Shopping Cart.
- You may return to the home page to make additional selections or enter your choices directly into the drop-down boxes on the Listing Page.

Scenario 2: Give to an Impact Area – The four Impact Areas are Basic Needs, Student Success, Good Jobs and Strong Neighborhoods.

- Choose an area that is of special concern to you, then click its **Donate** button to open the information page for that area. On this page, you will have two options:
 - To give directly to the Impact Area, click the donate button inside the circle to move to the Listing Page. By giving directly to the Impact Area, your gift supports all United Way's funded partners whose work contributes to this Impact Area.
- **-OR -**
- To give to a specific funded partner, click on the name of your chosen partner and then click its donate button to move to the Listing Page.
 - If you don't know which Impact Area your funded partner is in, click the **Listing Page** link below the impact circles on the home page to proceed directly to the Listing page where you will be able to see the full list of partners in the Funded Partners box.
- Enter your gift amount for this selection, then click **Add to Cart** to add your selection to your Shopping Cart.
- You may return to the home page to make additional selections or enter your choices directly into the drop-down boxes on the Listing Page.

Scenario 3: Designate to a specific nonprofit

- To see a list of all United Way funded partners, click the **Listing Page** link below the impact circles on the home page to proceed directly to the Listing page.
- Click in the Funded Partners box to see the full list of partners and make your selection.
- Enter your annual pledge amount, then click **Add to Cart** to add your selection to your Shopping Cart.

-OR -

- To give to a nonprofit not listed, click on the **Write In** button on the Listing Page.
 - Complete all fields
 - To find information on your write in nonprofit, click the link to Guidestar.org
 - Click **Add to Cart** to add your selection to your Shopping Cart. *Be sure to click the **Add to Cart** button in the Write In area and not the one beside the Funded Partners box.*
- You may return to the home page to make additional selections or enter your choices directly into the drop-down boxes on the Listing Page.

REVIEW YOUR SELECTIONS

- When you have made all your selections, click **View Cart** in the Shopping Cart box.
- Review your selections.
- Click **Checkout** to proceed or **Back To Shopping** to edit your selections.

CHECKOUT

- Choose your Pledge Type.
- Provide your donor information. Use the checkboxes to tell us your preferences and to indicate the appropriate leadership level of your gift.
- Provide your billing information and payment details if pledging via credit/debit card or electronic check.
- Verify all information on your pledge. To change anything, select **Cancel** to go back to the Shopping Cart.
- Select **Confirm** to complete your pledge. Print the Confirmation Page for your records. You will receive an emailed confirmation of this pledge.
- Click on the **Sign Off** button or select **Sign Off** from the Main Menu.

MAKING CORRECTIONS / TROUBLESHOOTING/ QUESTIONS

- You should not attempt to make any corrections to your pledge once it has been confirmed. If you log into your account again during your company's United Way campaign and select **Donate Now**, you will get a message indicating that you have already made your pledge. This message will also tell you who to contact if you wish to make changes to your pledge – in most cases, this will be the person who organizes your company's United Way campaign.

**THANK YOU for your donation to
the United Way campaign!**
