

## How to Make a Donation Through ePledge

### ePledge Directions for UWEC

- ▶ Go to: <https://portal.uwgcvc.org/Begin.jsp?R=UWEC&D=54701> by copying and pasting this link into your browser (DO NOT use Internet Explorer as ePledge will not work in that browser).
- ▶ Pasting the link should take you to the following page where you should enter your email and then click "Create Account".
- ▶ Type in the Verification Code you see.
  - If your Work Email is in our system, you will be taken directly to **Verification Code** so type in the Verification Code.
  - If your Work Email is NOT in our system, you will need to enter some personal information first. We appreciate all information you are willing to share with us, however, only the **First Name** and **Last Name** are required. Then type in the Verification Code.
- ▶ After clicking "Create Account", you will receive a verification email asking if you registered on our system:

If this is you, and you have just registered online, please confirm by clicking Confirm.

If this is not you, please click Register to complete your registration.

If you have not registered online and are not expecting this e-mail, please reply to this e-mail to let us know.

Thank you.

- ▶ Click **Confirm** which will take you back to ePledge site. When your browser opens, you should see a page that says your name and employer at the top with a yellow "GIVE NOW" button. Click on that to make your donation.

- ▶ Select one of the following:
  - “Payroll Deduction” to set up a payroll deduction from your paycheck
    - “Deduction Per Pay” or “Total Annual Pledge”: Enter the amount you would like to pledge per pay period OR your total annual pledge and the other will automatically calculate.
    - “Pay Periods Per Year”: Select whether you want to have your donation taken out for each pay period or make a One-Time Deduction.
  - “Cash”
    - Enter “Pledge Amount” and give your cash to your Employee Campaign Coordinator
  - “Check”
    - Enter “Pledge Amount”, “Check Date”, and “Check Number” and give your signed check to your Employee Campaign Coordinator
  - “Bill Me” to be invoiced quarterly in the following year
  - “Sorry, I don’t wish you give at this time” to not receive any reminder emails about pledging
- ▶ Designate (click on the link labeled Designations to see a drop-down menu)
  - “No designation”: Enter nothing in this section and your pledge will be donated to United Way of the Greater Chippewa Valley and used most efficiently.
  - “Designate my gift”: You can choose to allocate any or all of your gift by:
    - County/area
    - Impact area (this is only available for Chippewa and Eau Claire counties)
    - Program Partners/programs that are funded by us (write their names in the “Keyword” box and search)
    - Write-in the agency of your choice
- ▶ Verification
  - Verify your work email is correct
  - Check any box that applies to you
  - Verify your pledge is correct and “Confirm” to submit your pledge

Thank you for supporting United Way of the Greater Chippewa Valley and making our community stronger!