

Online Pledge Instructions

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

LOGGING ONTO THE ONLINE PLEDGE SITE

The link to the online pledge site will be provided via email; to access, click the link. You may also visit the site at <https://uwco.upicsolutions.org/uwco/StateofOhioCombinedCharitableCampaign>.

Enter your User ID and Password

- User ID = 'ccc' + your Employee ID – *Example: ccc12345678*
- Password = your Employee ID – *Example: 12345678*
- You will be asked to change your password upon entering the site for the first time.
- When doing so, you will be given the opportunity to create a hint to help you remember your new password should you need to enter the pledge site again.

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:

- To see your giving history for the last five years, click on **Past Year Pledges** from the Main Menu.
- To update your profile, click **Your Account Profile** from the Main Menu.
- To view the list of CCC Coordinators for each agency click **Agency Coordinator List**.

STARTING YOUR PLEDGE

Read the welcome letter; then select the **Donate Now** button.

PLEDGE REPLICATION

If you made a pledge in last year's Combined Charitable Campaign, you may be able to replicate that pledge for the current year. A pledge can be replicated **if** it was made via payroll deduction **and if** the charities that were chosen are still eligible designation options in this year's campaign. If your pledge can be replicated, the Pledge Replication screen will be displayed. You will have the option to:

- Replicate the pledge exactly
- Increase the pledge by a specific dollar amount or percentage (the additional amount will be distributed among the previously chosen charities, following the same ratios as were specified in the previous year)
- Clear all designations, allowing the pledge to be sent to the general fund
- Disregard the replication features and create a new pledge

If you choose to pledge using one of the pledge replication options, you will bypass the Pledge Type Selection page, the Pledge Entry page, and the Designation page and will proceed to the Verification page (see COMPLETING YOUR PLEDGE).

CREATING A NEW PLEDGE

If your pledge is not eligible for replication, you will not see the Pledge Replication page, but will proceed through the regular pledge process. Likewise, if the pledge can be replicated, but you choose to create a new pledge, the rest of the pledge will follow the normal pledge process.

- Select your pledge type on the Pledge Type Selection page: payroll deduction or electronic check. Click **Next**. (*Note: to donate via cash or paper check, please complete the personalized pledge card given to you by your coordinator. There is also a link on the Pledge Type Selection page to a non-*

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personalized version of the card that can be printed out, completed, and turned in to your coordinator.)

- Enter your pledge amount. For a payroll pledge, you may enter either the amount per deduction or the total annual amount in their respective boxes.
- Click **Next** to move to the Designation page.

DESIGNATING YOUR DONATION (OPTIONAL)

To make an undesignated pledge, simply click **Next** to move to the Verification Page.

1. Begin searching for your charity by entering a keyword of its name in the 'Charity keyword' field **or** by entering the charity's 5-digit code in the 'Charity code' field; the pledge site includes links to the **2015 Resource Guide** to help you find the correct code.
2. Once you have entered the keyword or the code, click **Search** to display the charity. *(Note: If you have used a keyword search, there may be more than one result; be sure to select the correct charity).*
3. Enter the total **annual** amount that you wish to donate to this charity in the box provided. *(For an Electronic Check pledge, the minimum amount is \$1 per charity. For a Payroll Deduction pledge, the minimum is \$1 per charity per pay period— i.e. \$26 per charity for employees paid bi-weekly and \$12 per charity for employees paid monthly).*
4. Click **Add**.

Repeat Steps 1 through 4 as needed to donate to other charities. When you have entered all of your designations, click **Next** to move to the next page.

COMPLETING YOUR PLEDGE

- Provide your donor information on the Verification Page. Use the checkboxes to indicate your recognition preferences. Click **Next**.
- Verify all information on your pledge. To change anything, select the **Back** button to go back to the appropriate screen.
- If you chose to pledge via payroll deduction, select **Confirm** to complete your pledge. Print the Confirmation Page for your records.
- If you chose electronic check, click the **Continue** button to move to the secure Payment Authorization page. Enter all the information requested, then click **Submit**. Print the Confirmation Page for your records.
- You will receive an email confirming that your pledge was received.

MAKING CORRECTIONS / TROUBLESHOOTING

- For help with login issues, please contact the e-Community helpdesk at epledgehelp@uwcentralohio.org.
- You should not attempt to make any corrections to your pledge once it has been confirmed. Please contact the CCC team at stateofohioccc@uwcentralohio.org if you need to make changes to your pledge.
- If you have any other questions about how to complete your pledge, please contact your Agency Coordinator. A list of Agency Coordinators is provided online at: <https://das.ohio.gov/ohioccc> and is also available on the ePledge site.
- **IMPORTANT:** Once you have completed your pledge online, you should NOT complete a pledge card - doing so will result in a duplicate pledge.

**THANK YOU for your donation to the
State of Ohio Combined Charitable Campaign!**