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 = A unique and secure random string of characters provided to you in your CCC emails. (As this is a secure password, please do not forward.) - _Example: 53149028_

PLEDGE SITE HOME PAGE

Once you have logged into 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 top menu.
- To update your profile, click on **Your Account Profile** from the top menu.
- Additional campaign information such as designation choices, leadership gifts, donor recognition items, agency coordinators, and federation contacts can be obtained from the **Donor Toolbox** located in the right margin of the page.

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** each of the circumstances below is true:

- The pledge was made via payroll deduction using the ePledge site.
- Each of the charities that were chosen are still eligible designation options in this year's campaign.
- You did not have multiple pledges in the previous year.
- You have not transferred to a different State agency since the pledge was made.

If your pledge can be replicated, the Pledge Replication screen will be displayed. You will have the option to:

- Replicate the pledge exactly, including designations;
- 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; or
- Disregard the replication option and create a new pledge.

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

CREATING A NEW PLEDGE

If your pledge is not eligible for replication, you will not be offered 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 instead, the rest of the pledge will follow the normal pledge process.

Online Pledge Instructions

Select your pledge type on the Pledge Type Selection page by clicking <u>one</u> of the following buttons:

- <u>Payroll Deduction</u> - Enter your pledge amount. You can determine the amount by typing in the "total pledge" or the "amount per pay" in the appropriate box. Click **Next** to move to the Designation page.
- <u>Electronic Check</u> – Enter your total pledge amount. Then click **Next** to move to the Designation page. Use an electronic check for a one-time donation that is deducted from your checking account.
- <u>Thank you, but I don't wish to contribute this year</u> – Once you choose this option, you will not receive any further email communications about the 2017 campaign.

*Note: to donate via cash or paper check, please complete a pledge card and turn it in to your Agency Coordinator. Pledge cards can be obtained from your Agency Coordinator or at Ohio.gov/ohioccc. The ePledge **Donor Toolbox** also contains a link to a digital version of the pledge card that can be printed out, completed, and turned in to your Agency Coordinator.*

DESIGNATING YOUR DONATION *(OPTIONAL)*

To make an undesignated pledge, simply click **Next** to move to the Preferences page.

1. Begin searching for your charity by entering its charity code **or** a keyword of its name in the **Charity Search** box, then press **Enter**. The **Donor Toolbox** in the right margin includes links to the **2017 Resource Guide** to help you find the correct charity.
2. A list of matching charities will appear below the **Charity Search** box. Click on the plus sign (+) in front of the desired charity.
3. The selected charity will appear above the **Charity Search** box. Enter the amount that you want to donate in the box provided.

Repeat Steps 1 through 3 as needed to donate to other charities. When you have entered all your designations, click **Next** to move to the next page.

COMPLETING YOUR PLEDGE

- Provide your donor information on the Preferences 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.
- The Confirmation page includes a link to a very brief survey regarding the ePledge process and the Combined Charitable Campaign. Please take a moment to share your thoughts.
- You will receive an email confirming that your pledge was received.

MAKING CORRECTIONS / TROUBLESHOOTING

- For assistance logging in, 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: Ohio.gov/ohioccc and is also available on the ePledge site. You may also contact the e-Community helpdesk at epledgehelp@uwcentralohio.org.
- **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!