

# Online Pledge Instructions

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

## ACCESS THE EPLEDGE SITE:

The link to the online pledge site will be sent via email; click the link or go to <https://uwco.upicsolutions.org/uwco/StateofOhioCCC>

- Enter your User ID and Password
  - User ID = ccc+Your Employee ID – Example: ccc12345678
  - Password = A unique and secure random string of nine letters provided to you in your CCC emails. (As this is a secure password, please do not forward.) - Example: ABCDEFGHI
- From your personal pledge site, you'll be directed to the home page containing the welcome message. Several useful features:
  - To see giving history for the last five years, click on **Past Year Pledges** from the top menu.
  - To update profile, click on **Your Account Profile** from the top menu.
  - The **Donor Toolbox** located in the right margin of the page contains additional campaign information.
  - To make a pledge, select the **Donate Now** button.

**REPLICATE YOUR PLEDGE OR CREATE A NEW PLEDGE** - If you made a pledge in last year's Combined Charitable Campaign, you may be given the option of replicating that pledge for the current year if certain conditions are met. If your pledge is not eligible for replication or you choose to create a new pledge instead, the rest of the pledge will follow the normal pledge process.

**CHOOSE A PLEDGE TYPE OR NO PLEDGE** - On the **Pledge Type Selection** page, click one of the following buttons:

- Payroll Deduction;
- Electronic Check; or
- Thank you, but I don't wish to contribute this year.

**Note:** to donate via cash or paper check, please complete a pledge form and turn it in to your Agency Campaign Coordinator. Pledge forms can be obtained from your Agency Campaign Coordinator, at [Ohio.gov/ohioccc](http://Ohio.gov/ohioccc) or in the ePledge **Donor Toolbox**.

## **DESIGNATE YOUR DONATION (OPTIONAL)**

- To make an undesignated pledge, click **Next** to move to the Preferences page.
- Search by charity code **or** a keyword of its name in the **Charity Search** box. The **Donor Toolbox** in the right margin includes links to the **2018 Resource Guide** to help you find the correct charity.
- Click on the plus sign (+) in front of the desired charity, then enter the **ANNUAL** amount that you want to donate.
- Repeat Steps 1 and 2 to donate to other charities. When you have finished, click **Next** to proceed.

## **COMPLETE YOUR PLEDGE**

- Provide your donor information on the Preferences page. Check boxes to indicate your recognition preferences. Click **Next**.
- Verify all information on your pledge. To change anything, select **Back** near the bottom of the page.
- To pledge via payroll deduction, select **Confirm** to complete your pledge. Print the Confirmation page for your records.
- To pledge by electronic check, click the **Continue** button to move to the secure Payment Authorization page. Enter the information requested, then click **Submit**. Print the Confirmation page for your records.
- Please share your thoughts by completing the brief survey at the link on the Confirmation page.
- A confirmation email of your pledge will be sent.

## **MAKE CORRECTIONS / TROUBLESHOOT**

- For questions or assistance with logging in, contact the e-Community helpdesk at [epledgehelp@uwcentralohio.org](mailto:epledgehelp@uwcentralohio.org).
- Do not attempt to make any corrections to your pledge once it has been confirmed. Please contact the CCC team at [stateofohioccc@uwcentralohio.org](mailto:stateofohioccc@uwcentralohio.org) if you need to make changes to your pledge.
- For other questions about completing your pledge, contact your Agency Campaign Coordinator. A list is provided at: [Ohio.gov/ohioccc](http://Ohio.gov/ohioccc) and also is available on the ePledge site.
- **IMPORTANT:** Once you have completed your pledge online, you should NOT complete a pledge form - doing so will result in a duplicate pledge.

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