

***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.

STARTING YOUR PLEDGE

- Click on the link to the online pledge site which will be provided via e-mail. You may also visit the site at <https://uwco.upicsolutions.org/uwco/epledge.jsp?accountNumber=3391240> (case sensitive)
- 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.
- Read the welcome letter, then select the **Donate Now** button.
- Select the Payroll Deduction option. Click **Next**. (*Note: to donate via cash or check, please complete a paper pledge card.*)
- A page will be displayed giving details about the deductions. Click **Next** to move to the pledge/designation page.

ENTER YOUR PLEDGE AMOUNT AND DESIGNATIONS

To make your pledge, enter your designation information using the steps below - your total pledge amount will be calculated based on the sum of your designations.

- 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 **2013 Resource Guide** to help you find the correct code.
- 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.*)
- Enter the amount **per pay period deduction** that you wish to donate to this charity in the box provided (minimum \$1).
- Click **Add**
- Repeat these steps as needed to donate to other charities. (*Maximum 6 designations*)
- 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.
- Select **Confirm** to complete your pledge. Print the Confirmation Page for your records.
- You will receive an email confirming that your pledge was received.

MAKING CORRECTIONS / TROUBLESHOOTING

- You should not attempt to make any corrections to your pledge once it has been confirmed. Please contact Jeanene Tooill at Jeanene.tooill@uwcentralohio.org if changes are necessary. You may also call her at 614-227-8718 or 1-800-279-9714.
- If you forget your password or have any other problems logging in to the online pledge site, please contact our help desk at **1-866-583-8742** and, if asked, provide the following code: **UW371450**.
- If you have any other questions about how to complete your pledge, please contact your Agency Coordinator. A list of Agency Coordinators is provided on the following page.
- **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!**

List of Agency Coordinators

<p>Court of Appeals</p>	<p>Karen Howard 614-387-9500 humanresources@sc.ohio.gov</p> <p>Mindi Wells 614-387-9500 humanresources@sc.ohio.gov</p>
<p>Department of Administrative Services</p>	<p>Jacqui Howell 614-728-7645 jacqui.howell@das.ohio.gov</p>
<p>Environmental Protection Agency</p>	<p>Johanna Hodanbosi 614-644-2864 johanna.hodanbosi@epa.state.oh.us</p> <p>Opal Iezzi 614-644-2332 opal.iezzi@epa.state.oh.us</p>
<p>Governor's Office</p>	
<p>House of Representatives</p>	<p>Craig Fleck 466-4308 craig.fleck@ohr.state.oh.us</p>
<p>Department of Job and Family Services</p>	<p>Joan Palmer 614-644-2175 joan.palmer@jfs.ohio.gov</p>
<p>Rehabilitation Services Commission</p>	<p>Heidi Block 614-438-1967 heidi.block@ssa.gov</p> <p>Roschelle Holcomb 614-438-1966 roschelle.holcomb@ssa.gov</p>
<p>Supreme Court</p>	<p>Karen Howard 614-387-9500 humanresources@sc.ohio.gov</p> <p>Mindi Wells 614-387-9500 humanresources@sc.ohio.gov</p>
<p>Department of Taxation</p>	<p>Lelia Brisco 614-466-7560 lelia.brisco@tax.state.oh.us</p> <p>Marina King 614-466-7560 Marina.King@tax.state.oh.us</p>