

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:

- Access the ePledge site by signing into myOhio.gov. Then click on the myCCC button.
- The ePledge home page contains the welcome message and several useful features:
 - To see 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.
 - 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, you will not see this option and 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
- Credit/Debit Card (New)
- 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 or in the ePledge **Donor Toolbox**.

DESIGNATE YOUR DONATION (OPTIONAL)

- **Step 1:** Search by charity code **or** a keyword of its name in the **Charity Search** box. A list of matching charities will appear below the search box. The **Donor Toolbox** in the right margin includes links to the **2019 Resource Guide** to help you find the correct charity.
- **Step 2:** Click on the plus sign (+) of the desired charity. The charity will be moved to the designation list at the bottom of the page.
- **Step 3:** Enter the ANNUAL designation amount, then click the plus sign (+) beside the amount to add the designation.
- Repeat Steps 1-3 to designate to other charities. When you have finished adding all your designations, click **Next** to proceed.
- To make an undesignated pledge, do not enter any designations - simply click **Next** to move to the Preferences page.

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. If you do not see designation information immediately below the pledge details, then your pledge has been entered as undesignated. To change anything, select **Previous** 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 credit card or 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

- Do 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, have questions or need help logging in.
- For other questions about completing your pledge, contact your Agency Campaign Coordinator. A list is provided at Ohio.gov/ohioccc and also is available on the ePledge site.
- **IMPORTANT:** Once you have completed your pledge online, you should not complete a paper pledge form unless you wish to make an additional pledge.

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