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 (located in the app store for Ohio Turnpike employees).

- 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 or you choose to create a new pledge instead, you would follow the normal pledge process.

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

- **Payroll Deduction** (minimum pledge of $1 per charity per pay period)
- **Credit/Debit Card** (minimum pledge of $26 and $3 per charity)
- **Electronic Check** (minimum pledge of $26 and $3 per charity), 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 or mail it to State of Ohio CCC, Attn: Deana Gordon, 360 S. Third St., Columbus, OH 43215. Pledge forms can be obtained from your Agency Campaign Coordinator, at 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.
- To search for a charity, 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 **2020 Resource Guide** to help you find the correct charity.
- Click on the plus sign (+) after 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. If you do not see designation information immediately below the pledge details, then your pledge has been entered as undesignated. 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 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. If you need to make changes to your pledge, have questions, or need help logging in, please contact the CCC team at stateofohioccc@uwcentralohio.org.
- 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 or enter another online pledge **unless you wish to make an additional pledge.**

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