

# CAMPAIGN FOR CHARITABLE GIVING ONLINE

## DONATION STEPS

Step 1:

User name is full employee number including zeros.

Password: Capitalize first initial of first name, lowercase first letter of last name, 5 last digits of employee number, and exclamation point:

Example: Gg69919!

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# Login Instructions

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**Your username is your employee ID without any letters.**

**Your password is the first initial of your first and last name followed by the last five digits of your **Employee ID**. Your password will end with an exclamation point (!)**

For example John Smith, Employee ID 1234**56789** = Js56789! (case sensitive)

For assistance contact eWay Help at [ewayhelp@unitedwayinc.org](mailto:ewayhelp@unitedwayinc.org) or 860-493-1126.

Login Information

Username

069919

Password

●●●●●●●●●●

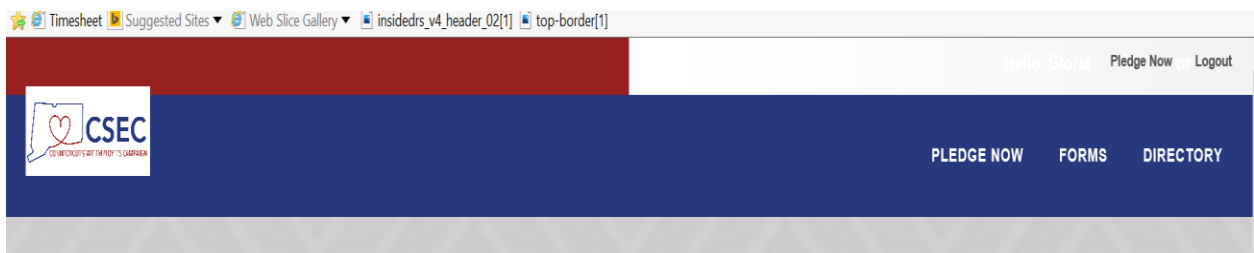
Login

Step 2:

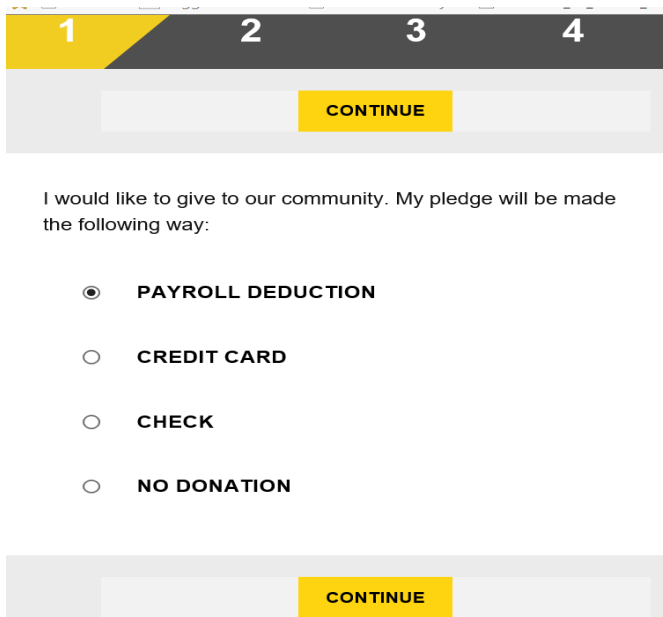
Click yellow box on left side of screen that says "PLEDGE NOW":



Step 3: Search Directory for charities of your choice-get name and four digit coder for example "Gary Sinise Foundation":



Step 4: Employee selects how they would like to pledge:



Step 5: Calculate how much you want to pledge for the year.

Example: 4 Charities at \$2.00 per pay period at 26 pay periods ( $4 * 2 * 26 = \$208.00$ )

## PAYROLL DEDUCTION PAYMENT

I would like to make a total annual gift of the following amount:

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\$

I would like to make a one-time payroll contribution of the following amount:

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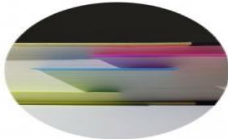
\$

**BACK**

**CONTINUE**

Step 6: Allocate pledge to chosen charities by clicking "Find a Charity":

Please choose how your total annual gift of \$208.00 is invested. You may give all of your donation to one organization or divide it among several.



Grab the Directory



Find Your Charity



Pledge!

**DONATION DISTRIBUTION**

I would like to invest my donation using:

- PERCENTAGES OF MY DONATION**
- DOLLAR AMOUNTS FROM MY DONATION**

%

**"UWCNCT Initiatives,  
Undesignated gift-  
State Campaign-"**

% Total



**Find a Charity**

A new window will open with a list of non-profit organizations. Click the 'Select Agency' icon next to the organization name to add it to the list below or click on the name to learn more about it.

**BACK**

**CONTINUE**

Step 7:

Type in name of charity and select when comes up. I typed in Gary Sinise Foundation. Click on the first select button:

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## FIND A CHARITY

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Charity  
Name

Gary Sinise foundation



search

---

Displaying results 1 - 20 of 216

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1 2 3 4 5 6 7 8 9  
10

Next ➔

---

[Return to Full List](#) • Search Results

---

**Gary Sinise Foundation**

↑ select

More...

---

**Gary Sinise Foundation**

↑ select

More...

Step 8: Keep clicking "Select Charity" until all have been selected:

## RECIPIENT CHARITY

**Gary Sinise Foundation** **X**

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**"Elephants, Lions & Rhinos: Rangers Defending  
Wildlife & Habitat"** **X**

➔ **I am done selecting agencies.**

➔ **Find a Charity**

A new window will open with a list of non-profit organizations. Click the 'Select Agency' icon next to the organization name to add it to the list below or click on the name to learn more about it.

**X** **Cancel search**

Step 9: When done, click "I am done selecting agencies"

**Gary Sinise Foundation**

**X**

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**"Elephants, Lions & Rhinos: Rangers Defending  
Wildlife & Habitat"**

**X**

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**K9s For Warriors**

**X**

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**Rainforest Trust**

**X**

→ **I am done selecting agencies.**

→ **Find a Charity**

Step 10: Input percentage of donation to go to that charity:

DONATION DISTRIBUTION

I would like to invest my donation using:

- PERCENTAGES OF MY DONATION**
- DOLLAR AMOUNTS FROM MY DONATION**

% **Gary Sinise Foundation** **x**

% **"Elephants, Lions & Rhinos: Rangers Defending Wildlife & Habitat"** **x**

% **K9s For Warriors** **x**

% **Rainforest Trust** **x**

% **"UWCNCT Initiatives, Undesignated gift-State Campaign-"**

% Total



Step 11: Confirm all information, add if you want donation to be made in member of someone:

### PERSONAL INFORMATION

First Name

Gloria

Last Name

Gordon

I am making a donation in memory of:

(optional)

Send acknowledgement to the honoree

- select -

(optional)

Address

(optional)

In the amount of

(optional)

Step 12: Double check charities, pledges, personal information, and input initials into signature box, then click "Submit Contribution".

[BACK](#) [SUBMIT CONTRIBUTION](#)

Please review your entire contribution below, using the "Edit" buttons to make any changes. If you are satisfied, please click "Submit Contribution" to complete this process. You will then have the opportunity to print your receipt.

**PERSONAL INFORMATION**

[Edit](#)

Name Gloria J. Gordon

If you would like to receive an email confirming your contribution, please provide an email address:

Work Email Address

**ACKNOWLEDGEMENTS**

Please check here if you want to be acknowledged by the organization to which you have directed a gift.

**TRANSACTION**

[Edit](#)

Status Pending  
Payment Type Per Pay Period Payroll Deduction  
Pledge \$208.00

**CHARITY DETAILS**

[Edit](#)

25.00 % **K9s For Warriors**  
25.00 % **"Elephants, Lions & Rhinos: Rangers Defending Wildlife & Habitat"**  
25.00 % **Gary Sinise Foundation**  
25.00 % **Rainforest Trust**

**ONLINE SIGNATURE**

I authorize my employer to deduct this amount from my paycheck. Enter initials.



Step 13: Print PDF of pledge sheet for your records.