

How to submit a pledge on ePledge



Thank you for making a pledge to support the work of United Way!

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Before you begin, please note:

- For security purposes you cannot use the browser back arrow to return to a previous screen, you **MUST** use the navigation buttons provided on the site.
- If you experience any issues while making your pledge, please contact our ePledge support at support@unitewaygso.org
- TAX LETTERS: Regardless of where you direct your pledge, United Way of Greater Greensboro will provide tax receipts for any paid donation of \$250 or more receive prior to December 31 by the end of January. Payroll donation receipts can be found on your pay stub.

How to Access ePledge

Log in to your company's ePledge site with the link provided to you in an email from "United Way ePledge" (uwgg@unitedwaygso.org)

or

If you were given a username and password, provided to you by your employer, visit <https://uwgso.upicsolutions.org/uwgso/crm/Start.jsp>

Landing Page

When first logging into the site, you'll see the landing page below. Read the page to learn about United Way of Greater Greensboro's car giveaway and click Get Started.

LIVE UNITED
We create, connect, and lead community partnerships that equip and empower people to leave poverty.

End local poverty
3,000 households by 2030

\$100	\$200	\$300	\$1,000+
1 entry to win car	2 entries to win car	3 entries to win car	4 entries to win car

Want to win a car? Gifts to United Way of Greater Greensboro that help households leave poverty earn you chances to win a NEW CAR! Car giveaway rules: www.UnitedWayGSO.org/Car

Get Started

Updating Your Profile

Before you begin your pledge, ensure your profile information is complete and correct. Update your profile accordingly.

If you're interested in being entered in the Car Giveaway, don't forget to update your personal email address! Once updated, scroll to the bottom, click Save My Profile. The screen will refresh. Click Next to begin your pledge.

Profile

***Name**

Prefix	First	Middle	Last	Suffix
<input type="text"/>	<input type="text" value="Epledge"/>	<input type="text" value="Donor1"/>	<input type="text" value="Demo"/>	<input type="text"/>

Work Email
 Preferred

Personal Email
 Preferred

***Main Address -Street**

***Address Line 1**

Address Line 2

***City** ***State** ***Zip Code**

***Country**

Employer

Employee ID

User ID

Password

Items marked with an asterisk (*) are required

ATTENTION: Save your profile updates and click next to begin your pledge

Main Menu and Making a Pledge

You are now ready to pledge. You should see a screen that shows your Pledge Options your employer's logo in the top right corner.

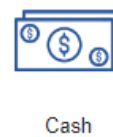
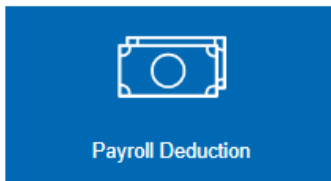


Home My Profile My History Pledge Now Unsubscribe Signoff

Hello epledge,

Thank you for supporting local children, adults and families! Your support helps us create, connect, and lead community partnerships that equip and empower people to leave poverty.

If you would like to stop receiving ePledge related emails for the 2022 campaign, click "Unsubscribe" from menu options at the top of the page.



Credit Card (\$25 minimum)

Navigation Pane

- **My Profile** provides you with the information United Way has in our database about you. You can submit changes to this information on your "My Profile" screen.
- **My History** provides you with information about most recent gifts to United Way of Greater Greensboro.
- **Pledge Now** takes you to the pledge process screen to start your pledge.
- **Unsubscribe** allows you to unsubscribe from ePledge emails if you wish to not pledge or have pledged using paper, and you no longer want to receive ePledge emails. If you pledge on the ePledge system, you will stop receiving reminder emails.
- **Sign Off** logs you out.
- **Support:** If you have question or are having technical issues email support@unitewaygso.org

Pledge Options

Depending on your company's preferences, you could have anywhere from 1-6 options to make your contribution. Here is a brief description for each one:

- **Payroll Deduction** – You can make your annual contribution with a convenient payroll deduction. Your employer has provided information to assist us in calculating your payroll deduction requests.

Deductions typically begin in January 2023. Pledges made via payroll deduction are paid to United Way directly by your employer. Tax receipts can be found on your paystub.

- **Bill Me** – This pledge option allows you to determine your payments on your pledge. Pledges less than \$100 will be billed at least semi-annually. Your address is required.
- **Cash** – If you choose to make your annual contribution with cash, you should complete your transaction in ePledge and submit the cash and a printed copy of your receipt/confirmation email to your ECM after pledging or no later than the end of the campaign.
- **Check** – This option is similar to cash, above. You will need to submit your check and a printed copy of your receipt/confirmation email to your ECM after pledging or no later than the end of the campaign. (NOTE: Your check may not be cashed until after your campaign closes)
- **Credit Card** – Pledges less than \$100 will be billed at least semi-annually. Your address is required. (NOTE: Your credit card will be charged within one week of submitting the pledge)
- **Stock** – You can process your stock transaction online along with providing your contact information. Someone from the Finance Department will contact you about the details of your stock transaction.

For a full description of each pledge option, see below.

SELECT YOUR PLEDGE TYPE AND CLICK NEXT

Payroll Deduction

Pledges made through payroll deduction are paid to United Way directly by your employer. The payroll start date is preselected for you (typically the first paycheck of the calendar year). To make a pledge through payroll deduction, follow the steps below:

1. You can enter an annual total pledge or deduction per pay period amount, which will then auto-calculate an annual total.
2. Your employer dictates the number of pay periods your pledge will be deducted. Typically, this is the number of pay periods in a year. Some offer the option of a one-time deduction. If this is an option, you'll see a drop-down menu available.
3. If you wish to designate to agencies other than to United Way of Greater Greensboro, check the box provided to begin that process. (\$100 minimum pledge)

AFTER ENTERING YOUR PLEDGE INFORMATION CLICK NEXT TO CONTINUE, PREVIOUS TO RETURN TO THE PREVIOUS SCREEN, OR CANCEL.

Select Pledge Type → Enter Pledge Amount → Designations → Verification → Finished

Last year, you pledged \$0.00.

The number of pay periods per year shown are the number of times you are paid in a year and cannot be changed. Deductions start on the first pay period after January 1, 2019. (Payment processing will not start until your workplace campaign closes. Check with your employer.) When you have completed this page, click next.

Deduction Start Date:	Jan 01, 2020
Deduction Per Pay:	\$0.00
Pay Periods Per Year:	26 ▼
Total Annual Pledge:	\$0.00

Next
Previous
Cancel

Bill Me

If you want to pledge now and be billed by United Way later, follow the steps below:

1. Enter your pledge amount, change the billing start date if you prefer a date other than the default date, and select billing frequency.
2. If you wish to designate to agencies other than to United Way of Greater Greensboro, check the box provided to begin that process. (\$100 minimum pledge)

NOTE:

- Pledges less than \$100.00 will be billed semi-annually AND an address is required.
- Payment processing will not start until your workplace campaign closes. Check with your employer on this date.

AFTER ENTERING YOUR PLEDGE INFORMATION CLICK NEXT TO CONTINUE, PREVIOUS TO RETURN TO THE PREVIOUS SCREEN, OR CANCEL.



Last year, you pledged \$0.00.

Pledges less than \$100.00 will be billed semi-annually AND address is required. (Payment processing will not start until your workplace campaign closes. Check with your employer.)

Pledge Amount:

Billing Start Date:

Billing Frequency:

- One Time
- Semi-Annually
- Quarterly
- Monthly

Cash or Check

If you want to pledge and pay now with cash or check, follow the steps below:

1. Enter your pledge amount.
2. If you are paying by check, enter the check date and check number. Make checks payable to United Way of Greater Greensboro.
3. If you wish to designate to agencies other than to United Way of Greater Greensboro, check the box provided to begin that process. (\$100 minimum pledge)
4. After you complete your pledge, print your confirmation and paper clip your cash/check donation to it. Give this to your ECM.

AFTER ENTERING YOUR PLEDGE INFORMATION CLICK NEXT TO CONTINUE, PREVIOUS TO RETURN TO THE PREVIOUS SCREEN, OR CANCEL.

Cash



Last year, you pledged \$0.00.

Please submit cash to your ECM.

Pledge Amount:

Check



Last year, you pledged \$0.00.

Please submit check to your ECM.

Make checks payable to United Way of Greater Greensboro.

(Payment processing will not start until your workplace campaign closes. Check with your employer.)

Pledge Amount:

Check Date:

Check Number:

Credit Card

If you want to pledge and pay with credit card, follow the steps below:

1. Enter your pledge amount, credit card information, your name, payment start date and select billing frequency.
2. If you wish to designate to agencies other than to United Way of Greater Greensboro, check the box provided to begin that process. (\$100 minimum pledge)

NOTE:

- Pledges less than \$100.00 will be billed semi-annually AND address is required.
- Payment processing will not start until your workplace campaign closes. Check with your employer on this date.

AFTER ENTERING YOUR PLEDGE INFORMATION CLICK NEXT TO CONTINUE, PREVIOUS TO RETURN TO THE PREVIOUS SCREEN, OR CANCEL.



Last year, you pledged \$0.00.

Secure Checkout

Pledge Amount:

\$0.00

Card Type:

- American Express
- Discover Card
- MasterCard
- Visa

Card Number:

Expiration Date:

08 ▼ 2019 ▼

Name On Card:

Payment Start Date:

Aug ▼ 30 ▼ 2019 ▼

Payment Frequency:

- One Time
- Semi-Annually
- Quarterly
- Monthly

Next

Previous

Cancel

Stock

If you want to pledge and pay with a stock donation, follow the steps below:

1. Enter your pledge amount, select billing frequency, and you have an option to change the default billing start date.
2. If you wish to designate to agencies other than to United Way of Greater Greensboro, check the box provided to begin that process. (\$100 minimum pledge)
3. After your campaign, United Way will reach out to provide you with stock transfer information.

AFTER ENTERING YOUR PLEDGE INFORMATION CLICK NEXT TO CONTINUE, PREVIOUS TO RETURN TO THE PREVIOUS SCREEN, OR CANCEL.

Designating your gift

Designating your gift is not required. An undesignated gift allows United Way and its volunteers to focus your gift in the most effective way to put children, adults and families on a path toward self-sufficiency.

If you wish to make a designation, you may do so to United Way of Greater Greensboro's focus areas, a strategic funded partner, another United Way, or another nonprofit agency.

NOTE:

- You can make multiple designations but cannot designate more than your total pledge amount entered on the previous screen
- Each designation must be at least \$100
- As you add designations, you will see a summary at the top of the screen change to reflect your entries

Total Pledge	\$260.00
Total Designated	\$100.00
Total Undesignated	\$160.00

- Once finished, click Next at the bottom of the screen

To designate your gift, follow the steps below:

1. On the pledge screen, enter an annual pledge amount of \$100+ and check the box "Designate my pledge to a United Way focus area or another non-profit agency."
2. Click next

Total Annual Pledge:

Designate my pledge to a United Way focus area or another non-profit agency. (\$100.00 minimum pledge)

3. You'll be taken to the designation screen. To designate:

- Choose a specific focus area. (Screen Shot A)
 - Enter designated amount beside the focus area you wish to designate to

AND/OR

- Designate to a United Way Strategic Partner. (Screen Shot B)

- Check the box “Show United Way of Greater Greensboro’s Strategic Partners”
- Enter designated amount beside the agency you wish to designate to

AND/OR

- Write-In: Designate to another nonprofit or United Way of your choice. (Screen Shot C)
 - Click the check box “Show write-in area” and then click the “Write In” button
 - Use the drop-down menu to select a local United Way OR enter your preferred agency and the information required
 - Click Add

4. Click Next to continue

Screen Shot A – Focus Areas

Your Total Pledge	\$100.00
Your amount designated to a United Way focus area or other non-profit agency	\$0.00
Your amount directed in the most effective way to lift families and individuals out of poverty	\$100.00

Choose a focus area (minimum pledge is \$100)

Name	Designation Amount
Help youth transition from cradle to career	<input type="text"/>
Help adults land jobs and increase income	<input type="text"/>
Provide access to basic needs and healthcare	<input type="text"/>
Bundled services that remove barriers: Family Success Centers and Guilford Success Network	<input type="text"/>

To designate your pledge, check the box to expand the list of strategic partners or enter a write in designation for any 501(c)3 agency. Uncheck the box to collapse the list.

Show United Way of Greater Greensboro's Strategic Partners Show Write In Area

Screen Shot B – Strategic partners

Show United Way of Greater Greensboro's Strategic Partners Show Write In Area

Choose a Strategic Partner with a United Way funded program (\$100.00 minimum pledge)



Name	Designation Amount
 Alexander Youth Network	<input type="text"/>
 The ARC of Greensboro, Inc.	<input type="text"/>
 Big Brothers Big Sisters of the Central Piedmont	<input type="text"/>
 Black Child Development Institute of Greensboro Inc	<input type="text"/>

Screen Shot C – Write ins

Show United Way of Greater Greensboro's Strategic Partners Show Write In Area

Write-Ins

To designate your pledge to another local United Way or non-member agency. (**\$100.00 minimum pledge**)
(Information and fees related to processing pledges to non-partner agencies are located on your confirmation screen.)

Write In

To designate your gift to another community or non-member agency. (**\$100.00 minimum pledge**)

Your Total Pledge	\$100.00
Your amount designated to a United Way focus area or other non-profit agency	\$0.00
Your amount directed in the most effective way to lift families and individuals out of poverty	\$100.00

Amount (Required)

Non-profit Agency Name

Address (Required)

City

State

Zip/Postal Code

Country

Notes

Add

Cancel

Verify Your Information

Before you are finished, verify your contact and recognition information, as laid out in the steps below:

1. Engagement Groups: If interested, select an engagement group

CHECK A BOX TO STAY CONNECTED ALL YEAR

Group members have access to social connections, events and programs to help us end local poverty.

- African American Leadership (minimum \$1,000 annual contribution)
- Women United (minimum \$1,000 annual contribution)
- Young Leaders (under age 40, minimum \$120 annual contribution)
- Tocqueville Society (annual contribution of \$10,000+)

2. Retirement & Planned Giving: If you are retiring soon or interested in planned giving, check the box and provide a future retirement date

I'm planning for the future!

- I plan to retire in the near future /
- I want to learn more about Planned Giving

3. If your pledge is \$1,000 or more, you will be asked to provide a recognition name (Optional). Enter your name(s) as how you would like to be recognized.

Thank you for your generous pledge. We would like to recognize you as a leader in our community and in our published materials. Please make any additions or changes on current information United Way has. Thank you.

Recognition Name **Line 1:**

Line 2:

4. If you want to combine your gift with another individual's gift to United Way, check the box and enter their information in the boxes labeled Spouse Name and Spouse Employer.

Please Confirm Your Information Below:

- Combine my gift with my spouse/partner for leadership recognition.
Combine with spouse for leadership recognition.

Spouse/Partner Name

Spouse/Partner Employer

List my/our name(s) publicly as:

5. Enter work email address, if the information does not default.
6. You will be required to provide your home address if:
 - a. If you pledged Bill Me or Credit Card
 - b. You designated your gift

*Main Address -Street

*Address Line 1:

1500 Yanceyville St

Address Line 2:

*City:

Greensboro

*State:

North Carolina

*Zip Code:

27405

*Country:

United States of America

7. Personal Email: if you wish to hear from United Way on a more regular basis and/or wish to be entered into the car giveaway, provide your personal email address.

- Sharing your personal email enables us to send impact updates, special event invitations and billing statements. *(Please do not enter your workplace email address in this box.)* **PERSONAL EMAIL IS REQUIRED FOR UNITED WAY OF GREATER GREENSBORO'S CAR GIVEAWAY**

8. If you would like for ALL of your gifts to remain anonymous check the box provided.
9. The "Send me an email confirmation" checkbox is defaulted to Yes. Do not uncheck if you wish to receive a confirmation email.

Preferences

- I/We prefer all my/our gifts to remain anonymous.
- Send me an e-mail confirmation of this pledge

WHEN YOU HAVE COMPLETED YOUR INFORMATION CLICK NEXT, PREVIOUS FOR THE PREVIOUS SCREEN, OR CANCEL.

Reviewing and Confirming Your Pledge

*** CLICK ON THE CONFIRM BUTTON TO SUBMIT YOUR PLEDGE ***

This screen summarizes your pledge. Click confirm to submit your pledge.

After clicking “Confirm,” your pledge will be recorded, and you will have completed the pledging process.

Print the next screen for your records or use the confirmation email that will be sent to your work email, unless you unchecked the “send me a confirmation email” box.

PLEASE REVIEW YOUR PLEDGE BELOW AND CLICK THE CONFIRM BUTTON TO COMPLETE YOUR TRANSACTION.



1. No goods or services were provided in exchange for this contribution.
2. Designated organizations must be tax exempt 501(c)3. If your designated organization is not a certified 501(c)3, or if designation minimum is not met, or if designated name/address is not legible, or if all appropriate forms have not been submitted by the designated organization, United Way reserves the right to redirect your gift to United Way's general investment fund.
3. Designations are paid based on amount collected.
4. Designations to non-partner agencies are assessed a 12% fundraising and management fee in accordance with United Way Worldwide Membership Standards.
5. Information about United Way of Greater Greensboro is available by calling 336-378-6600.
6. **Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 919-814-5400 or 888-830-4989 for NC Residents.**

Pledge Type:	Payroll Deduction
Deduction Start Date:	Jan 01, 2020
Pay Periods Per Year:	26
Deduction Per Pay:	\$38.46
Total Current Pledge:	\$1,000.00

Confirmation page may take a few moments to display. Please click Confirm only once. Thank you.



- Your pledge will be recorded... Thank you!
- Go back and change pledge information
- Exit e-Pledge (no pledge will be recorded)

Editing an Existing or Making an Additional Pledge

If you have submitted a pledge but wish to make an edit to it or add another, you can by returning to the ePledge portal. You will return to the Profile screen. Click Next to continue. If there is a pledge on record, you will see this screen:

You already have a 2019 Campaign pledge on record.

If you would like to make a new or additional 2019 Campaign pledge, please click “New/Additional Pledge”.

If you would like to update or edit your 2019 annual Campaign pledge that was made via the ePledge portal, please click “Change Gift Amount”.

-
-
-
-

- Click “New/Additional Pledge” to make a new pledge.
- Click “Change Gift Amount” to edit your existing pledge. You will have the option to change your gift amount or edit the pledge entirely (change the pledge option, designation, etc.).
 - If you have more than two pledges on file, this button will change to say “Choose” and you can select which pledge to edit.