

MAKE YOUR PLEDGE IN FIVE EASY STEPS!



Login and Setup Your User Profile

(1) Click “Sign in” from the top right corner of the site and enter the following credentials:

CITY EMPLOYEES:

- **Username** = First Initial of First Name + First Initial of Last Name + Payroll ID (Example: A person named John Doe with the Employee ID of 123456 would use the username **JD123456** or **jd123456**)

(**Note:** Enter information as it appears on your pay stub. No space between names. Username is not case sensitive.)

- **Password** = First Initial + Last Name (all lowercase)
(**Note:** Password is case sensitive should NOT be capitalized. Do NOT include special characters. Enter ID as it appears on your pay stub.)

QUASI EMPLOYEES:

- **Username** = First Initial of First Name + First Initial of Last Name + Unique ID (Example: **JD234567** or **jd234567**)

(**Note:** Enter information as it appears on your pay stub. No space between names. Username is not case sensitive.)

- **Password** = P + Unique ID (Example: **P234567**)

(**Note:** Password **IS** case sensitive. “P” should NOT be capitalized. Contact your payroll office to obtain your Unique ID.)

CONTRACT EMPLOYEES:

Contract employees should donate using the [Contract Employee Giving Site](#)

A screenshot of a login page for city employees. It has a blue header with the text "All City Employees Enter the Following Credentials to Login:". Below this, it lists "Username:" with the format "First Initial + Last Initial + Payroll ID" and an example "JD123456". It also lists "Password:" with the format "first initial + last name" and an example "jd123456". There are notes about case sensitivity and special characters.

Log On

Please enter your username and password.
[Lost your Password?](#)

A screenshot of a login form. It has two input fields: "User Name or Email" and "Password". Below the "Password" field is a checkbox labeled "Remember Me". At the bottom is a yellow "Sign In" button.

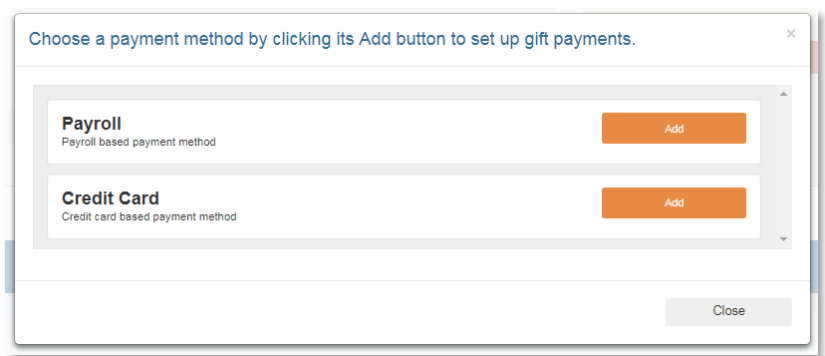
- (2) Once you are logged in, your username will display in the upper right corner of the screen.
- (3) Click “Give Now” to start the pledge process online.
- (4) First, you will be asked to “Edit [your] Profile.” The information you enter will be provided to the nonprofits you support through this Campaign so they can acknowledge your gift. You will have the option to elect to share (or not share) this with your designated charities before finalizing your pledge.
- (5) Select “Continue” when you have finished updating your contact information.



Select a Payment Method

You may support your favorite nonprofits via Payroll Deduction or a one-time donation by credit card.

A. Click “Add” to choose your payment method.



Payroll Deduction:

Enter in the amount you would like to pledge per pay period.

As you enter in the per pay period amount, you will see the annual amount you are pledging on the right under “Your pledges so far.”

NOTE: The City of Philadelphia Combined Campaign requires donors to give a minimum of \$2 per pay period per charity (\$52 per charity annually)

Credit Card:

This will be a one-time credit card gift. All credit card fees will incur a per transaction fee of 3.5% by your carrier. Credit card transactions are immediate.

In the event of an error, you will need to contact your credit card company to cancel the transaction.



- B. Once you have selected the amount you would like to pledge per pay period or by one-time credit card payment, and you agree with the annual total you are pledging to the right under “Your pledge so far,” click “Continue” to find charities to support.

Set up gift payments

Choose and edit one or more gift payment methods

Credit Card

\$0.00

All credit card fees will incur a per transaction fee of 3.5% by your carrier.

Total Annual Amount

Credit Card Type

- ☐ Visa
- ☐ MasterCard
- ☐ AmericanExpress
- ☐ Discover

Credit Card Number

Credit Card CCV

Expiration Date Month Year

[Add payment method](#)

[< Previous](#) [Continue >](#)

Your pledge so far:

\$0.00

TOTAL GIFT

Payment Methods:



\$0.00

CREDIT CARD

[CANCEL AND START OVER](#)

Step 3

Choose Your Favorite Charities to Support

- (1) To find charities to support, click the “Find a Charity” button.
- (2) The Charity Picker screen will appear. Search by charity name, city, or state, or filter by federation to find a specific organization, or click through the alphabetical list.
- (3) You can select as many charities to support as you would like. As you find charities you want to support, click “Add” and they will appear highlighted in blue under “Selected Charities.”
- (4) Click the orange “Add selected charities to designations” button. The organization(s) you selected will now display on your list of designations.
- (5) Next, you will have the opportunity to allocate your total pledge amount between the organizations you have added to your list of designations. To specify how much money to donate to each, use the slider tool or enter the exact amount in the donation box next to the charity.

Charity picker

Search by Charity Name

Search by City

Search by State/Territory

Search by EIN

Recommended agencies

Charity 1

Charity 2

Charity 3

Charity 4

451 452 453 454 455 456

4551 - 4554 of 4554 items

Selected Charities

Close

Add selected charities to designations

Charity picker

Search by Charity Name

Search by City

Charity 1

www.Charity1.org

Organizational Information

Add this charity

Close

Add selected charities to designations

Change Donation Amount of Charity Designations:

- (1) The amount you selected during the payment method step will be allocated between the charities you have selected.

Please Note: The City of Philadelphia Combined Campaign requires donors to give a minimum of \$2 per pay period per charity (\$52 per charity annually).

- (2) To adjust the total amount you would like to pledge, click the “Previous” button to return to the payment method screen. The charities you selected will all remain saved on your list until you are ready to submit your pledge. When you have finished allocating your donation between designated nonprofits, click “Continue.”

Step 4

Submit Your Pledge

- (1) You will have one final chance to review your gift and designations, and you will also be able to select whether your gifts remain anonymous or if you grant permission to have your contact information shared with the charity(ies) you supported through this Campaign.

- (2) Click “Finish” to submit your pledge.

Step 5

Repeat this Process to Modify Your Donation

Credit card transactions are immediate. In the event of an error, you will need to contact your credit card company to cancel the transaction. However, if you would like to edit a payroll donation, you may do so.

1. Log into the Campaign website and click “Give Now.”
2. You will be given an option to “Modify a gift from this Campaign”
 - Choose this option if you would like to edit a pledge you already submitted. By choosing to modify a gift, you will open your existing pledge to edit. You will need to complete all steps of the pledge process as outlined above to return the gift to a completed status.