

# The City of Philadelphia 2018 Employees' Combined Campaign Online Giving Instructions



## 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 + Employee 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 and not case sensitive.)

**Password** = P + Employee ID (Example: **P123456**)

(Note: Password is case sensitive. "P" should be capitalized. 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 and not case sensitive)

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

(Note: Password is case sensitive. "P" should be capitalized. Contact your payroll office to obtain your Unique ID.)

**Standing in Unity – Giving Makes the Connection**

The screenshot shows a "Log On" page with a login form and instructions. The form has two input fields: "User Name or Email" and "Password". Below the fields is a "Remember Me" checkbox and a "Sign In" button. The instructions are as follows:

**Log On**

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

Remember Me

**All City Employees Enter the Following Credentials to Login:**  
Username: First Initial of First Name + First Initial of Last Name + Employee 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 and not case sensitive)

**Password: P + Employee ID (Ex: P123456)**

(Note: Password is case sensitive. "P" should be capitalized. Enter ID as it appears on your pay stub.)

**All Quasi Employees Enter the Following Credentials to Login:**  
Username: First Initial of First Name + First Initial of Last Name + Unique ID (*Ex: JD234567 or jd234567*)

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

**Password: P + Unique ID (Ex: P234567)**

(Note: Password is case sensitive. "P" should be capitalized. Contact your payroll office to obtain your Unique ID.)

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." Information you enter will be provided to the nonprofits you support through this Campaign so they can acknowledge your gift upon your request.
5. Select "Continue" when you have finished updating your contact information.



## Select a Payment Method

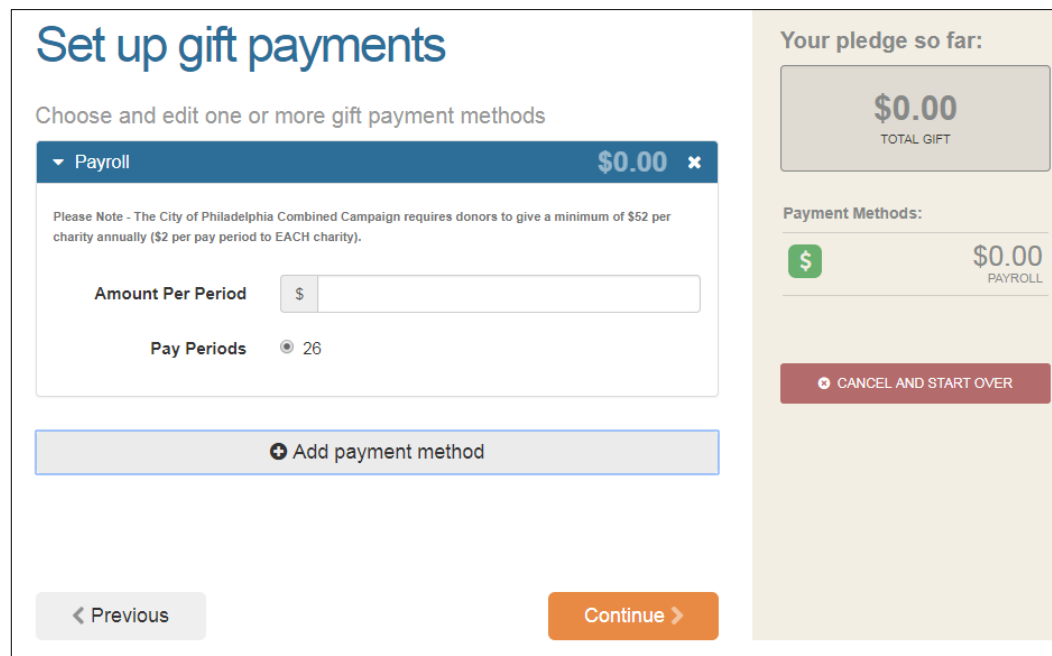
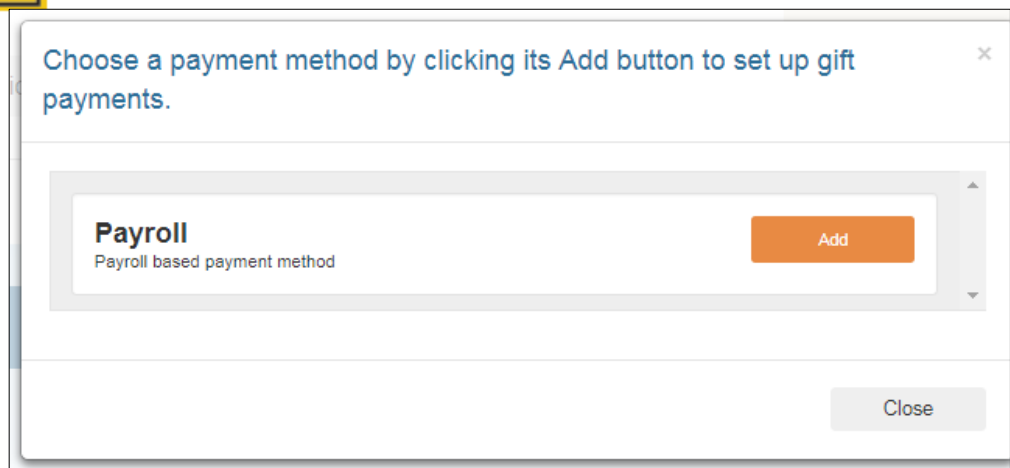
You may support your favorite nonprofits via Payroll Deduction.

Click "Add" to choose Payroll as your payment method.

### Payroll Deduction:

1. 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 pledge so far."

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



2. Once you have selected the amount you would like to pledge per pay period, 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.



## Choose Your Favorite Charities to Support

1. To find charities to support, click the “Find a Charity” button.

2. A pop-up box will appear. Use the charity name, city, and state search features 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.

## Change Donation Amount of Charity Designation:

6. The amount you selected during the payment method step will be allocated between the charities you have selected. 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."

**Where do you want your gift to go?**

Total annual amount pledged: **\$130.00**

Select your charity preference below. Please note, there is a \$52 annual minimum per charity.

- Charity 1: 40% (\$ 52)
- Charity 2: 60% (\$ 78)

< Previous Find a Charity Continue >

**Your pledge so far:**

**\$130.00** TOTAL GIFT

Payment Methods: **\$130.00** PAYROLL \$5.00 x 26

Designations: Charity 1 \$52.00, Charity 2 \$78.00

CANCEL AND START OVER

## 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.

**Review and complete your gift**

- By checking this box, I choose not to release my contact information (name, mailing address or email address) to the charity(ies) designated.
- By checking this box, I choose not to release my contact information (name, mailing address or email address) to the public where it could be viewed in an Annual Report, newsletter, on printed or electronic materials, or a website.

< Previous Finish >

**Your pledge so far:**

**\$130.00** TOTAL GIFT

Payment Methods: **\$130.00** PAYROLL \$5.00 x 26

Designations: Charity 1 \$52.00, Charity 2 \$78.00

CANCEL AND START OVER

2. Click "Finish" to submit your pledge.

**Standing in Unity – Giving Makes the Connection**

# Step 5

## Repeat this Process to Modify Your Donation or Make Additional Donations

You may **modify your donation** within 48 hours of clicking "Submit." To do that:

1. Log into the Campaign website, <http://bit.ly/phillygive>, and click "Give Now."

2. You will be given two options:

### "Modify a Gift from This Campaign"

- Choose this option if you would like to edit your previously submitted pledge. 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.
- **Please note:** After 48 hours, your pledge is locked. If you would like to modify your pledge after 48 hours, please contact Help Desk. Visit [www.charities.org/support](http://www.charities.org/support) or email [help@charities.org](mailto:help@charities.org).

### "Start a New Gift and Designations"

- Select this option if you would like to make a new donation. Complete all steps of the pledge process as outlined above.

Thank you for pledging through the Combined Campaign and Standing in Unity with your colleagues! Giving Makes the Connection, thanks to you.

## Pledge Form

(Available [here](#) or at the back of the Contributors' Guide)

New Pledge Card for the City of Philadelphia 2018 Employees' Combined Campaign

## Filling Out a Pledge Card



The directions for completing the pledge form, also called a pledge card, are included on the form itself. Please review carefully. Ensure all of your information is included. Then, return the form to your Campaign Captain.

For assistance, please contact [help@charities.org](mailto:help@charities.org) or [www.charities.org/support](http://www.charities.org/support).