

The City of Philadelphia 2019 Employees' Combined Campaign

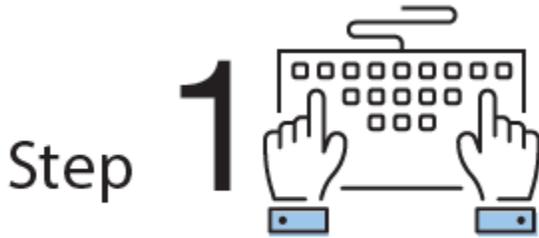
Giving Instructions



Two Ways to Donate: Online Giving is Encouraged!

1. Online: Payroll deduction and credit card
2. Pledge Form: Payroll deduction, check, cashier's check, money order, etc.

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.

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.)



Password = P + Unique ID (Example: **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 or a one-time donation by credit card.

A screenshot of a web dialog box titled "Choose a payment method by clicking its Add button to set up gift payments." It contains two options: "Payroll" (Payroll based payment method) and "Credit Card" (Credit card based payment method), each with an orange "Add" button. A "Close" button is at the bottom right.

Click "Add" to choose 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 pay period per charity (\$52 per charity annually).**

A screenshot of the "Set up gift payments" page. The main area shows a "Payroll" method selected with a value of "\$0.00". Below it, there are input fields for "Amount Per Period" (with a dollar sign) and "Pay Periods" (set to 26). A note states: "Please Note - The City of Philadelphia 2019 Employees' Combined Campaign requires donors give a minimum of \$2 per pay period per charity." There is an "Add payment method" button. On the right, a summary box shows "Your pledge so far: \$0.00 TOTAL GIFT" and "Payment Methods: \$0.00 PAYROLL". A "CANCEL AND START OVER" button is also present. At the bottom, there are "Previous" and "Continue" navigation buttons.

Credit Card:

2. 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.

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 \$ 0

Credit Card Type

- Visa
- MasterCard
- AmericanExpress
- Discover

Credit Card Number

Credit Card CCV

Expiration Date Month Year

[Add payment method](#)

Your pledge so far:

\$0.00
TOTAL GIFT

Payment Methods:

\$0.00
CREDIT CARD

[CANCEL AND START OVER](#)

[Previous](#) [Continue](#)

3. 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 listed 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

Payroll \$130.00 ✕

Please Note - The City of Philadelphia 2019 Employees' Combined Campaign requires donors give a minimum of \$2 per pay period per charity.

Amount Per Period \$ 5.00

Pay Periods 26

TOTAL: \$130.00

[Add payment method](#)

Your pledge so far:

\$130.00
TOTAL GIFT

Payment Methods:

\$130.00
PAYROLL
\$5.00 x 26

[CANCEL AND START OVER](#)

[Previous](#) [Continue](#)



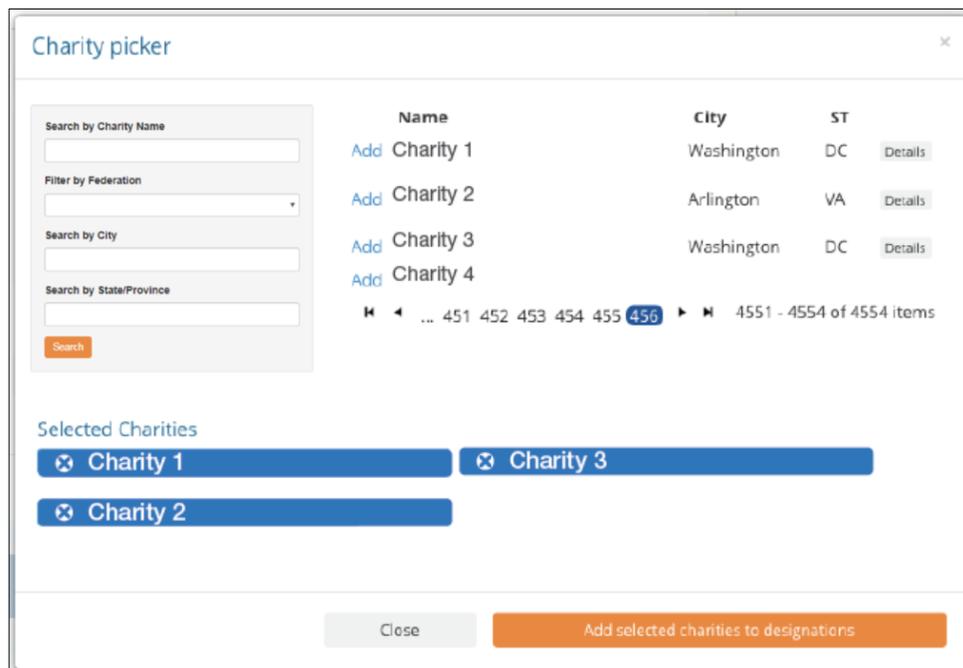
Step 3

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.”



The screenshot shows a 'Charity picker' window with search filters on the left and a list of charities on the right. The search filters include 'Search by Charity Name', 'Filter by Federation', 'Search by City', and 'Search by State/Province'. The list of charities has columns for Name, City, and ST, with 'Add' buttons next to each entry. Below the list is a 'Selected Charities' section with three blue buttons labeled 'Charity 1', 'Charity 2', and 'Charity 3'. At the bottom right is an orange button labeled 'Add selected charities to designations'.

| Name | City | ST |
|---------------|------------|----|
| Add Charity 1 | Washington | DC |
| Add Charity 2 | Arlington | VA |
| Add Charity 3 | Washington | DC |
| Add Charity 4 | | |

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 Designations:

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

Please Note: You must give a minimum of \$52 to each charity annually.

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 - For each charity you select below, you must donate a minimum of \$52.

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.

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. Payroll deduction pledges may be edited using the following steps:

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.

PLEDGE FORM INSTRUCTIONS

The 2019 Pledge Form will have employee names and employee ID numbers pre-populated. Blank pledge forms for the City of Philadelphia 2019 Employees' Combined Campaign are also available at the end of the Contributors' Guide or on the giving portal, accessed via <http://www.phila.gov/combinedcampaign/>.

Filling Out a Pledge Form



The directions for completing the pledge form, sometimes 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 or www.charities.org/support.

Thank you for pledging through the Combined Campaign and Making an Impact, One Donation at a Time, with your colleagues! Philly Gives, thanks to you.