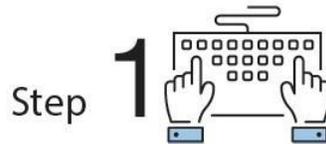


Online Giving Is Best

PLEASE NOTE: Every effort should be made to encourage employees to give online through the [giving portal](#), rather than through pledge form. We are able to more quickly and accurately process online donations and calculate Campaign progress and totals. Plus, online giving provides the donor with an immediate tax receipt and enables their pledge history to be online in subsequent years. Pledge forms are available only for those **without** access to the internet.

We recognize change is hard and some have used pledge forms for years, but this is where your expertise comes in. Please become familiar with the giving portal, <https://bit.ly/phillygive>, so that you can help others. America's Charities is here to support you – there are no bad questions! Please use this manual as a resource and feel free to contact the Campaign Manager, Becky Marx, at bmarx@charities.org or 215-586-329, if you need anything. We welcome your feedback and comments on the management of the Campaign.

Online Giving Instructions



Login and Setup Your User Profile

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

Username: First Initial of First Name + First Initial of LastName + Payroll ID

Example: A person named **John Doe** with the Payroll 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: First Initial of First Name + Full Last Name

Example: A person named **John Doe** would use the password

jdoe

*(Note: Password is case sensitive and should be **all lowercase** please omit special characters. Hyphenated names should be entered without a hyphen and written as one word.*

Enter name as it appears on your pay stub.)

Once you are logged in, your username will display in the upper right corner of the screen.

- Click “**Give Now**” to start the pledge process online. First, you will be asked to “**Edit [your] Profile.**”
 - Whether you renew a gift from last year or start a brand new gift this year, you will be asked to provide your preferred email address.
 - The information you enter will be used for **communication about your donation**, as well as your **confirmation email** upon completion of the donation process. Your preferred email will also be **provided to the nonprofits** you support through this Campaign so they can acknowledge your gift upon your request. You can choose not to share your email address with your supported nonprofits during the **final step** of the donation process.

A screenshot of a web form titled "Log On". It asks for "User Name or Email" and "Password". There is a "Remember Me" checkbox and a yellow "Sign In" button. Below the form, it says "All City Employees Enter the Following Credentials to Login:" and provides an example: "Username: First Initial + Last Initial + Payroll ID (Example: A person named John Doe with the Payroll ID of 123456 would use the username JD123456)". It also provides instructions for the password: "Password: first initial + last name (Example: A person named John Doe would use the password: jdoe)" and notes that the password is case sensitive, should be all lowercase, and should not include special characters.A screenshot of a web form titled "Edit Profile". It asks for a "Preferred Email" address where the user prefers to receive a copy of their pledge and communication about their donation. There is a text input field for the email and a blue "Continue" button with a right-pointing arrow.

Select “**Continue**” when you have finished updating your contact information.



Select a Payment Method

You may support your favorite nonprofits via recurring **payroll deduction** or a one-time donation by **credit/debit card** or **electronic check**.

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

Choose a payment method by clicking its Add button to set up gift payments.

Recurring 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 the heading “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).

Electronic Check:

The amount you enter is the total annual gift amount you would like to donate.

For information on how to locate banking information, click the icon next to “Bank Account.”

Note: Be sure to check the box at the bottom to authorize the transaction.

Credit/Debit Card:

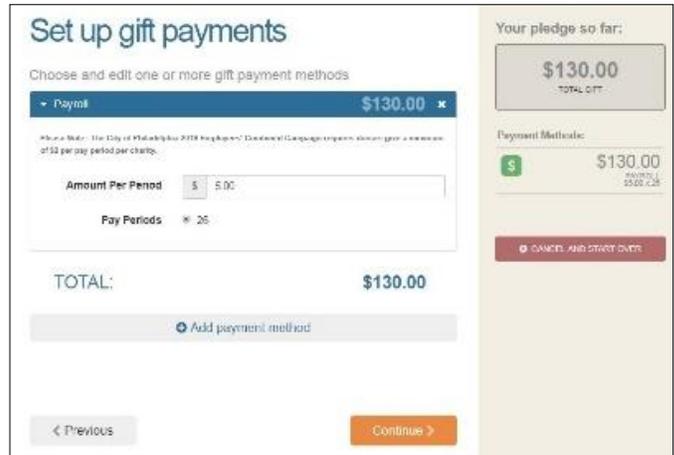
The amount you enter is the total annual gift amount you would like to donate.

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, please contact the **Donor Services Team** at: phillysupport@charities.org

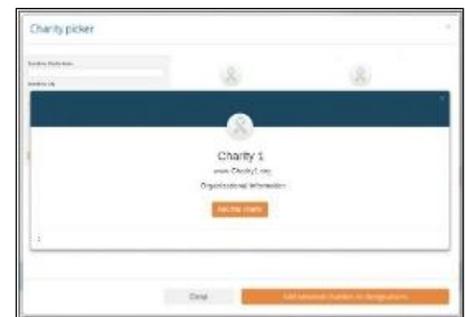
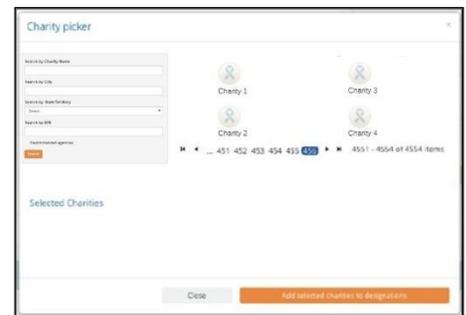
Once you have selected the amount you would like to pledge per pay period or by one-time credit card payment, and you agree with the annual total you are pledging to the right under “Your pledge so far,” click “Continue” to find charities to support.

Please Note:
There is a minimum donation of **\$2 per pay period to EACH charity.**
(\$52 per charity annually)



Choose Your Favorite Charities to Support

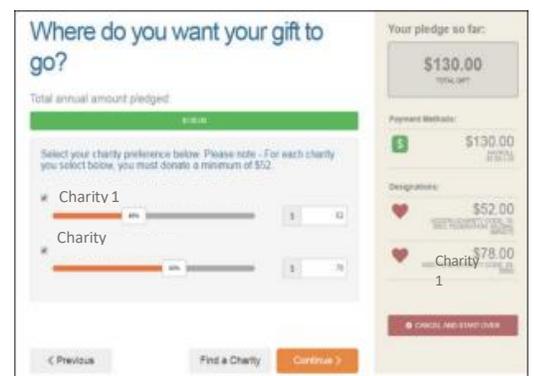
1. To find charities to support, click the “Find a Charity” button.
2. The Charity Picker screen will appear. Search by charity name, city, or state, or filter by federation to find a specific organization, or click through the alphabetical list.
3. You can select as many charities to support as you 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.



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.”



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, please contact the Donor Services Team at phillysupport@charities.org. However, if you would like to edit a payroll donation, you may do so any time **during the Campaign Enrollment Period**.

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 that you have 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.

Otherwise, your gift will be classified as “incomplete” and *will not be processed*.

Thank you for pledging through the Combined Campaign! **Philly Gives Together**