



## Step 1 - Login

Click the link provided in your login email. It will take you to the donate page.

## Step 2 - Choose Your Pledge Type

The options available to you may vary based on the preferences provided by your workplace.

Enter your email address.

Please select your pledge type.



## Step 3a - Payroll Deduction

- Enter the amount of your donation per pay period or enter your total donation
- Select the proper number of pay periods if it is not prepopulated for you

**Deduction Start Date:**

**Deduction Per Pay:**

**Pay Periods Per Year:**

**Total Annual Pledge:**

I consent to be recognized for my gift.

## Step 3b - Credit Card — One Time

- Enter the total amount of your donation
- You will enter your credit card information at the end of the process before confirming your gift

Renew my gift each year until I tell you to stop:

## Step 3c - Credit Card — Monthly

- Enter the total amount of your donation, this will be divided into 12 equal payments
- Your payment will start in January
- You will enter your credit card information at the end of the process before confirming your gift

**Total pledge amount:**

**Payment start date:** Jan. 01, 2023

**Payment frequency:** Monthly (your gift will be divided into 12 equal payments)



## Step 4 - Designations

If you wish to designate part of your gift to a specific impact area, program, registered Canadian charity or another United Way, please select this option before clicking next.

- Click Write In button
- Add the details of your designation
- To find the Charitable Registration Number, visit the Canada Revenue Agency website

### ADDITIONAL DESIGNATIONS

To have a portion of your gift forwarded to a registered Canadian charity (minimum \$25), click the "Write In" button below and provide the details.

A fee of \$12 will be charged once per year for each designation made to charities that are not funded by your local United Way. There is no fee to designate to a funded agency or United Way in another area.

WriteIn

## Step 5 - Confirm Your Information

- Ensure the accuracy of the information requested
- This information is used for receipting of gifts, providing you with updates on the impact of your gift and public recognition of specific gift levels

## Step 6 - Confirm Your Gift

- Confirm the details of your donation and click "Confirm"

### PLEASE REVIEW YOUR PLEDGE AND CONFIRM IT BELOW:

Pledge Type:	Payroll Deduction
Transaction Type:	Employee Payroll
Pay periods per year:	26
Number of Deductions:	26
Deduction per pay:	\$20.00
Total Current Pledge:	\$520.00
Renew my gift each year until I tell you to stop:	No

Confirmation page may take a few moments to display, please click confirm only once.

Payroll deductions begin in January 2019.

**Confirm** Your pledge will be recorded... Thank you!

**Previous** Go back and change pledge information

**Cancel** Exit online giving (no pledge will be recorded)

If you have trouble logging onto the ePledge site or did not receive your login email, please contact United Way Brandon & District at [areta@brandonuw.ca](mailto:areta@brandonuw.ca)