**Step 1 - Login**
Access the online giving system through the link provided on the Western intranet or through the button that will be provided for you to share with your coworkers. Login using your Western online credentials.

**Step 2 - Choose your pledge type.**
The options available to you may vary based on the preferences provided by your workplace.

**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

**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

**Step 3c - Credit Card – Monthly**
- Enter the total amount of your donation, this will be divided into 12 equal payments
- Your payments will start in January
- If you would like your gift to renew automatically each year you may select this option. Every January your gift will be renewed until you tell United Way to stop.
- You will enter your credit card information at the end of the process before confirming your gift.

**Step 3d - Automatic Withdrawal – Monthly**
- Enter the total amount of your donation, this will be divided into 12 equal payments
- Your payments will start in January
- If you would like your gift to renew automatically each year you may select this option. Every January your gift will be renewed until you tell United Way to stop.
- You will enter your banking information at the end of the process before confirming your gift.
**Step 3e - Electronic Cheque**

- Enter the amount of your donation per pay period or enter your total donation
- You will enter your banking information at the end of the process before confirming your gift

**Step 3f - Securities**

- Enter the total amount of your donation
- Download and complete the transfer form

**Step 4a - 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
- On the following page you will be asked to provide the details of your designations

**Step 4b - Designations to Impact Areas**

- Simply add the amount you would like designated beside the Impact Area that you would like to designate to

**Step 4c - Designations to Other United Ways**

- Search for the United Way by Keyword
- Click the add sign beside the correct United Way and add your designation amount
Step 4d - Additional Designations

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

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 giving levels

Step 6 - Confirm Your Gift

- Confirm the details of your donation and click “Confirm”

Step 7 - Provide Credit Card or Banking Information

- If giving by credit card, automatic withdrawal or electronic cheque you will be directed to a secure banking page
- Please confirm your billing information, provide payment details and click “Submit”