

ePledge Made Easy

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.

Please select your pledge type:

- Payroll Deduction
- Credit Card - One Time
- Credit Card - Monthly
- Automatic Withdrawal - Monthly
- Electronic Cheque
- Securities

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 per pay:

Pay periods per year:

Total annual pledge:

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

Pledge Amount:

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.

Total pledge amount:

Payment start date:

Payment frequency:

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

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.

Total Pledge Amount:

Payment Start Date:

Payment Frequency:

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

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

Pledge Amount:

\$0.00

Step 3f - Securities

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

Please complete and submit a Gift of Securities Transfer Form, the [form can be found here](#).

Total pledge amount:

\$0.00

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




- I would like to designate a portion of my gift to a specific impact area, program, registered Canadian charity or a different United Way.
- I want my gift to make the most powerful impact possible and support the highest priority needs.

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

Our Impact Areas

To designate your gift to one of our Impact Areas, simply enter the amount beside the area of your choice.

Name:	Designation Amount
 Moving People from Poverty to Possibility (Donor Choice)	<input type="text"/>
 Building Strong and Healthy Communities (Donor Choice)	<input type="text"/>
 Helping Kids Be All They Can Be (Donor Choice)	<input type="text"/>
County of Middlesex (Donor Choice)	<input type="text"/>
County of Elgin	<input type="text"/>

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

Other United Ways

Book# Name Amount

Keyword

oxford

SEARCH

Result: (1-1 of 1)

Name

United Way Oxford

Result: (1-1 of 1)

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

Additional Designations

To have a portion of your gift forwarded to a registered Canadian charity (minimum \$25), click the Add Designation button below and provide the details.
A \$12 fee will be charged for donations to charities that are not funded by your local United Way.

ADD DESIGNATION

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

Your Recognition Name is how you will be recognized in published materials.

Recognition name **Line 1:**

Line 2:

A confirmation email and receipt (if appropriate) will be sent to this address.

* Personal e-Mail 1

Home contact information is required for all tax receipts.

*Main Address ***Address Line 1:**

Address Line 2:

Step 6 - Confirm Your Gift

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

Pledge Type:	Securities
Transaction Type:	Stock/Security
Total Current Pledge:	\$1,200.00

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

Payroll deductions begin in January 2018.

CONFIRM Your pledge will be recorded... Thank you!

PREVIOUS Go back and change pledge information

CANCEL Exit online giving (no pledge will be recorded)

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"

Payment Details

Payment Type **Credit Card**
*Credit card type:

*Credit card number:

*Expiration date:

Card Verification Number(CVN)

Items marked with an asterisk (*) are required
