



Step 1 - Login

Click the link in your login email or go to <https://community.unitedwayem.ca> and enter your user ID. Not sure of your ID or password, you can simply click the Forgot User ID option to have a link emailed to you.

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:



Credit Card - Monthly



Payroll Deduction



Credit Card - One Time



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:

****Note – Perpetual Giving**

- Want your donation to continue year after year without having to go on and manually renew your pledge each year? This option is now available for both payroll and monthly credit card giving
- Simply select Yes from the drop down menu

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

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

Total pledge amount:

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 15, 2019

Payment frequency:

Monthly (your gift will be divided into 12 equal payments)



Step 3d - 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:

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

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 (Donor Choice)	<input type="text"/>

Step 4c - Designations to our Funded Agencies

- Search for the United Way by keyword
- Click the add sign beside the correct United Way and add your designation amount

FUNDED AGENCIES - UNITED WAY ELGIN MIDDLESEX

Name:	Designation Amount
Across Languages Translation & Interpretation	<input type="text"/>
Addiction Services of Thames Valley	<input type="text"/>
Anova	<input type="text"/>
Big Brothers Big Sisters of London & Area	<input type="text"/>
Big Brothers Big Sisters of St.Thomas-Elgin	<input type="text"/>
Boys & Girls Club of London	<input type="text"/>



Step 4d – 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

Name	Book #	Amount
United Way Oxford	1039	<input type="text" value="0"/> <input type="button" value="+"/> <input type="button" value="x"/>

Keyword
Oxford

Step 4e – Additional Designations

- 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.

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

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 and when making designations.

Main Address

Address Line 1:

Address Line 2:

City:

Province:

Postal Code:

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.

Your pledge will be recorded... Thank you!

Go back and change pledge information

Exit online giving (no pledge will be recorded)