**Step 1 - Login**

Click the link in your login email or go to https://community.unitedwayem.ca and enter your user ID and password. Most workplaces use employee emails as user IDs and employee identification numbers as passwords.

**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

**New this year – 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

**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 payment will start in January
- You will enter your credit card information at the end of the process before confirming your gift
**Step 3d - Securities**

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

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**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

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**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

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**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 Write In button
- 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”