

Steps to Entering a Pledge

State of Nebraska Campaign

United Way of Lincoln and Lancaster County
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Need Help?

e-Pledge Manager

Your e-Pledge Support Manager is your point of contact for any questions or concerns specifically related to the electronic pledge process. They will help you set up your e-Pledge Campaign website, review the available reporting tools, assist with related communications and resolve any issues using e-Pledge throughout the campaign. Any other campaign-related questions that do not involve e-Pledge should be directed to the Campaign Account Manager.

Name of your e-Pledge Support Manager	Michelle Campbell
Telephone Number	(402) 441-7173
E-mail address	mcampbell@unitedwaylincoln.org

Data Support Manager

Your Data Support Manager specifically handles the employee data file that you send us before the campaign and the payroll file that we deliver to you after the campaign. He is available to answer questions about the file specifications or address specific concerns about the timeline involved in processing these files. Any other e-Pledge-related questions that do not involve these data files should be directed to the e-Pledge Support Manager.

Name of your Data Support Manager	Michelle Campbell
Telephone Number	(402) 441-7173
E-mail address	mcampbell@unitedwaylincoln.org

Access and Login

You will receive an e-mail prior to your campaign that includes your user id, password, and a link to the e-Pledge website. Follow the link: <https://epledge.unitedwaylincoln.org/epledge/Begin.jsp>, and you will be directed to the login page.

WELCOME

User ID:

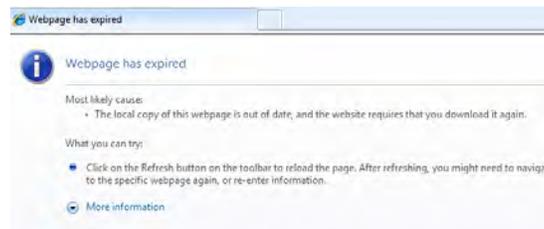
Password:

User ID and Password are assigned according to State employee's ID numbers

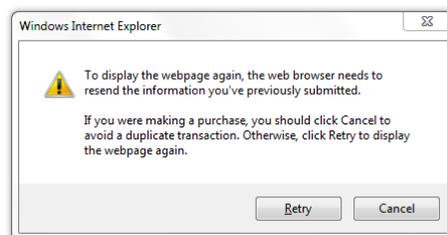
Note: Your User ID and Password are case sensitive.

Security Warnings

Do not use internet browser 'back' or 'forward' buttons, they will cause the e-Pledge site to expire. Please use the e-Pledge navigation buttons at the bottom of each page. If you accidentally use the Internet browser's back button you will receive the Security Alert below:



Click the **Refresh** button on your browser or **F5**. This will allow you to re-enter the pledge process at the point that you left without losing any data that you entered. **Please Note:** This will only work if the "webpage has expired" verbiage is displayed. If this error occurs while making a pledge, hit cancel to avoid duplicate transactions.



If your computer goes an extended period of time without activity, your session will expire. You will be automatically logged out and any data previously entered will not be saved. A message like this will appear.

Error

Sorry, there was an error processing your request.
You have been logged out.

Details

Error Code: 500
Exception Type: class java.lang.NullPointerException
Andar360Log errorID: 1

Steps to Enter a Pledge

You can begin the pledge process by selecting the 'Pledge Now' menu item or clicking the 'Pledge Now' button on the home page. This will take you to a page similar to the one below:

The screenshot shows a flowchart at the top with six steps: 'Select Pledge Type' (highlighted in red), 'Enter Pledge Amount', 'Designations', 'Preferences', 'Verification', and 'Finished'. Below the flowchart, the text reads: 'Last year, your gift was \$0.00.' followed by 'Give to the **United Way Fund** via Payroll Deduction.' and 'Enter your annual amount for quick pledge:' with an empty input field. There are two main options: '1 QUICK PLEDGE' with a play button icon and 'click here' text, and '2 STANDARD PLEDGE'. A note states: '**Women's Leadership Council** donors must use the Standard Pledge option.' Below this, it says 'Or, select from one of the methods below:' followed by a list of pledge methods: 'Payroll Deduction' (selected), 'Check', 'Cash', 'Credit Card/Debit Card Charged Now (\$25 minimum required)', and 'Sorry, I don't wish to give this year'. At the bottom are 'Previous', 'Cancel', and 'Next' buttons.

Select a Pledge Option

Quick Pledge Option — To give to the United Way Fund via Payroll Deduction, click the 'Quick Pledge' button. This will take you straight to the preferences page. (See **page 12**)

Standard Pledge — If you would like to choose a different pledge type and continue on with designations, choose 'Standard Pledge'.

STEP 1: Select a Pledge Type

Select a pledge type and click 'Next'.

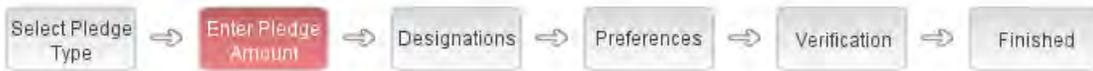
Please select your pledge type:

- Payroll Deduction** (A minimum of \$2 per pay period required)
- Check
- Cash
- Credit Card/Debit Card Charged Now (\$25 minimum required)
- Sorry, I don't wish to give this year

STEP 2: Enter Pledge Amount

Once you have entered your pledge amount, proceed to the next page by selecting 'Next'.

Payroll



Your gift last year was \$0.00

Deduction Start Date: Jan 01, 2012
Deduction Per Pay:
Pay Periods Per Year: 26
Number Of Deductions To Make:
Total Annual Pledge:

Designate? (\$25 minimum per designation) Yes

-or-

Give to the [United Way Fund](#) to make the greatest impact in your community.

Community Health Charities of Nebraska receives a guaranteed portion of the United Way Fund.

You can choose to make 1 or 26 deductions.

If you wish to designate your gift to a specific agency, check the box and select next.

STEP 2: Enter Pledge Amount (continued)

Once you have entered your pledge amount, proceed to the next page by selecting 'Next'.

Please Note: Turn in your cash or check donations to **Stacey Dvorak**) State of Nebraska Campaign Manager

Check/Cash

Pledge Amount:

Check Date:

Check Number:

Designate? (Minimum \$25 requested for each designation) Yes

Check Date and Check Number won't display on the Cash page.

-or-

Give to the [United Way Fund](#) to make the greatest impact in your community.

Community Health Charities of Nebraska receives a guaranteed portion of the United Way Fund.

One-Time Credit/Debit Card Charged Now

Pledge Amount:

Card Type: MasterCard Visa

Card Number:

Expiry Date:

Name On Card:

Designate? (Minimum \$25 requested for each designation) Yes

Please type the name as it appears on your card.

-or-

Give to the [United Way Fund](#) to make the greatest impact in your community.

Community Health Charities of Nebraska receives a guaranteed portion of the United Way Fund.

Please Note: All transactions are processed as Credit.

STEP 2: Enter Pledge Amount (continued)

Proceed to the next page by selecting 'Next'.

Sorry, I do not wish to give this year.

'Sorry, I do not wish to give this year' transaction type will be recorded as No Gift and counted as a response. Click Confirm and you will receive a confirmation e-Mail.

I do not wish to give at this time.

Thank you for your consideration. If you are interested in a volunteer opportunity or to learn more about your United Way, please contact the United Way office at (402) 441-7700 or info@unitedwaylincoln.org.

STEP 3: Designations



Please enter the amounts for the designations of your choice.

Total Pledge	\$500.00
Total Designated	\$0.00
Total Undesignated	\$500.00

Give to the [United Way Fund](#) to make to most impact in your community.

United Way Fund	<input type="text"/>
Women's Leadership Council Supporters	<input type="text"/>
Women's Leadership Council Leaders	<input type="text"/>

Women's Leadership Council (WLC): This initiative supports services for families in crisis, child care scholarships, and supplemental food.

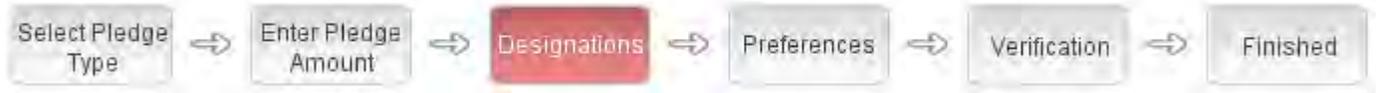
- Women's Leadership Council (WLC) Supporters: \$1,000 gift*
- Women's Leadership Council (WLC) Leaders: \$2,500 gift*

*Any dollar amount that exceeds selected level will be directed to the United Way Fund.

Click here to designate to specific agencies:

To search for a specific agency, click the agency search button.

STEP 3: Designations (continued)



Total Pledge	\$500.00
Total Designated	\$0.00
Total Undesignated	\$500.00

Agencies

You can search by Agency Name, Agency Code, or click View All for a list of all United Way and Community Health Charities Agencies in alphabetical order.

Agency Name Search

Agency Code Search

Search for United Way Partner Agencies (PA) only

Click 'View All', to view all of United Way and Community Health Charities' agencies in alphabetical order.

Other - Use this option only if the agency does not appear in the search.

Give to an unlisted 501(c)(3) of your choice.

You can search by agency name. Just type part of the agency name and click 'Search.' (i.e. by typing in 'Amer', you will see a list of agencies that contain 'Amer' in the name)

Agencies 1-6 of 6

	Name	Designation Amount
	American Diabetes Association of Nebraska	<input type="text"/>
	American Lung Association of the Central States	<input type="text"/>
PA	American Red Cross - Cornhusker Chapter	<input type="text"/>
PA	Cornhusker Council #324 Boy Scouts of America Inc.	<input type="text"/>
	Crohn's & Colitis Foundation of America, Nebraska Chapter	<input type="text"/>
PA	El Centro de las Americas	<input type="text"/>

STEP 3: Designations (continued)



Total Pledge	\$500.00
Total Designated	\$475.00
Total Undesignated	\$25.00

This box lets you know your total designated and undesignated amounts.

Please enter the amounts for the designations of your choice.

Agencies 1-6 of 6

	Name	Designation Amount
	American Diabetes Association of Nebraska	<input type="text"/>
	American Lung Association of the Central States	<input type="text"/>
PA	American Red Cross - Cornhusker Chapter	475
PA	Cornhusker Council #324 Boy Scouts of America Inc.	<input type="text"/>
	Crohn's & Colitis Foundation of America, Nebraska Chapter	<input type="text"/>
PA	El Centro de las Americas	<input type="text"/>

Just type the amount you wish to designate to each agency in the 'Designation Amount' column.

Click **Write In**, if you are unable to find the agency you are searching for.

Click **Add** to save your designation(s).

Click **Cancel** to return to the previous page.

Write In
Add
Cancel

If you do not find the agency you are searching for, click the 'Write In' button.

By clicking 'Add', you will save your designation and return to the previous page.

By clicking 'Cancel', you will cancel your designation and return to the previous page.

STEP 3: Designations (continued)

Write-In Designation

Total Pledge	\$500.00
Total Designated	\$500.00
Total Undesignated	\$0.00

Amount

Agency Name

Address

City

State or Province

Zip/Postal Code

Country

Notes

If you write in an agency, the Amount and Agency name are required.

When you are finished, select 'Add' and return to the previous page.

On the previous page, click 'Add' to save your designations.

STEP 4: Preferences



Please check your information below.

Use Line 2 ONLY if your first and last name(s) exceed the space provided in Line 1.

Recognition Name: Line 1: Line 2:

Home Address

Address Line 1:

Address Line 2:

City: **State:** **Zip/Postal Code:**

Country:

Recognition Name only appears when giving at a leadership level.

- I wish to remain anonymous.
- I have included (or intend to include) United Way in my will or estate.
- Release My Name and Gift Amount to Agency
- Release My Address to Agency

I have been a Loyal United Way Contributor since

Home address only appears when your designating your gift. This is for donors who would like to be recognized by the agency they designated to.

If you chose the 'Quick Pledge' Option, your preferences page will look like this:

Please check your information below.

Use Line 2 ONLY if your first and last name(s) exceed the space provided in Line 1.

Recognition Name: Line 1: Line 2:

I wish to remain anonymous.

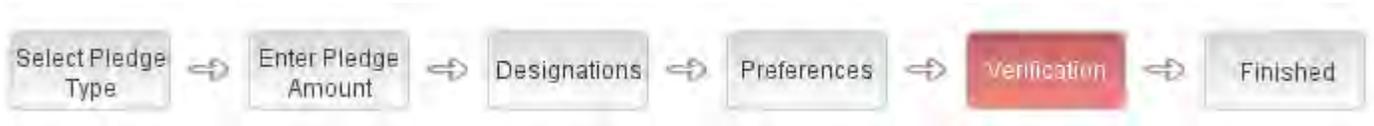
I have included (or intend to include) United Way in my will or estate.

I have been a Loyal United Way Contributor since

Select 'Next' to move to the next page.

STEP 5: Verification

The following 'Verification' page will open. Verify that your total current pledge and designations have been keyed correctly. If changes are needed: Click the 'Previous' button if you want to make corrections and then move forward using the 'Next' buttons until you have reached the Confirmation page again. If the pledge is correct, select the 'Confirm' button. Please hit this button only once. It may take several minutes to process the gift.



Please check your information below.

Pledge Type:	Payroll Deduction (A minimum of \$2 per pay period required)
Deduction Start Date:	Jan 01, 2012
Pay Periods Per Year:	24
Number Of Deductions To Make:	24
Deduction Per Pay:	\$20.84
Total Current Pledge:	\$500.00
Total Pledge Year To Date:	\$500.00
Designated to	Amount
American Red Cross - Cornhusker Chapter	\$475.00
The Cat House	\$25.00
Total Designated	\$500.00
Total Undesignated	\$0.00

Confirmation page may take a few moments to display. Please click Confirm only once. Thank you.

Confirm	Your pledge will be recorded... Thank you!
Previous	Go back and change pledge information
Cancel	Exit e-Pledge (no pledge will be recorded)

A confirmation e-mail should arrive upon completion of your pledge.

STEP 7: Finish



For your records...

Reference Number:	4301-197080
Pledge Type:	Payroll Deduction (A minimum of \$2 per pay period required)
Deduction Start Date:	Jan 01, 2012
Pay Periods Per Year:	24
Number Of Deductions To Make:	24
Deduction Per Pay:	\$20.84
Total Current Pledge:	\$500.00
Total Pledge Year To Date:	\$1,000.00
Designated to	Designated to
American Red Cross - Cornhusker Chapter	\$475.00
The Cat House	\$25.00
Total Designated	\$500.00
Total Undesignated	\$0.00

Thank you for your gift!

Logoff

Print

Select the 'Print' button to print the detail for your records. This copy can also be used for tax purposes.

Frequently Asked Questions

How do I give to the United Way Fund?

On the “enter pledge amount” page, do not check the “designate” box.

Which internet browser should I use to view the e-Pledge website?

It is highly recommended that you use Internet Explorer.

Why does it kick me out when I hit the back button?

Use the “previous” button at the bottom of each page, rather than the back button on the browser.

How do I designate to a specific federation/agency?

On the “enter pledge amount” page, check the “designate” box and then the “next” button. This will take you to the “designation” page. You can search for an agency by federation under “federations & member agencies.” If you are not sure which federation the agency belongs to, you can click the “agency search” button. This will allow you to search by agency name or agency code.

What if I can't find the agency I'm looking for?

If the agency you are searching for does not appear in the search, you can use the “write in” button. Be sure to enter the amount you wish to designate, agency name, address, city, state, and zip code.

How do I make a change on my pledge?

Send an email explaining the changes you would like to make to mcampbell@unitedwaylincoln.org. Once the change has been made, you will receive an email verifying your change.

Can I give more than once?

Yes, just log back in and make an additional pledge. You will receive a warning that you already pledged. To add another pledge, click the “continue” button.

Where do I turn in my cash or check donation?

Send any cash or check donations to your campaign coordinator listed on your pledge confirmation email.

How do I obtain a tax receipt for my pledge?

Your pledge confirmation email can be used for your tax purposes.