



Using United Way's online giving portal

- 1) Visit Swarthmore College's secure, dedicated giving portal (our preferred browser is Google Chrome) using the link provided:
<https://epledge.unitedforimpact.org/epledge/Begin.jsp?HR=732E71476E39755645562360244E406A43433D4C7E3E&HD=48633473642F72316642616E216147653D3442527E3E>
- 2) On the first page, enter the requested information (**work** zip code and **work** email).
 - *If you have given through the campaign before*, the portal will recognize you and send a confirmation email to the account on record (probably your work email). That email will contain a link to the portal allowing you to see past donation information.
 - *If you are a new donor*, the system will create a new account for you and then take you directly into the donation system after you provide your **full name** and **work** email.
- 3) The information at the top of the page ("Area of Greatest Need/Impact Fund") is the United Way option. The three boxes below allow you to support certain areas of United Way's work (such as education or financial empowerment). Fill in the dollar amount in the box.

If you experience difficulty using the site or have questions, please contact call 1-800-417-8742 or email donorservices@uwgpsnj.org.

You can give ("designate") part or all of a donation to United Way (minimum gift if splitting a donation is \$24 per nonprofit), or give part or all of your donation to other nonprofit agencies.

To give to another 501c3/nonprofit, scroll to bottom where you see the "agency search" line ("I would like to direct my gift to a specific organization") and enter in the complete name of the nonprofit. Most agencies are in our database and will be quickly found.

- Once located, select the "**Plus Sign**" to add the charity and gift amount to your pledge then "**NEXT**".
- Once you've designated all of your donations to the agency recipients, click Next. (The system will prompt you to make corrections if there are any errors in the math).
- **ADD CONTACT INFORMATION:** So that United Way can send your pledge receipt
- **CONFIRM THE DETAILS OF YOUR GIFT**
- **SUBMIT**

TIPS:

- With "Payroll Deduction", you have the option to select 12 or 26 payroll deductions. Deductions will begin on **Jan. 1, 2020**.
- If you know the annual amount that you would like to pledge, enter that amount in the "Total Annual Pledge" box of the first screen; the system will automatically calculate the resulting payroll deduction increment.
- You have the option to give a gift to United Way's Impact Fund, multiple gifts to any registered 501(c)(3) nonprofit throughout the US or a combination of both. Simply replicate step 4.
- If you would like to give a cash gift, please contact Theresa Maguire to complete a paper pledge form, tmaguir1@swarthmore.edu.