

Electronic Pledging Employee Instructions

Pledging on-line is safe, easy, and can be done in just a few simple steps! The below instructions will help to ensure that you will have a pleasant, hassle-free method of giving back to your community

Step 1. Login:

- Access your campaign donor site with the following address:
<https://epledge.uwcm.org/epledge/Begin.jsp>
- Type your Username, which is “s” followed by your 5-digit employee ID number. Please add any necessary leading zeros to make the number 5-digits. For example, s01234
- Type your Password, which is the first 2 letters of your first name, followed by the first two letters of your last name, followed by the last 4 digits of your SSN. For example JoSm9876
- After login is complete you will be directed to the homepage of your company’s personalized ePledge website

Step 2. Make Your Pledge:

Start by scrolling down to explore United Way’s initiatives:

- To give to a specific initiative, click the “learn more and donate” button
- To give to any nonprofit of your choice, scroll to the bottom and select the “Donate” button under “Give to any nonprofit”
 - Add one or more non-profits to your cart from the full list by clicking “Give Now” next to the corresponding agency
 - The amount will pre-populate to \$100 in the cart, but it can be edited once you finish adding your charities and proceed to the “View Cart” page

Step 3. View Your Shopping Cart

- To check out, click the “View Cart” link in your main menu or at the top of the page next to the shopping cart image
- You can edit the corresponding amounts for each non-profit in the boxes provided. **Please note that the corresponding amount refers to the annual amount you wish to give to this non-profit.** You can also remove any non-profits at this point by clicking on the red “x”
- Once you have made the necessary edits to your Shopping Cart and reviewed it for accuracy, please click the “Checkout” button on the lower right-hand side of the page
- On the next page, please select your payment type and then click “Continue”
- Review this information, and then click “Continue”

Step 4. Review Personal Information & Confirm Your Gift:

- Provide your email address if you wish to receive confirmation of your electronic pledge
- Select the appropriate acknowledgement boxes that apply to your contribution, and then click “Continue”
- Review this screen carefully and confirm that your pledge information is correct
- If you wish to make changes, click the “Back to change my pledge” button at the bottom of your screen and adjust your information/pledge accordingly
- If the information is correct, please click “Confirm Pledge”

Thank you for using the United Way of Central Maryland’s ePledge system and supporting your local United Way! If you experience any problems making your on-line pledge, please contact: