

## 2016 United Way Campaign

# TOGETHER, BUILDING A STRONGER MIAMI



## MIAMI-DADE COUNTY 2016-2017 UNITED WAY CAMPAIGN EPLEDGE GUIDE

If you donated last year and wish to donate the same amount this year, you are not required to log into ePledge; your gift amount will remain the same for the 2016-2017 campaign year.

If you wish to update your gift or are a new donor, please do the following steps:

1. Once on the Miami-Dade County United Way campaign ePledge homepage. Click on "Give Now."
2. If you are a current donor and wish to change or increase your pledge, click "Update your current pledge" and you will be prompted to choose between payroll deduction, credit card, cash or check.
3. If you are a new donor, you will arrive at the payment method page after clicking "Give Now."
4. If you choose payroll deduction, you can either enter the amount you would like deducted per paycheck or enter the total annual pledge you wish to give
  - a. If you wish to make a gift using a credit card, you will be prompted to enter the total amount to be donated, and then a secure page will appear for you to enter your personal information
  - b. If you wish to make a gift of cash or personal check, you will be prompted to enter the total amount to be donated and to enter your personal information. Afterwards, you must provide your cash or check to your department Campaign Coordinator for processing.
5. If you would like to designate all or a portion of your gift (minimum pledge of \$100) click on the designation box and you will be prompted to enter the agency information.
6. All payment methods will ask you to confirm your information and at the conclusion will automatically generate a confirmation email for your records.
7. If you have any questions about your pledge, please Click on the "Contact Us" tab of your ePledge homepage.
8. Always remember to "log off" after any visit to your ePledge home page.
9. If during the campaign you wish to make any new adjustments to your pledge, you may log back in at any time during the campaign to make changes.