



State of Ohio Combined Charitable Campaign Online Pledging Instructions

***Note:** Throughout the pledge process, NEVER use the web browser's BACK button. Instead, use the Next and Back buttons near the bottom of each page.

LOGGING ON TO THE SITE

- Click on the link to the online pledge site which will be provided via e-mail. You may also visit the site at <https://uwco.upicsolutions.org/uwco/epledge.jsp?accountNumber=3391240> (case sensitive)
- Enter your User ID and Password.
 - User ID = 'ccc' + your Employee ID – *Example: ccc12345678*
 - Password = your Employee ID – *Example: 12345678*
 - You will be asked to change your password upon entering the site for the first time. When doing so, you will be given the opportunity to create a hint to help you remember your new password should you need to enter the pledge site again.

PLEDGE SITE HOME PAGE

Once you have logged on to your personal pledge site, you will be directed to the home page containing the welcome message. There are several features of the pledge site that you may find useful before beginning your pledge:

- To see your giving history for the last five years, click on **Review your Giving History** from the Main Menu.
- To update your profile, click **Do we have your current Contact information?** from the Main Menu.

STARTING YOUR PLEDGE

- Read the welcome letter, then select the **Donate Now** button.
- Select the **Payroll Deduction** option. Click **Next**. (*Note: to donate via cash or check, please complete a paper pledge card.*)
- Enter your pledge amount. You may enter either the amount per deduction or the total annual amount in their respective boxes.
- Click **Next** to move to the Designation page.

DESIGNATING YOUR DONATION (OPTIONAL)

To make an undesignated pledge, simply click **Next** to move to the Verification Page.

- Begin searching for your charity by entering a keyword of its name in the 'Charity keyword' field **or** by entering the charity's 5-digit code in the 'Charity code' field; the pledge site includes links to the **2014 Resource Guide** to help you find the correct code.
- Once you have entered the keyword or the code, click **Search** to display the charity. (*Note: If you have used a keyword search, there may be more than one result; be sure to select the correct charity.*)
- Enter the total **annual** amount that you wish to donate to this charity in the box provided. (*Minimum \$1 per pay period per charity – i.e. \$26 per charity for employees paid bi-weekly and \$12 per charity for employees paid monthly*)
- Click **Add**
- Repeat these steps as needed to donate to other charities. (*Maximum 6 designations*)
- When you have entered all of your designations, click **Next** to move to the next page.

COMPLETING YOUR PLEDGE

- Provide your donor information on the Verification Page. Use the checkboxes to indicate your recognition preferences. Click **Next**.
- Verify all information on your pledge. To change anything, select the **Back** button to go back to the appropriate screen.
- Select **Confirm** to complete your pledge. Print the Confirmation Page for your records.
- You will receive an email confirming that your pledge was received.



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MAKING CORRECTIONS / TROUBLESHOOTING

- For help with login issues, please contact the eCommunity helpdesk at 1-866-583-8742. If asked for a code, the correct number is **UW371450**.
- You should not attempt to make any corrections to your pledge once it has been confirmed. Please contact the CCC team at stateofohioccc@uwcentralohio.org if you need to make changes to your pledge.
- If you have any other questions about how to complete your pledge, please contact your Agency Coordinator. A list of Agency Coordinators is provided on the following page.
- **IMPORTANT:** Once you have completed your pledge online, you should NOT complete a pledge card - doing so will result in a duplicate pledge.

**THANK YOU for your donation to the
State of Ohio Combined Charitable Campaign!**