

**Northrim Bank** and its employees are proud partners in the community of donors, partners, advocates, and volunteers working together on key initiatives that help solve our community's toughest challenges.

**About your gift to United Way**

When you give to United Way, your voice joins thousands of other people inspired to help strengthen and sustain community-based solutions that make our community a more vibrant place. Together, we can increase the scale of solutions that lead to transformative change.

User ID:

Password:

If you are having difficulty logging in, please contact: [Data Team](#) or call 907.263.3844

LOGIN

FORGOT USER ID OR PASSWORD?

PASSWORD HINT

## UNITED WAY'S E-PLEDGE START GUIDE

**ePledge is United Way of Anchorage's free online platform that empowers workplace giving and employee engagement.**

### ■ Features and Benefits of ePledge:

- Reduces administrative time and costs associated with workplace campaign.
- Reduces data entry by payroll staff.
- Real time, online campaign monitoring.
- In-person technical assistance during Alaska business hours.
- Reach employees wherever their work location or travel status, and on any device.
- Include employees in other work locations, even in other states, in your company campaign with giving options localized to them (minimum 10 employees per worksite).
- Company-branded landing page can be customized with your text, visual or video message to employees.
- Employees can view their giving history.
- Highly secure environment; quick and simple site navigation.
- All communications and pledging via a secure web site.

### ■ Timeline:

Allow 10 working days for a new or updates to an existing ePledge site.

Custom sites, multi-state sites, and email marketing integration requires 15 working days.

## ■ Set Up Requirements:

Company logo (no more than 220px wide).

Select the giving methods employees will be offered:

- Payroll Deduction (and number of payroll periods)
- Credit Card Installments
- Check/offline payment.

Provide first and last names and email addresses of employees who will be ePledge administrators (usually the campaign lead, payroll representative).

Select the payroll authorization method your company will use.

- Immediate electronic authorization via email (employees can forward to the payroll department)
- Hard copy signature option.

Ensure that @ak.org domain or the following IP Addresses are whitelisted by your organizations' IT department to prevent emails from being blocked or marked as spam.

• 72.11.159.130 • 72.11.159.141 • 192.40.179.129 • 192.40.179.130 • 192.40.179.131

## ■ Launching your ePledge site:

Share your exclusive URL (like [https://epledge.ak.org/epledge/\[companyname\]](https://epledge.ak.org/epledge/[companyname])) with your workforce in email or other electronic communications.

Employees will be prompted to enter and confirm their email address. Once confirmed, employees will create or update their account, and make their giving selections.

Or you can embed the personalized url when sending out an email example: **Pledge Now**.

## ■ Need Help?

Let us co-create and schedule employee emails, and manage email communication through ePledge. You provide employee first and last names and work email addresses. Emails sent from ePledge will contain your company name. Employees who do not pledge will not be contacted by United Way of Anchorage after your campaign ends.

## ■ ePledge Frequently Asked Questions

**Q: What causes can an employee give to using ePledge?**

**A:** Employees will have the option to give to their local United Way or the nonprofit of their choice. Employees in Alaska will also see a list of United Way-vetted agencies.

**Q: Can an employee support multiple organizations with one pledge?**

**A:** Yes, employees have complete control in how many organizations to support.

**Q: Will a employee have the ability to pledge multiple times?**

**A:** Yes, if your campaign is open. Once the campaign is closed, please contact the United Way office for any additional pledges or changes.

**Q: Can we still use paper pledge forms?**

**A:** Yes. Campaign coordinators should collect the pledge forms and accompanying payment (if applicable) and turn them in to your Business Relations Team member).

**Q: What should we do if employees have trouble accessing the site?**

**A:** Contact the data management team at [datateam@ak.org](mailto:datateam@ak.org) or 907-263-3844. In-person technical assistance is available 9:00 AM to 4:30 PM AST/ADT, Monday – Friday.

**Q: What are the United Way's policies regarding donor information and privacy issues?**

**A:** United Way of Anchorage retains information provided by users in a secure database. We never sell, trade, or share your information without your prior consent.

**Q: Is the data secure?**

**A:** Our database is hosted in a Cloud Infrastructure that is located in Tier 3 datacenters in the United States and Canada, are monitored 24/7 and offers the highest level of Physical and Cybersecurity measures and solutions.

**Q: Can employees hired after our campaign closes use ePledge?**

**A:** A new employee can be easily set up for ePledge at any time. If your epledge site is still active they can register on your epledge site or simply send the name, employee ID, e-Mail address and all other pertinent information to your Business Relationship Manager. The new employee will be set up and a personalized link will be sent.

**Learn More**

Contact your Business Relations Team member for more information or to schedule a demo.