

# CREATING AND UPDATING AN EPLEDGE USER ACCOUNT

## STEP-BY-STEP INSTRUCTIONS

2024

We've made it easy for you to create and update your ePledge user account. **Follow the steps below to login and make your selections for your workplace campaign.** We've provided information that highlights what you encounter as you go through the process.

### EPLEDGE USER INSTRUCTIONS

#### 1. Navigate to your workplace ePledge, using your workplace's URL.

To find the URL, ask your ECC, request it in an email or refer to a digital communication.

#### 2. Register for or login to your ePledge account.

##### a. New users:

##### i. Enter an email address.

Depending on where you work, it may be your workplace or personal email address. Check with your ECC if you have questions.

##### ii. Click the Continue button.

An email is sent to verify your registration. It contains a link to confirm the account. Click it.

##### iii. Create a password to login.

##### b. Existing users:

##### i. Enter your User ID (usually your workplace email address) and Password.

##### ii. Click the Login button.

If you forgot your User ID or Password, you can request a password hint, request your User ID, reset your Password or contact us by emailing [datateam@ak.org](mailto:datateam@ak.org) or calling (907) 263-3844.

#### 3. Click on your Pledge Type preference. They may include:

- a. Payroll deduction.
- b. Credit card: pay now.
- c. Credit card: pay with installments or pay later.

#### 4. A form expands based on your selection.

- a. For payroll deduction, specify the:
  - i. Amount you want deducted from your paycheck.
  - ii. Number of payroll deductions.
- b. To pay with credit card now, enter the amount of your one-time gift.
- c. To pay with installments or pay later with a credit card, specify the:
  - i. Amount you want charged to your credit card.
  - ii. Start date the charges should begin.
  - iii. Frequency of charges—either once, quarterly (4) or monthly (12).

Based on selections, the Designations table updates Total Pledge, Restricted Gifts and Unrestricted Gift rows.

- The Total Pledge is the amount you're contributing.
- Restricted Gifts is the amount you're requesting United Way use for focus areas or pass to nonprofits.
- Unrestricted Gift is the amount dedicated to addressing the greatest needs in our focus areas.

*If you choose not to restrict, your Total Pledge goes toward addressing the greatest needs.*

## **5. Complete the sections below to allot a portion of your pledge to:**

- a. Specific Impact Areas of United Way.
- b. Other Alaska United Ways.
- c. Nonprofit Partners of United Ways in Alaska.
- d. Write-In Nonprofits.

The table updates rows labeled Restricted Gifts based on your entries.

If you're donating \$1,000 or more in the upcoming year, move to step 6. For donors giving less than \$1,000 in the upcoming year, proceed to step 7.

## **6. Complete your information by:**

- a. Entering your name.  
You may also enter your spouse's and your names or your partner's and your names.
- b. Confirming if you want:
  - i. Gift acknowledgments from nonprofits that you pledged to support.
  - ii. Your pledge publicly recognized by United Way.
  - iii. Information about volunteering or advocacy work.
  - iv. United Way's free digital monthly newsletter.
  - v. Updates on volunteer opportunities.
  - vi. Mass text messages.
- c. Specifying if you are:
  - i. Retiring in the next 24 months.
  - ii. Interested in information about using your estate to support United Way.

If you have pledged a credit card gift, enter your credit card information in the payment authorization area.

## **7. Click the Confirm button to submit your pledge.**

A pledge confirmation will appear to print your pledge for your records. An email confirmation will also be sent to the email address that you provided when you registered in step 1.