**Thank You for making your 2022-23 Campaign Gift via our GiveSmart digital platform!**Mandatory information will have a red asterisk next to it—these fields must be completed or the platform will notify you of the missing information and will not process your gift.

* **Step 1:** Follow link to Virtual Platform/Digital Pledge form or text UWCayuga to 91999

 **LINK:** [**https://fundraise.givesmart.com/e/hj4LzQ?vid=kkjvo**](https://fundraise.givesmart.com/e/hj4LzQ?vid=kkjvo)
* **Step 2:** Click “Make a Pledge” to give via Payroll Deduction, Check, Cash, or Bill Me
* **Step 3:** Insert your contact information
* **Step 4:** Follow guided steps to complete “Choose How & Where You Give” section. After each prompt, you will be
 asked to check a box to populate the next step on the pledge form.
	+ **#1: Choose Workplace—select option from drop down menu.**
	+ **#2: Choose Payment Type**

**Payroll Deduction / Bill Me**—complete ALL fields that populate. **Platform DOES NOT calculate your gift total.** You must total your gift and insert the total under Enter Your Total Gift Amount.

**Check / Cash**— Make gift payable to United Way of Cayuga County and write "(Your Workplace) Campaign" in the memo section. Mail your gift to: United Way of Cayuga County, 2 State St., Suite 2, Auburn, NY 13021

**Credit Card**—return to GiveSmart platform and select button titled “Give w. Credit Card”

* + **#3: Designate Your Gift**—select option from drop down menu. For United Way Initiatives, Focus Areas and Partner Agencies a second drop-down option will appear.

	**Non-Affiliated 501©3** agencies is any organization that is not on our Martner Agency list nor a United Way in the United States. There is a $100 minimum. Please write agency name and address in box.

	**Split Designations** allow you to divide your gift between 2-3 organizations. Write the agency’s name and the amount you are designating. If any agency is a Non-Affiliated 501©3 include agency address—gift minimum is $100.
	+ **#4: Step Up & Win**—if you wish to be entered into the drawing, check this box. Once box is checked, a second prompt will appear asking if you have increased your 2021 Gift by $25 or are a new donor to double your chances of winning.
* **Step 5:** Select how you wish to be recognized from the drop-down menu.

**Use Different Name/Combined Gift Recognition with Partner/Spouse** write exactly how you wish to appear publicly. For example: The Nowak Family, Amahle and Joseph Nowak, Amahle Nowak & Family, etc. If your partner/spouse makes a gift separately and you want to combine your gift please include their employer in the second box.

* **Step 6:** Submit! You will get an automatic email listing all of the information you submitted for review. The United
 Way will send Thank You letters once your Workplace Campaign ends and pledges are processed.

**Have a question or concern? Reach out to your Employee Campaign Coordinator or the United Way!**

Julisa J. Stone | 315.253.9741 x114
Campaign & Marketing Manager

jstone@unitedwayofcayugacounty.org

ECC Name | ECC Phone
ECC Title

ECC Email