**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 “Give w. Credit Card” to give with a credit card
* **Step 3:** Insert your contact information
* **Step 4:** Follow guided steps to complete “Choose How & Where You Give” section.
	+ **#1: Choose Workplace—select option from drop down menu.**
	+ **#2: 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.
	+ **#4: Choose Payment Type**

**One-Time Credit Card Transaction**—select One-Time Payment

**Recurring Credit Card Transaction**— select either Weekly, Monthly, or Quarterly. If you choose to make a recurring electronic gift, you will receive a thank you letter from the United Way office for your total pledge that will be calculated to encompass ONE (1) full year of recurring payments.

Weekly: Today's Payment multiplied by 52 | Monthly: Today's Payment multiplied by 12 | Quarterly: Today's Payment multiplied by 4

* **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!**

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ECC Name | ECC Phone
ECC Title

ECC Email