

## Electronic Pledging Employee Instructions

Pledging on-line is safe, easy, and can be done in just a few simple steps! The below instructions will help to ensure that you will have a pleasant, hassle-free method of giving back to your community

### Step 1. Login:

- Access your campaign donor site with the following address:  
<https://epledge.uwcm.org/epledge/Begin.jsp>
- Type your Username, which is your full Employee ID number
- Type your Password, which is the same as your Username
- After login is complete you will be directed to the homepage of your company's personalized ePledge website

### Step 2. Make Your Pledge:

- Click on the “**Donate**” button on the main menu or on the right-hand side of the page
- Select your preferred method of payment from the list of available giving options
- Click “**Next**”
- Type in or select your gift amount
- Select “**Next**” if you wish to invest your gift in the United Way of Central Maryland, Inc., *the best way to make a difference*, or check the box “**Yes**” if you would like to designate to one or more specific agencies.
- Click “**Next**”

### Step 3. Invest Your Contribution:

- If applicable, assign a dollar value your local United Way, your local United Way's core areas or to each agency selected to total 100% or a dollar amount to equal total amount pledged.
- Click “**Next**”

### Step 4. Review Personal Information & Confirm Your Gift:

- Provide your email address if you wish to receive confirmation of your electronic pledge.
- Select the appropriate acknowledgement boxes that apply to your contribution.
- Click “**Next**”
- Review this screen carefully and confirm that your pledge information is correct
- If you wish to make changes, click the “**Previous**” button at the bottom of your screen and adjust your information/pledge accordingly

### Step 5. Submit Your Donation:

- Click “**Confirm**” to complete your transaction and execute your on-line pledge
- Once confirmed print page for your personal records

***Thank you for using the United Way of Central Maryland's ePledge system and supporting your local United Way! If you experience any problems making your on-line pledge, please contact:***

United Way Help Desk  
[eWay@uwcm.org](mailto:eWay@uwcm.org)