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Getting Started: Activate Your Account

- Visit [www.charities.org/NJECC](http://www.charities.org/NJECC)
- Click “Sign in” from the top right corner of the site.
- The pledge process consists of the five steps shown in this diagram. Each step is outlined in detail on the following pages. To jump forward to a specific step, please refer to the page numbers listed in the table of contents on slide 2.
Getting Started: Register and Login

► After you click “Sign in” from the top right corner of the site, you will see the “Log On” page.

► First Time Participating?
  o If you are a new employee or did not donate through last year’s NJECC, you must first click the “Click Here to Register” link at the top of the page to activate your account and set up a user name and password. Once you have registered, you can log in from this page anytime during the campaign enrollment period using your username and password.
  o Follow the directions in the next two slides to complete registration.

► Returning Donor?
  o If you donated through the NJECC last year, you may log on using your password and user name from last year’s campaign (no need to register).
  o If you have forgotten your password, please use the “Lost your password” link to have it reset. For additional assistance, please contact donorservices@charities.org.
  o Please skip slides 5 and 6 and go to slide 7 for next steps.
Enter your employee information as prompted on the screen, including your Employee ID and selecting your business unit/agency from the dropdown list.

**NOTE:** Your Employee ID number is the number your organization uses to identify employees. If you do not know your Employee ID number, you can access it on your paystub. Employees on the State Centralized Payroll system can login into My NJ Portal: [http://www.nj.gov](http://www.nj.gov). Organizations with independent payrolls should check with your NJECC Employee Coordinator.

Create your login credentials by entering your email address, along with your desired user name and password. Your password must be a minimum of 7 characters and cannot contain the `^` or `?` symbols. Passwords are case sensitive (user names are not case sensitive).

Click “Register Account.”
A verification email will be sent to the email address you provided. Open that email and click the link in the email to verify your account.

After verifying your account, you will be able to log in to the NJECC giving portal to make your pledge. 

NOTE: You should receive the verification email within a minute or less after registering your account. If you do not receive the email, please check your junk/spam folder. If you still do not see the email, please contact our donor services team at donorservices@charities.org.
Once you have logged in (and verified your registration if you are new this year), you will be taken to the pledge site home page. Your username will display in the upper right-hand corner now that you are logged in.

Click the “Donate Now” button (or select “Pledge Now” from the navigation menu) to start the donation process.
After you click “Pledge Now” or “Donate Now,” the next screen you see on your computer will depend on whether you are a new or returning donor.

Which one are you?

- **New Donor:** If you did not participate in last year’s campaign or are a new employee, you are considered a “New Donor.” Please continue to slide #11 for next steps.

- **Returning Donor:** If you participated in last year’s campaign and made a pledge, you are considered a “Returning Donor.” Continue to the next slide, slide 9, for next steps.
Since you donated through last year’s NJECC, you have the option to renew your gift(s) from last campaign season, or you can start a new designation and pick new charities to support.

- Renew a Gift from Last Year: Please continue to next slide, slide #10, for next steps.
- Start a New Gift and Designations: Continue to slide #12 for the next step, “Editing Your Profile.”
Renew or Modify Gift:

- After you click the “Renew a Gift” button, a dropdown list will appear with your pledge history.
- Click on the circular radio button next to the gift you would like to renew to view an expanded box with details about that gift, including which charity was supported and how much you donated.
- You can either keep all pledge details the same or you can increase your pledge by entering a new gift total.
- Click the “Make Changes” button to continue the pledge process.
Note: If any prior year donations are not reflected in your giving history, it may be because prior donations were made to a charity that is not eligible in the current campaign year.

Charities that are not listed may not have applied or may not be eligible to participate.
Edit Profile:

- Enter your contact information.
- The information you enter here will be shared with the charities you choose to support for acknowledgement purposes. You can opt-in or opt-out from sharing your contact information during the final step of the donation process in step 5.
- At any point during the donation process, you can return to this step and edit your profile.
- Click “Continue” to go to the next step.
Select Payment Method

- From the pop-up box that appears on your screen, click “Add” next to your preferred payment method.
- After you click “Add,” the pop-up box will close and automatically take you to the gift payment set up page.

Thank you to our campaign partner, the Credit Union of New Jersey, for helping cover a portion of costs associated with credit card fees, so more of your credit card donation will go to the charity(ies) you choose to support.
Select a Payment Method:

- Set up gift payment details
  - Enter the amount you would like to donate per pay period.
  - By default, your pay period will automatically be set based on your department/agency (so you should not see four pay period options listed as shown in this example).
  - After you enter your amount per pay period, the system will automatically calculate your total annual gift based on your pay period frequency, and will display that information on the right side of the page.
  - Your annual gift amount you donate must be a minimum of $52 per charity. To see what that translates to on a per pay period basis, please reference the chart at the bottom of the page. Please note that State Centralized Payroll employees’ deductions will commence with the third pay period, so those employees should reference the “24 pay period” option on the chart.
  - You may edit your payment information at anytime during the donation process.
  - Click “Continue” to proceed to the next step, selecting charities to support.
Find a charity to support

- Next, find charities to support with your pledge.
- Click the “Find a Charity” button to search for charities.
- A screen will appear, allowing you to search for charities by charity name, NJECC Code, keyword, EIN, alphabetically, or by cause week category.
- For a description about a charity, click on that charity’s logo/name and more information about the charity will display.
- When you find a charity to support, click “Add” and that charity will display at the bottom under the Selected Charities section. You can add as many charities as you want. Once you have finished adding the charities you would like to support, click the “Add to designation” button.

**NOTE:** New Jersey state regulations require your Payroll Deduction Contribution to be a minimum of $52 to designate to a specific organization. If this requirement is not met for each designated organization, your contribution will be considered undesignated and will be distributed among all organizations in proportion to their pledges.
Designate your pledge to each charity

- The organization(s) you selected will now display on your list of charity designations. Now you can allocate your total pledge amount between the organizations you have added to your list of designations. To specify how much money to donate to each, use the slider tool or enter the exact amount in the donation box next to the charity.

- You can use the “Find a charity” tool to add more charities to your list. You may also select the “Previous” button to adjust your total gift amount (this will not impact the charity selections you have made).

- Click “Continue” when you are ready to move to the next step, submitting your donation.
Make Your Contribution a Tribute (optional)

Next you will have the option to make your donation “in honor of” or “in memory of” someone. Enter the person’s name and a special message to make your tribute, or leave blank if you do not wish to make your contribution a tribute.

NOTE: Your tribute will be applied to all charities in your designation list (not just one). If you want the tribute only to apply to one specific charity, please complete that in a separate transaction.

Click “Continue.”
Review and complete gift

Select a Payment Method:

- You will have one final chance to review your gift and designations, and will also be able to select whether your gifts remain anonymous or grant permission to have your contact information shared with the charity(ies) you supported through the Campaign.

- Additionally, you may make your gift in honor of someone by filling out the “Comment” box.

- Click “Finish” to submit your pledge.

TAX RECEIPT: Within minutes of clicking “Finish,” your pledge receipt will be emailed to you. Please keep a copy of that email for tax purposes.
Modify Gift or Make Additional Donations

- If you would like to make additional donations or edit your pledge, you may edit your payroll donations anytime during the campaign enrollment period.

- Log into the pledge site, select “Pledging” from the top navigation menu, and click on “My Pledges.”

- Select the “Modify a Gift from This Campaign” button to edit an existing donation you made during this campaign. Or select “Start a New Gift and Designations” to make a donation in addition to the pledges you have already submitted.

**NOTE:** If you select “Modify a Gift,” you MUST complete all the steps and re-submit that gift. Otherwise, your gift will be incomplete and will not be processed.
Need Help?

FOR ASSISTANCE:

• EMAIL DONORSERVICES@CHARITIES.ORG
• SUBMIT A SUPPORT REQUEST ONLINE AT WWW.CHARITIES.ORG/SUPPORT, OR
• CALL 1-(800)-458-9505