

# Online Giving Guide

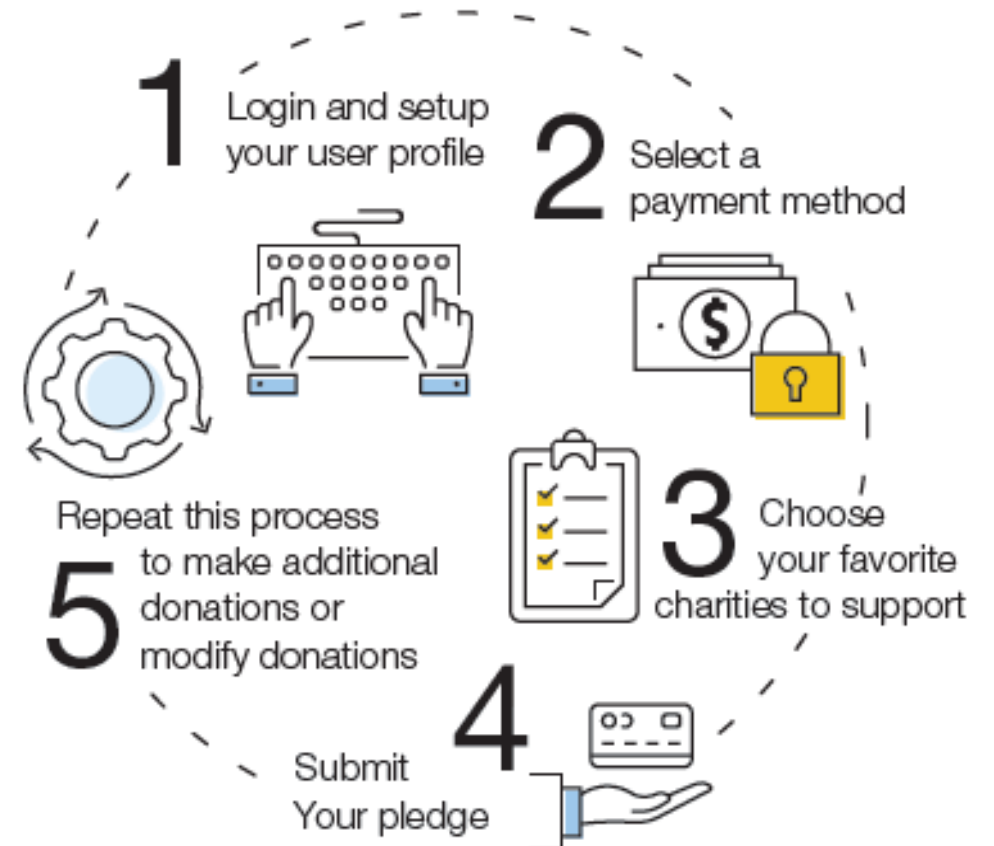


# Table of Contents

- ▶ Get Started: Register to Activate Your Account.....page 3
  - ▶ *New vs. Returning Donor Pledge Renewal Options*.....page 8
- ▶ Step 1: Edit Your Profile.....page 12
- ▶ Step 2: Select a Payment Method.....page 13
- ▶ Step 3: Choose Your Favorite Charities to Support.....page 15
- ▶ Step 4: Make Your Contribution a Tribute.....page 17
- ▶ Step 5: Review and Submit Your Pledge.....page 18
- ▶ Step 6: Modify or Make Additional Donations.....page 19

# 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

The screenshot shows the NJECC 2021/2022 website. At the top, there is a navigation bar with links: Home, Pledging, Charity Look Up, Login Instructions, FAQs, Contact Us, and a Sign In button. The main content area has two sections: 'First Time Participating? Click Here to Register.' and 'Returning Donor?'. Below the 'Returning Donor?' section, there is a 'Log On' section with a tip about password requirements and a 'Lost your Password?' link. At the bottom, there is a login form with fields for 'User Name or Email' and 'Password', a 'Remember Me' checkbox, and a 'Sign In' button.

NJECC 2021/2022 Home Pledging Charity Look Up Login Instructions FAQs Contact Us Sign In

**First Time Participating? Click Here to Register.**

If you did not give through the NJECC last year, or are a new employee, you must first [click here to register](#).

**Returning Donor?**

If you donated through the NJECC last year, you may login below using your password and user name from last year's campaign.

**Log On**

TIP: Your password must be a minimum of 7 characters and cannot contain the \* or ? symbols. You can use the "Lost Your Password" link below to reset your password. For assistance, contact [help@charities.org](mailto:help@charities.org).

[Lost your Password?](#)

User Name or Email  
Password  
☐ Remember Me  
Sign In

GET  
STARTED

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

## ▶ First Time Participating?

- 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.
- Follow the directions in the next two slides to complete registration.

## ▶ Returning Donor?

- 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).
- *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](mailto:donorservices@charities.org).*
- Please skip slides 5 and 6 and go to slide 7 for next steps.



# Register for an Account

Everyone must register as a first time user.  
If you have already registered, please click [here](#) to log on.

## LOGIN INFORMATION

Choose a User Name

Choose a Password

Confirm Password

NOTE: Your password must be a minimum of 7 characters and cannot contain the \* or ? symbols.

Email

## PERSONAL INFORMATION

First Name

Middle Name

Last Name

## EMPLOYMENT INFORMATION

Enter your Employee ID

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. Organizations with independent payrolls should check with your NJECC Employee Coordinator.

Choose your Business Unit

☐ I agree to the [terms of use](#) and [privacy policy](#)

☐ I'm not a robot



Register Account

GET  
STARTED

- ▶ **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 in to My NJ Portal: <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.”**

# Register for an Account

Everyone must register as a first time user.  
If you have already registered, please click [here](#) to log on.

## LOGIN INFORMATION

Choose a User Name

Choose a Password

Confirm Password

NOTE: Your password must be a minimum of 7 characters  
and cannot contain the \* or ? symbols.

Email

## PERSONAL INFORMATION

First Name

Middle Name

Last Name

## EMPLOYMENT INFORMATION

Enter your Employee ID

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.  
Organizations with independent payrolls should check with  
your NJECC Employee Coordinator.

Choose your Business Unit

☐ I agree to the [terms of use](#) and [privacy policy](#)

☐ I'm not a robot



Register Account

GET  
STARTED

- ▶ 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](mailto: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.

# New vs. Returning Donor

- ▶ 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.**





NJECC 2019/2020

Home Pledging Charity Look Up Login Instructions FAQs Contact Us SuperAdmin

## Choose your gift options

Select one of the following to give:

 Renew a Gift from Last Year

 Start a New Gift and Designations

[I am opting out](#)

Impersonating: John Doe [Stop](#)

Your pledge so far:

- ▶ 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."**

## Choose your gift options

Select one of the following to give:



Select the gift from last year you want to renew:

☐ 2020 Gift 1: \$50.00

Your pledge so far:

## 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.

## Choose your gift options

Select one of the following to give:



Select the gift from last year you want to renew:

☐ Gift 1: \$300.00

<b>PAYMENT TYPES:</b> <input checked="" type="checkbox"/> Payroll \$300.00	Renew and increase this gift by <input type="text" value="0"/> % for a new total of: <input type="text" value="\$ 300.00"/>
<b>DESIGNATIONS:</b> <input checked="" type="checkbox"/> \$300.00 to Monmouth County SPCA (NJECC Code 7037)	
<b>AFFINITY GROUPS:</b>	
<b>YOUR INFORMATION:</b> <input checked="" type="checkbox"/> Release to charity <input checked="" type="checkbox"/> Release to public	

☐ Gift 2: \$72.00

Make Changes >

Your pledge so far:

**\$300.00**  
TOTAL GIFT

Payment Methods:

☒ \$300.00  
PAYROLL  
\$15.00 x 20

Designations:

☒ \$300.00  
MONMOUTH COUNTY SPCA  
(NJECC CODE: 7037)

## Donors *WITH* Giving History

### Choose your gift options

Select one of the following to give:



Your pledge so far:

The screenshot shows a web form titled "Choose your gift options". It includes a navigation bar at the top with links like Home, Pledging, Charity Look Up, Login Instructions, FAQs, Contact Us, and a SuperAdmin link. The main content area has a section "Choose your gift options" with the instruction "Select one of the following to give:". Below this are two buttons: "Renew a Gift from Last Year" (selected) and "Start a New Gift and Designations". A sub-section "Select the gift from last year you want to renew:" shows a dropdown menu with "Gift 1: \$300.00" selected. To the right of this dropdown is a "Renew and increase this gift by" section with a percentage input field (set to 0%) and a "for a new total of:" section with a dollar amount input field (set to \$ 300.00). Below these are sections for "PAYMENT TYPES:" (showing "Payroll \$300.00"), "DESIGNATIONS:" (showing "\$300.00 to Monmouth County SPCA (NUECC Code 7037)"), "AFFINITY GROUPS:", and "YOUR INFORMATION:" (with radio buttons for "Release to charity" and "Release to public"). At the bottom, there is a "Make Changes >" button. On the right side of the form, a summary box shows "Your pledge so far:" with a "TOTAL GIFT" of "\$300.00". Below this, "Payment Methods:" shows "\$300.00" with a "PAYROLL (\$300.00)" option, and "Designations:" shows "\$300.00" with a "MONMOUTH COUNTY SPCA (NUECC CODE 7037)" option.

- **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

### Contacting

Preferred Email

### Profile Information

First Name

John

Middle Name

Enter Middle Name

Last Name

Doe

Suffix

Enter Suffix

Home Phone

Enter Home Phone (xxx) xxx-xxxx

Work Phone

Enter Work Phone (xxx) xxx-xxxx

Cell Phone

Enter Cell Phone (xxx) xxx-xxxx

### Address Information

Address Line 1

Enter Address Line 1

Address Line 2

Enter Address Line 2

City

Enter City

State|Province

Enter State or Province

Postal Code

Enter Postal Code

Continue >

Your pledge so far:

\$0.00

TOTAL GIFT

[CANCEL AND START OVER](#)

STEP  
1

## 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.



### ATTENTION State Centralized Payroll Employees:

Recurring payroll deductions will begin with pay period #3, therefore, please select 24 pay periods below to ensure that your deductions reflect your intended pledge amount.

## Set up gift payments

Choose a payment method by clicking its Add button to set up gift payments. x

### Payroll

Payroll based payment method

Add

### Credit/Debit Card

Credit/Debit card based payment method

Add

Close

Your pledge so far:

\$0.00

TOTAL GIFT

STEP  
2

## 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.

ATTENTION State Centralized Payroll Employees:

Recurring payroll deductions will begin with pay period #3, therefore, please select 24 pay periods below to ensure that your deductions reflect your intended pledge amount.

## Set up gift payments

Choose and edit one or more gift payment methods

Payroll

\$200.16

The amount entered via Payroll Deduction must be an annual minimum of \$52 per charity. See the table below to determine the required minimum amount per charity, per pay period, according to your pay schedule.

Amount Per Pay Period

\$8.34

Pay Periods

☐ 20

☐ 22

☒ 24

☐ 26

☐ 52

TOTAL: \$200.16

+ Add payment method

NOTE: State Centralized Payroll employees' deductions will commence with the third pay period. When referencing this table for your "minimum per charity, per pay period" donation amount, please reference the minimum listed next to the "24 pay periods" option listed below.

Number of Pay Periods	Minimum Per Charity, Per Pay Period
20	\$2.60
22	\$2.37
24	\$2.17
26	\$2.00

< Previous

Continue >

Your pledge so far:

\$200.16

TOTAL GIFT

Payment Methods:

\$

\$200.16

PAYROLL  
\$8.34 x 24

CANCEL AND START OVER

## 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.

STEP  
2

1 2 **3 SELECT DESIGNATIONS** 4

**NOTE: The minimum donation per charity is \$52**  
View charities listed in the NJECC Code Book (Right click on link to open in new tab and stay on this page)

## Where do you want your gift to go?

Total designated: \$200.16 left

Select your designation preference below.

< Previous Find a Charity Continue >

Select your charities

Search by Charity Name, NJECC Code, or Keyword









Search by Cause Week

Search by City

Search by State/Territory

Search by EIN

Search

 180 Turning Lives Arou...
  A Place for Us, Atlantic ...
  Abandoned Children's ...
  Abilities Center (NJEC...
  naf Abortion Federation, N...
  Abused Children's Fun...
  ACCION Accion (NJECC Code 0...
  Acenda (NJECC Code ...

1 2 3 4 5 6 7 8 9 10 ... 1 - 8 of 752 items

Selected Charities

+ 180 Turning Lives Around, Inc. (NJECC Code 6503) + Acenda (NJECC Code 1442)

Close Add to designations

## 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


**NOTE: The minimum donation per charity is \$52**  
View charities listed in the NJECC Code Book (Right click on link to open in new tab and stay on this page)

# Where do you want your gift to go?

Total designated:

\$200.16 left


Select your designation preference below.



37%

\$ 74

Southern Poverty Law Center



63%

\$ 126.16

Make-A-Wish Foundation of America

Your pledge so far:

\$200.16

TOTAL GIFT

Payment Methods:

\$

\$200.16

PAYROLL  
\$8.34 x 24

Designations:



\$74.00

SOUTHERN POVERTY LAW CENTER



\$126.16

MAKE-A-WISH FOUNDATION OF AMERICA

[CANCEL AND START OVER](#)

STEP  
3

## 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.



(Optional: If you do not want to make your donation a tribute, click "Continue" to skip this step.)

## Make this contribution a tribute

Select Tribute Type

Name

Special Message

< Previous

Continue >

Your pledge so far:

\$200.16

TOTAL GIFT

Payment Methods:



\$200.16

PAYROLL  
\$8.34 x 24

Designations:



\$74.00

SOUTHERN POVERTY LAW  
CENTER



\$126.16

MAKE-A-WISH FOUNDATION OF  
AMERICA

CANCEL AND START OVER

STEP  
4

## 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

☐ By checking this box, I choose not to release my contact information (name, mailing address or email address) to the charity(ies) designated.
   
  
☐ By checking this box, I choose not to release my contact information (name, mailing address or email address) to the public where it could be viewed in an Annual Report, newsletter, on printed or electronic materials, or a website.

< Previous

Finish >

Your pledge so far:

\$200.16

TOTAL GIFT

Payment Methods:

\$

\$200.16

PAYROLL  
\$8.34 x 24

Designations:

♥

\$74.00

SOUTHERN POVERTY LAW CENTER

♥

\$126.16

MAKE-A-WISH FOUNDATION OF AMERICA

⊕ CANCEL AND START OVER

## Review and Submit Your Pledge

STEP

5

- ▶ 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.

Choose your gift options

Select one of the following to give:

Renew a Gift from Last Year

Modify a Gift from This Campaign

Start a New Gift and Designations

Select the gift from last year you want to renew:

2020 Gift 1: \$120

Your pledge so far:

## 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](mailto:DONORSERVICES@CHARITIES.ORG)
- SUBMIT A SUPPORT REQUEST ONLINE AT [WWW.CHARITIES.ORG/SUPPORT](http://WWW.CHARITIES.ORG/SUPPORT), OR
- CALL 1-(800)-458-9505