



# MONTCLAIR UNIVERSITY LOGIN INSTRUCTIONS

## Step 1: Login and Setup Your User Profile

You will receive an email with a unique link from “ New Jersey Employees Charitable Campaign” (email will come from info@charities.org). **Please login with the link from that email to create your account.**

Upon logging in, you will be prompted to create a password which you can use to return and make a pledge anytime during the 2017/2018 NJECC campaign period.

### Edit Your Profile

Once you are logged in, you will have a chance to edit your profile. Information you enter will be provided to the nonprofits you support through this campaign so they can acknowledge your gift upon your request.

## Step 2: Select a Payment Method and How Much to Donate

You may donate via payroll deduction. Enter the total amount of money you would like to pledge through the NJECC. In the next step you can allocate your pledge amount between charities. **(NOTE: Minimum pledge amount per charity is \$52. All pledges less than \$52 will go to Undesignated.)**

To donate via check, please use the paper pledge form, which can be accessed from the top navigation menu of the site.

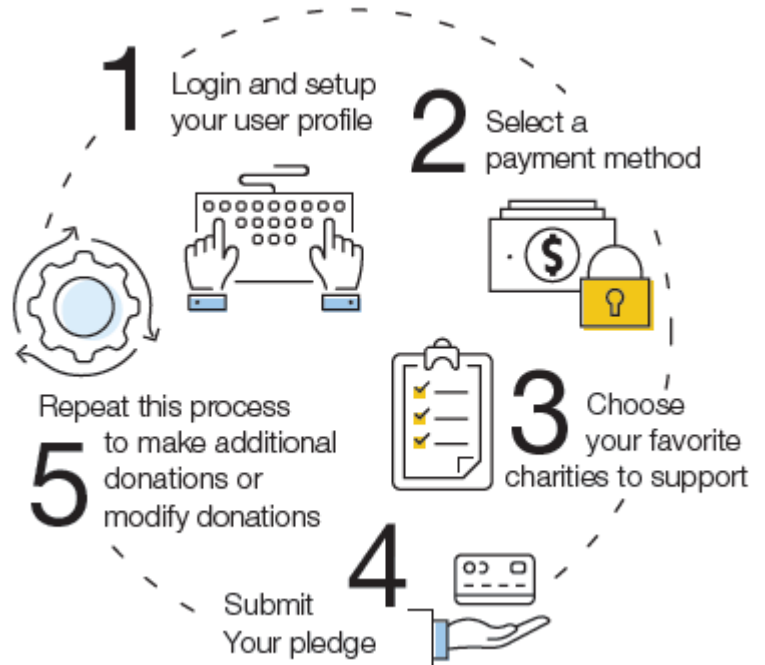
## Step 3: Choose Your Favorite Charities to Support

Click the “Find a Charity” button for an alphabetical listing of charities included in the NJECC. Use the keyword, city, and state search features to find a specific organization. Click “Add” to add charities to your shopping cart and then click the orange “Add selected charities to designations” button. The organization(s) you selected will now display on your list of 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.

## Step 4: Submit Your Pledge

Review the charities you have selected and how much you have pledged to each. Click “Finish” to submit your pledge.

## Step 5: Repeat this Process to Make Additional Donations or Modify Donations



**Need help?** For assistance, please contact [help@charities.org](mailto:help@charities.org) or [www.charities.org/support](http://www.charities.org/support).