



LOGIN INSTRUCTIONS

Get started! Visit <http://bit.ly/2017NJ ECC>

We all understand the importance of having a place to take our child when they are seriously ill, the need for programs that help our parents and elderly in the community, and the value of investing in programs that educate our youth and provide our peers the opportunity to lift themselves up out of difficult times. The charities that provide these critical services depend on our support, and the New Jersey Employees Charitable Campaign makes it easy!

The following pages provide more detailed guidance of the steps listed below:

Step 1: Login and Setup Your User Profile

Step 2: Select a Payment Method

Step 3: Choose Your Favorite Charities to Support

Step 4: Submit Your Pledge

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



Step 1: Login and Setup Your User Profile

1. Click "Sign in" from the top right corner of the site and enter the following credentials:

Username = First Initial+Last Name+Employee ID

(As it appears on your pay stub; username is not case sensitive)

Example: JDoe000123456 or JDOE000123456

Password = Employee ID

(As it appears on your pay stub, including leading zeroes.)

Example: 000123456

NOTE:

If you're an employee of one of the following organizations, please use the following credentials to login:

- **New Jersey Economic Development Authority:** Use your work email as your Username and Password. (Example: Username = jdoe@njeda.com and Password = jdoe@njeda.com)
- **New Jersey Economic Development Authority and New Jersey Schools Development Authority:** Use your work email as your Username and Password. (Example: Username = jdoe@njeda.com and Password = jdoe@njeda.com)
- **Employees of Rutgers University:**
 - **Username:** First Initial Last Name NetID, no space between names. Please note, your username is not case sensitive. (Example: JDoe123456 or JDOE123456)
 - **Password:** NetID (Example: 123456)

2. Once you are logged in, your username will display in the upper right corner of the screen.
3. Click "Make Your Pledge" to start the pledge process.
4. First, you will be asked 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.
5. Select "Continue" when you have finished updating your contact information.

Log On

Please enter your Username and Password. See below for instructions. For assistance, contact help@charities.org. [Lost your Password?](#)

User Name or Email

Password

Remember Me

Sign In



Step 2: Select a Payment Method

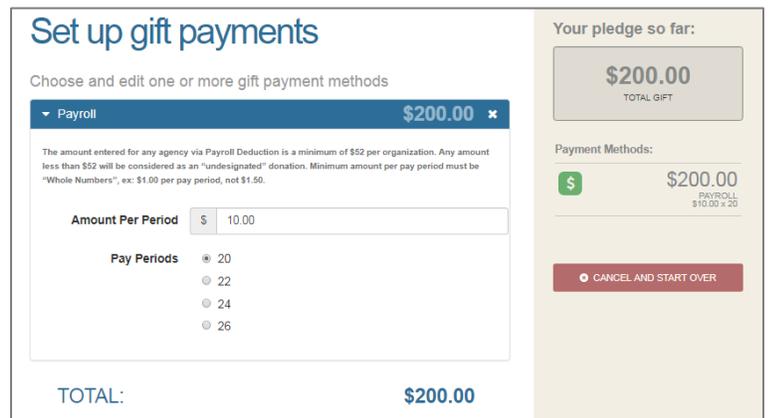
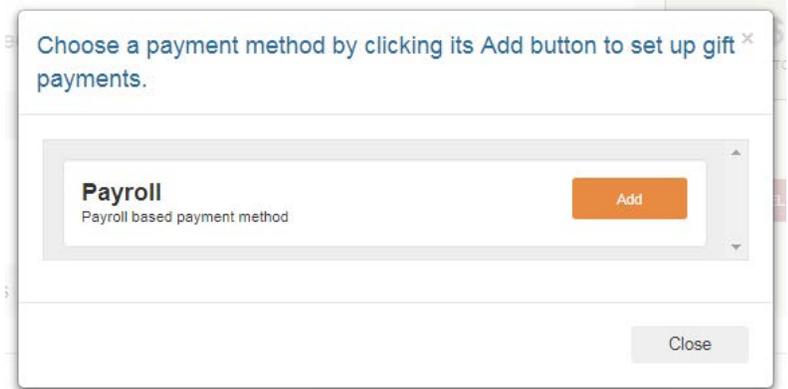
1. You may support your favorite nonprofits via the following payment methods:
 - a. Payroll deduction

NOTE: to donate via check, please complete the paper pledge form.

2. Click “Add” to choose a payment method. The next screen will allow you to determine the frequency and total dollar amount you would like to donate using that payment method. You can change the total amount later in this process if you want.
3. As you enter the payment method(s) and total amount you would like to pledge, that information will display in the right hand column under the section titled, “Your pledge so far.”

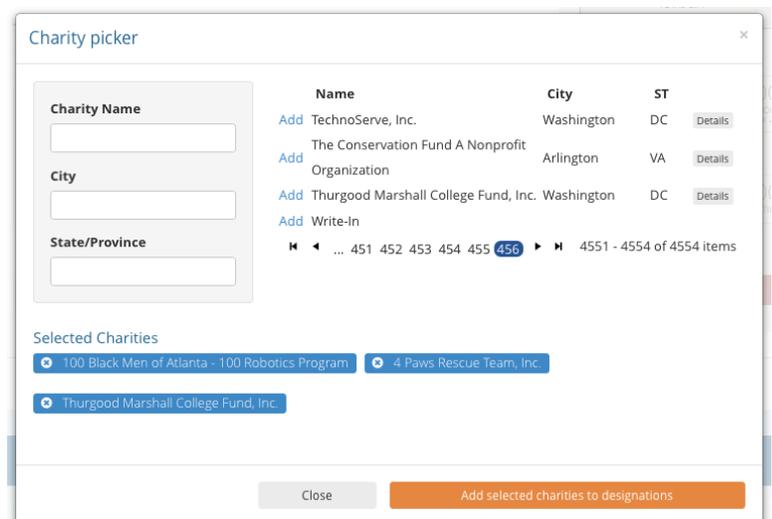
NOTE: Minimum pledge amount per charity is \$52. All pledges less than \$52 will go to Undesignated.

4. Once you have selected the payment method you would like to use, click “continue” to find charities to support.



Step 3: Choose Your Favorite Charities to Support

1. To find charities to support, click the “Find a Charity” button.
2. A pop-up box will appear. Use the keyword, city, and state search features to find a specific organization, or click through the alphabetical list.
3. You can select as many charities to support as you would like. As you find charities you want to support click “Add” and they will appear highlighted in blue under “Selected Charities.”





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4. Click the orange “Add selected charities to designations” button. The organization(s) you selected will now display on your list of designations.
5. Next, you will have the opportunity to 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.

Changed Donation Amount or Charity Designation:

The total donation amount you selected during the payment method step will be allocated between the charities you have selected. To adjust the total amount you would like to pledge, click the “Previous” button to return to the payment method screen. The charities you selected will all remain saved on your list until you are ready to submit your pledge.

The screenshot shows a web interface for allocating a donation. The main heading is "Where do you want your gift to go?". Below this, a green bar indicates the "Total designated: \$200.00". The user is asked to "Select your designation preference below." There are two charities listed: "Southern Poverty Law Center, Inc." with a 68% allocation and a text box containing "136", and "Make-A-Wish Foundation of America" with a 32% allocation and a text box containing "64". At the bottom of the main area are buttons for "< Previous", "Find a Charity", and "Continue >". On the right side, a summary box titled "Your pledge so far:" shows a "TOTAL GIFT" of "\$200.00". Under "Payment Methods:", a green dollar sign icon is next to "\$200.00 PAYROLL \$10.00 x 20". Under "Designations:", there are two entries: a heart icon next to "\$136.00 SOUTHERN POVERTY LAW CENTER, INC." and another heart icon next to "\$64.00 MAKE-A-WISH FOUNDATION OF AMERICA". At the bottom of the summary box is a red button that says "CANCEL AND START OVER".

6. When you have finished allocating your donation between designations, click “Continue.”



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Step 4: Submit Your Pledge

7. 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 this campaign.
8. Click "Finish" to submit your pledge.

The screenshot shows a web interface for reviewing a gift pledge. The main heading is "Review and complete your gift". Below this, there are two checkboxes with text: the first checkbox is for choosing not to release contact information to the designated charity, and the second is for choosing not to release contact information to the public. At the bottom left, there is a "Previous" button. At the bottom right, there is a "Finish" button. On the right side of the interface, there is a summary section titled "Your pledge so far:" which shows a total gift of \$200.00. Below this, it lists "Payment Methods:" with a payroll deduction of \$200.00 (\$10.00 x 20). It also lists "Designations:" with two items: Southern Poverty Law Center, Inc. for \$136.00 and Make-A-Wish Foundation of America for \$64.00. At the bottom right, there is a "CANCEL AND START OVER" button.

Step 5: Repeat this Process to Make Additional Donations

If you would like to make additional donations or edit a donation, you may do so anytime during the campaign enrollment period.

1. Log into the pledge site and click "Make your pledge."
2. You will be given two options:
 - a. **Modify a gift from this campaign**
 - i. Choose this option if you would like to edit a pledge you already submitted. By choosing to modify a gift, you will open your existing pledge for edit. You will need to complete all steps of the pledge process to return the gift to a completed status.
 - b. **Start a new gift and designations**
 - i. Select this option if you would like to make a new donation, using a different payment method that you used for your earlier designation.
3. Once you select an option, follow steps 1-4 from this guide to complete your pledge.

Need help? For assistance, please contact help@charities.org or www.charities.org/support.