



### Step 1: Login and Setup Your User Profile

1. Click "Sign in" from the top right corner of the site.
2. Enter the following credentials for your user name:  
**First Initial + LastName + Employee ID**

Enter the following credentials for your password:  
**Employee ID**

**NOTE:** Enter ID as it appears on your pay stub, including leading zeroes.

3. Once you are logged in, your username will display in the upper right corner of the screen.
4. Click "Make Your Pledge" to start the pledge process.

### 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).

**User Name AND Password Example:**

Employee First Name = John  
Employee Last Name = Smith  
Employee ID = 000123456

User name = First Initial +Last Name+Employee ID

John Smith's user name would be: JSmith000123456

John Smith's password would be: 000123456

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**Log On**

Please enter your username and password.  
[Lost your Password?](#)

User Name	JSmith000123456
Password	000123456

Remember Me

**Sign In**

