**Step 1 - Login**

Click the link in your login email or go to https://community.unitedwayem.ca and enter your user ID. Not sure of your ID or password? You can simply click the Forgot User ID option to have a link emailed to you.

**Step 2 - Choose your pledge type**

The options available to you may vary based on the preferences provided by your workplace.

**Step 3a - Payroll Deduction**

- Enter the amount of your donation per pay period or enter your total donation
- Select the proper number of pay periods if it is not prepopulated for you

**Step 3b - Credit Card — One Time**

- Enter the total amount of your donation
- You will enter your credit card information at the end of the process before confirming your gift

**Step 3c - Credit Card — Monthly**

- Enter the total amount of your donation, this will be divided into 12 equal payments
- Your payment will start in January
- You will enter your credit card information at the end of the process before confirming your gift

**Note – Perpetual Giving**

- Want your donation to continue year after year without having to manually renew your pledge? This option is now available for both payroll and monthly credit card giving; please note you can cancel at any time
- Simply select Yes from the drop down menu
Step 3d - Securities

- Enter the total amount of your donation
- Download and complete the transfer form

Step 4a - Designations

- If you wish to designate part of your gift to a specific impact area, program, registered Canadian charity or another United Way, please select this option before clicking next
- On the following page you will be asked to provide the details of your designations

Step 4b - Designations to Impact Areas

- Simply add the amount you would like designated in the Designated Amount field

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Please complete and submit a Gift of Securities Transfer Form; the form can be found here.

**Total pledge amount:**

$0.00

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**Designations:**

- [ ] I want my gift to make the most powerful impact possible and support the highest priority needs.
- [ ] I would like to designate a portion of my gift to a specific impact area, program, registered Canadian charity or a different United Way.

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**OUR IMPACT AREAS**

To designate your gift to one of our impact areas, simply enter the amount beside the area of your choice.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>🧡 Poverty to Possibility (Donor Choice)</td>
<td></td>
</tr>
<tr>
<td>🧡 Healthy Communities (Donor Choice)</td>
<td></td>
</tr>
<tr>
<td>🧡 Helping Kids Be All They Can Be (Donor Choice)</td>
<td></td>
</tr>
<tr>
<td>🧡 County of Middlesex (Donor Choice)</td>
<td></td>
</tr>
<tr>
<td>🧡 County of Elgin (Donor Choice)</td>
<td></td>
</tr>
</tbody>
</table>

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**Funded Agencies - United Way Elgin Middlesex**

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>🧡 ACCESS Language Translation &amp; Interpretation</td>
<td></td>
</tr>
<tr>
<td>🧡 Arora</td>
<td></td>
</tr>
<tr>
<td>🧡 BGC London</td>
<td></td>
</tr>
<tr>
<td>🧡 Big Brothers Big Sisters of London &amp; Area</td>
<td></td>
</tr>
<tr>
<td>🧡 Big Brothers Big Sisters of St. Thomas Elgin</td>
<td></td>
</tr>
</tbody>
</table>

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Step 4d - Designations to other United Ways

- Search for the United Way by keyword
- Click the add sign beside the correct United Way and add your designation amount (+)

Step 4e - Additional Designations

- Click Write In button
- Add the details or your designation
- To find the Charitable Registration Number, visit the Canada Revenue Agency website

Step 5 - Confirm Your Information

- Ensure the accuracy of the information requested
- This information is used for receipting of gifts, providing you with updates on the impact of your gift and public recognition of specific gift levels

Step 6 - Confirm Your Gift

- Confirm the details of your donation and click “Confirm”