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

**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 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
**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
- To have a portion of your gift forwarded to a registered Canadian charity, the minimum donation must be $100. A fee of $16 will be charged once per year.

**Step 4b - Designations to Impact Areas**

- Simply add the amount you would like designated in the Designated Amount field
- There is no minimum donation or admin fee associated with designating a portion of your gift to the United Way Elgin Middlesex impact areas.

**Step 4c - Designations to our Funded Agencies**

- Each of our Funded Agencies are listed alphabetically
- Simply scroll down and enter your designation in the Designation Amount field
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”