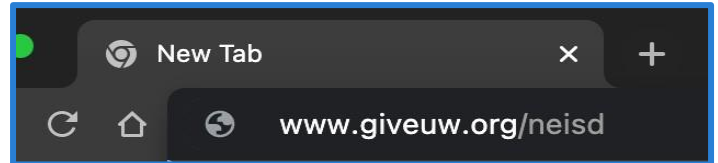




2023 North East ISD E-Pledge Donor Instructions

Step 1: Access the ePledge Donor site by inserting www.giveuw.org/neisd into the address bar



Step 2: Log onto the site by entering the information below:

User ID: Your work email ending in @neisd.net

Password: Your employee ID number

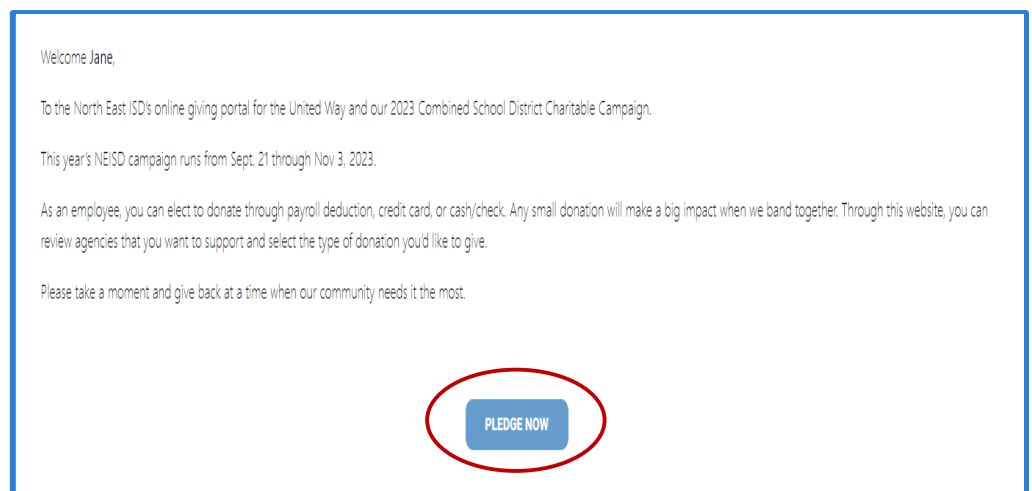
****Do not include the zeros in front of your employee ID number.**

However, if your employee ID is less than 4 digits, add enough zeros in front to make it at least 4 digits.



If you are unable to log in, please contact your Campaign Coordinator

After you have signed in, it will display a thank you message.



Step 3: Select Pledge Now

Entering Your Pledge

Step 4: Select Pledge Type

This is where you can choose how to pledge, with multiple options available.

During the pledging process please **"DO NOT"** use the browser's **"Back"** and **"Forward"** buttons.

The screenshot shows the 'SELECT PLEDGE TYPE' step of the pledging process. At the top, a progress bar includes buttons for 'SELECT PLEDGE TYPE' (highlighted in orange), 'ENTER PLEDGE AMOUNT', 'DESIGNATIONS', 'PREFERENCES', 'VERIFICATION', and 'FINISHED'. Below the progress bar, a message states: 'During the pledging process please "DO NOT" use the browser's "Back" and "Forward" buttons.' Four payment options are displayed with icons: 'Payroll Deduction' (blue button with a document and dollar sign icon), 'Credit Card' (blue button with a card icon), 'Check' (blue button with a checkmark and dollar sign icon), and 'Cash' (blue button with a dollar sign icon). Below these options, a message says: 'After selecting pledge type, use the next button to continue'. At the bottom, there are two buttons: 'NEXT' (blue) and 'CANCEL' (blue).

Step 5: Enter Pledge Amount

Payroll Deduction:

All pledges made now begin collection on January 10, 2024.

You can select any of the payment buttons and it will auto fill the payment information. (\$5.00 minimum)

The screenshot shows the 'ENTER PLEDGE AMOUNT' step of the pledging process. At the top, a progress bar includes buttons for 'SELECT PLEDGE TYPE', 'ENTER PLEDGE AMOUNT' (highlighted in orange), 'DESIGNATIONS', 'PREFERENCES', 'VERIFICATION', and 'FINISHED'. Below the progress bar, a message states: 'Please select your payroll deduction gift amount for the 2023 Campaign. Payroll deductions will begin January 2024.' Another message says: 'Please select your investment amount per pay period or enter an amount below:'. Below this, there are six buttons for selection: '\$42', '\$30', '\$20', '\$10', '\$5', and 'Other' (all in orange). Below the buttons, there are three input fields: 'Deduction Per Pay Period:' with a text box containing '\$10.00', 'Number of Deductions:' with a dropdown menu showing '12', and 'Total Annual Pledge:' with a text box containing '\$120.00'. At the bottom, there are three buttons: 'NEXT' (blue), 'PREVIOUS' (blue), and 'CANCEL' (blue).

Other Giving Options

Credit Card/ Debit Card:

Enter your pledge amount (\$5 minimum)

To donate using a credit/debit card must be a one-time donation; this is a change from previous years.

The screenshot shows a navigation bar with six buttons: 'SELECT PLEDGE TYPE', 'ENTER PLEDGE AMOUNT' (highlighted in orange), 'DESIGNATIONS', 'PREFERENCES', 'VERIFICATION', and 'FINISHED'. Below the bar, the text reads 'Please select your gift amount for the 2023 Campaign.' The 'Pledge Amount:' label is followed by a text input field containing '\$100.00'. At the bottom, there are three blue buttons: 'NEXT', 'PREVIOUS', and 'CANCEL'.

Check:

Make out to United Way Enter your Pledge Amount (\$2 minimum)

Select TODAY's date
Put check number

Deliver check to your coordinator.

The screenshot shows a navigation bar with six buttons: 'SELECT PLEDGE TYPE', 'ENTER PLEDGE AMOUNT' (highlighted in orange), 'DESIGNATIONS', 'PREFERENCES', 'VERIFICATION', and 'FINISHED'. Below the bar, the text reads 'Please make your check payable to United Way, and deliver your check to your Campaign Manager, so they may mark your pledge as having been paid.' The 'Pledge Amount:' label is followed by a text input field containing '\$100.00'. The 'Check Date:' label is followed by three dropdown menus showing 'Sep', '25', and '2023'. The 'Check Number:' label is followed by a text input field containing '1234'. At the bottom, there are three blue buttons: 'NEXT', 'PREVIOUS', and 'CANCEL'.

Cash:

Enter your Pledge Amount (\$2 minimum)

Deliver cash to your coordinator.

The screenshot shows a navigation bar with six buttons: 'SELECT PLEDGE TYPE', 'ENTER PLEDGE AMOUNT' (highlighted in orange), 'DESIGNATIONS', 'PREFERENCES', 'VERIFICATION', and 'FINISHED'. Below the bar, the text reads 'Please deliver your cash to your campaign coordinator, so they may mark your pledge as having been paid.' The 'Pledge Amount:' label is followed by a text input field containing '\$100.00'. At the bottom, there are three blue buttons: 'NEXT', 'PREVIOUS', and 'CANCEL'.

Designate: Where should your donation go?

Step 6: Next designate your gift to your local United Way or Charities

As you select your designations, this table will allow you to see how much of your gift you have designated and how much of your gift remains undesignated.

You will have the option to choose a federation as well as access to a charity search.

To designate, search for the agency name or partner agency by typing any part of the agency name and clicking "SEARCH".

When the name of the agency that you were searching for appears, click on the "+" and enter the donation amount and click on the add button. Continue until the entire donation amount has been designated. The system will tell you when all the money has been designated.

Adding Multiple

Designations: If you wish to designate to more than one agency, search for the agency you want to designate your donation to.

SELECT PLEDGE TYPE → ENTER PLEDGE AMOUNT → **DESIGNATIONS** → PREFERENCES → VERIFICATION → FINISHED

What happens if I don't designate my gift?
If you elect not to designate your gift to a specific agency(ies), your gift will be shared proportionately by all agencies in the SAMA brochure that do receive designations.
If you want to ensure that your gift is not shared by one or more agencies of which you do not approve, then you **MUST DESIGNATE** your contribution to a specific agency(ies).
Please select the agency(ies) you would like to support from the list below or scroll to the bottom of this page to search for a specific agency.

*** The Totals below update automatically as you make your selections. ***

Total Pledge	\$360.00
Total Designated	\$0.00
Total Undesignated	\$360.00

FEDERATIONS

Click on a Federation name below to see the list of agencies for that Federation.

SAMA-CHC: Creating Healthier Communities	\$0.00
SAMA-EarthShare of Texas	\$0.00
SAMA-Local Independent Charities of Texas	\$0.00
SAMA-Local Unaffiliated Agencies	\$0.00
United Way of San Antonio and Bexar County	\$0.00

CHARITY SEARCH

Type any part of the partner agency name or the partner agency code and click search.
Once your search results appear click on the "+" next to the partner agency. Enter an amount and click on the Add button.

haven SEARCH

Result: (1-1 of 1)

Name	Book #
Haven for Hope of Bexar County	630

Result: (1-1 of 1)

1

NEXT
PREVIOUS
CANCEL

It will prompt you to add a designation amount. Insert your designated amount, click add and it will bring you back to the designation page.

United Way of San Antonio and Bexar County

Total Pledge	\$360.00
Total Designated	\$180.00
Total Undesignated	\$180.00

Once you enter an amount in your selected agency(ies) scroll to the bottom of the list and click the Add button.

If the Federation has more than one page of agencies use the Next button at the bottom of this page to advance to the next page of the agency listing.

Name	Designation Amount
San Antonio Food Bank ⓘ	<input type="text" value="\$180.00"/>

Once you enter an amount in your selected agency(ies) scroll to the bottom of the list and click the Add button.

If the Federation has more than one page of agencies use the Next button at the bottom of this page to advance to the next page of the agency listing.

ADD

BACK TO DESIGNATION PAGE

To designate to another agency, click one of the Federations options and it will bring you to a list of agencies to choose from.

You may also search for an agency using the search bar.

Total Pledge

\$360.00

Total Designated

\$260.00

Total Undesignated

\$100.00

FEDERATIONS

Click on a Federation name below to see the list of agencies for that Federation.

SAMA-CHC: Creating Healthier Communities	\$0.00
SAMA-EarthShare of Texas	\$0.00
SAMA-Local Independent Charities of Texas	\$0.00
SAMA-Local Unaffiliated Agencies	\$130.00
United Way of San Antonio and Bexar County	\$130.00

These are your Federation options

Once you have selected an agency, it will prompt you to add another designated amount. Once done, click add and it will bring you back to the designation page.

Once you have designated up to 4 agencies, select next to proceed.

Brighton Center ⓘ

Catholic Charities, Archdiocese of San Antonio, Inc. ⓘ

Child Advocates San Antonio ⓘ

Once you enter an amount in your selected agency(ies) scroll to the bottom of the list and click the Add button.

If the Federation has more than one page of agencies use the Next button at the bottom of this page to advance to the next page of the agency listing.

⏪

ADD

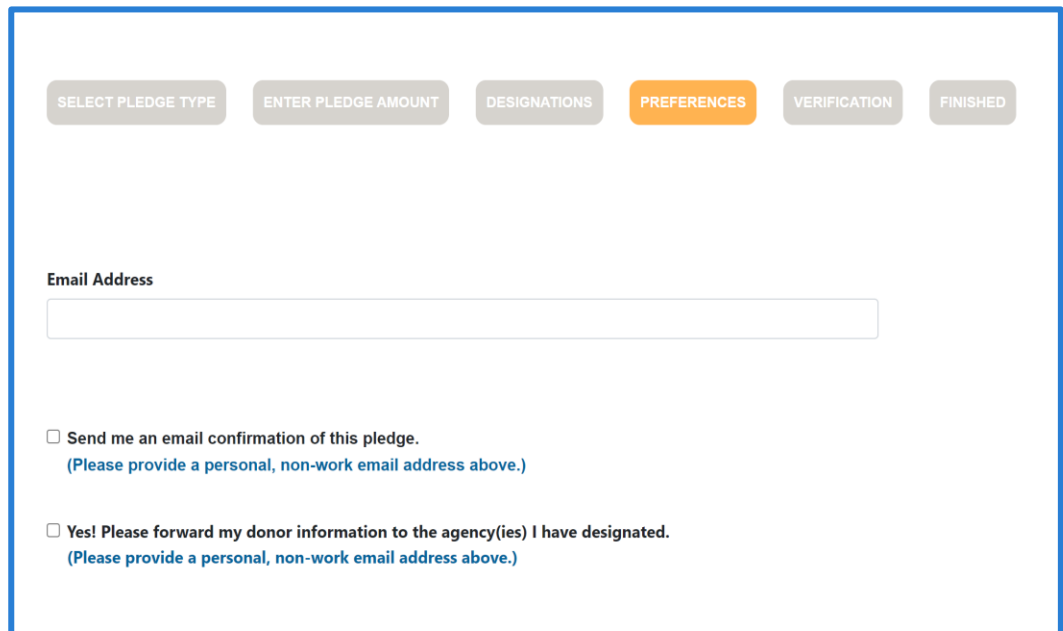
BACK TO DESIGNATION PAGE

Finishing Details

Step 7: Receive an acknowledgement from the charity

If you would like to be recognized for your pledge, please include your personal email address and select one or both boxes.

Depending on the size of your pledge you may be asked to be recognized for leadership.



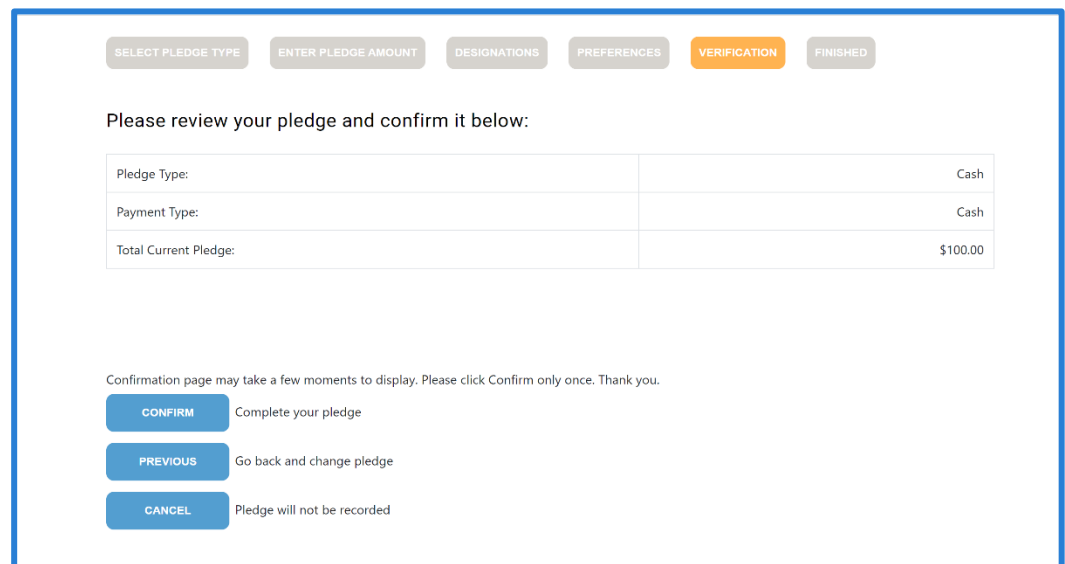
The screenshot shows a progress bar at the top with six steps: SELECT PLEDGE TYPE, ENTER PLEDGE AMOUNT, DESIGNATIONS, PREFERENCES (highlighted in orange), VERIFICATION, and FINISHED. Below the progress bar, there is a section titled "Email Address" with a text input field. Underneath the input field, there are two checkboxes with their respective labels and instructions in parentheses:

- ☐ Send me an email confirmation of this pledge.
(Please provide a personal, non-work email address above.)
- ☐ Yes! Please forward my donor information to the agency(ies) I have designated.
(Please provide a personal, non-work email address above.)

Step 8: Confirm your pledge, designations, and acknowledgements

Before proceeding, please review your pledge for accuracy.

After you confirm you will receive your confirmation email and can print your confirmation for your records.



The screenshot shows a progress bar at the top with six steps: SELECT PLEDGE TYPE, ENTER PLEDGE AMOUNT, DESIGNATIONS, PREFERENCES, VERIFICATION (highlighted in orange), and FINISHED. Below the progress bar, there is a section titled "Please review your pledge and confirm it below:" followed by a table:

Pledge Type:	Cash
Payment Type:	Cash
Total Current Pledge:	\$100.00

Below the table, there is a message: "Confirmation page may take a few moments to display. Please click Confirm only once. Thank you." followed by three buttons with their respective actions:

- CONFIRM** Complete your pledge
- PREVIOUS** Go back and change pledge
- CANCEL** Pledge will not be recorded

Thank you for investing in your community through the North East ISD Combined School District Campaign.

If you have any questions, contact your campus/department coordinator.