



## Online Pledge Form Instructions

**Step 1:** Fill out all personal information (i.e. Name, address, email, etc.)

**ENTER YOUR SCHOOL OR WORK LOCATION IN THE EMPLOYER FIELD**

**Step 2:** Check whether you would like to be a part of a UWVP membership group.

- Women United members must make an undesignated donation of \$250 or more
- Emerging Leaders members must make an undesignated gift of \$100 or more and must be in their 20s or 30s (Birthdate is required)

**Step 3:** Add the amount (if any) you would like to go to United Way of the Virginia Peninsula Impact Fund

**Step 4:** Add the amount (if any) you would like to go to another 501(c)3 organization (this is called a designation)

- To add a designation, simply type the 501(c)3 organization in the blank named "Designation to 501(c)3 Organization"
- You can add as many designations as you would like. Simply click the blue "add another designation" button to add another designation to your donation.

\*The total amount of your gift including gifts to United Way of the Virginia Peninsula and designations will be totaled next to "Grand Total."

**Step 5:** Use the check boxes under "Grand Total" to signify how you would like to be recognized for your gift

**Step 6:** Fill out payment information

- Payroll Deduction: A small donation comes directly out of each paycheck you receive. If you choose this option, you must signify how many paychecks you would like the deduction to be taken out of.
- Bill Me: A bill will be sent in the mail to your home address
- Credit Card: Choose the number of installments you prefer and fill out all billing information

**Step 7:** Click submit and you are done! You will be receiving a confirmation email shortly.