UNITED WAY
Warren County

ePledge Guide

ePledge:

United Way of Warren County's ePledge is an online giving and donor management tool that makes running a campaign faster, easier, more cost effective and efficient. By using the ePledge system, you can significantly reduce campaign related expenses, without diminishing your campaigns momentum and success.

Key Features of ePledge:

- Fast, secure real time data
- Customizable for your organization
- Campaign reports available in spreadsheet or adobe format
- Donors can update and manage their own personal information
- Instant recognition and receipt of gift made by donor

Benefits of ePledge:

- User friendly (easy to track who has given and who has not given)
- Environmentally friendly (no more paper pledge forms or envelopes)
- Reduces administrative burdens to company
- Increases accuracy of donor information by eliminating errors due to handwriting interpretation and keying mistakes
- Increases confidentiality of donor information
- Decreases employees' perception of coercion
- Multiple reports available to summarize donor support

Please provide the following items to UWWC at least 30 days prior to your kickoff:

1. The start and end date of your campaign.
2. A complete list of all employees and their email addresses in an Excel spreadsheet or .CSV file. Everyone must have access to email and be required to check it on a regular basis.
3. Organizational approval for electronic communications from United Way of Warren County to be allowed through security settings.
4. Your company or organization logo in JPEG form (500 x 378 pixels)
5. Number of pay periods: For example, is it 12, 24, 26 or 52?
6. Name of ePledge Administrator and email address.

If you have any questions, please reach out to your United Way Account Manager, or contact Kali Tissandier at ktissandier@uwwcoh.org.

UNITED WAY
Warren County

ePledge Guide

Frequently Asked Questions:

Is ePledge secure?
Using the employee list provided to United Way of Warren County, a unique user ID and embedded password is created specifically for each employee and sent in an email directly to the employee.

What if we have employees who don't have email addresses?
We suggest you offer both ePledge and traditional paper pledge forms to employees. United Way of Warren County will enter the paper pledge forms into your ePledge campaign. Ask your United Way of Warren County Campaign Account Manager for a report envelope. Enclose your pledge forms and complete the front of the envelope. Contact your UWWC Campaign Account Manager at 513-932-3987 to pick it up.

Is there a minimum number of employees required to use ePledge?
No. We can accommodate your company no matter how big or small.

Does ePledge require a minimum gift amount?
A minimum gift amount can be determined by the company based on pledge type. ePledge has a default payroll amount of $1.00 per pay period. Pledge type by credit card has a default of $25.00.

Are there fees for using ePledge?
No. The service is provided to you free of charge by United Way of Warren County. UWWC has invested in this campaign technology to upgrade the donor experience, to meet the expectations of donors, and adapt to the fast-paced work environment.

What is someone loses or deletes their link?
Someone who loses or deletes their link or has difficulty signing on should contact the United Way of Warren County ePledge administrator, at 513-932-3987 or ktissandier@uwwcoh.org for immediate assistance.

What if an employee wants to change their pledge?
Ask them to contact the United Way of Warren County ePledge administrator, at 513-932-3987 or ktissandier@uwwcoh.org.

Can I enter special events or corporate gifts in ePledge?
No. ePledge is a portal for employee donations only. Instead, put these gifts, including any paper pledge forms, in a traditional report envelope and drop it off to UWWC.

UNITED WAY Warren County

ePledge Guide

Frequently Asked Questions:

When do I get my payroll file?
When your company's campaign is complete, contact your UWWC account manager and let them know to turn off your ePledge campaign. At that time, we will provide you with a transaction report for your payroll department.

This is our first year to use ePledge. What are the best ways to promote this change to our employees?
It is important that you inform your employees that you are using ePledge. Take time at your employee campaign meetings to highlight the ePledge giving portal and explain what they can expect and how to use it.

If you have any additional questions, please contact Kali Tissandier at ktissandier@uwwcoh.org.