

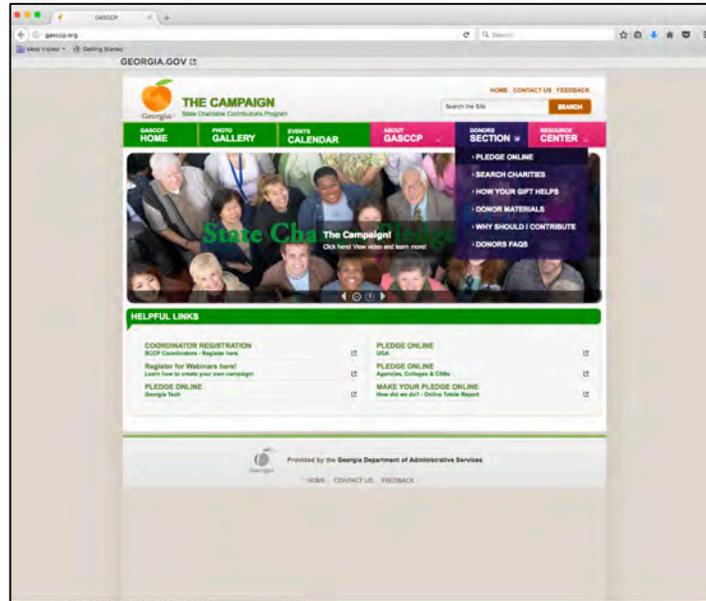
# ONLINE GIVING INSTRUCTIONS

## Creating Your Giving Account and Making A Donation

### How to Log into the Giving Site

#### STEP 1:

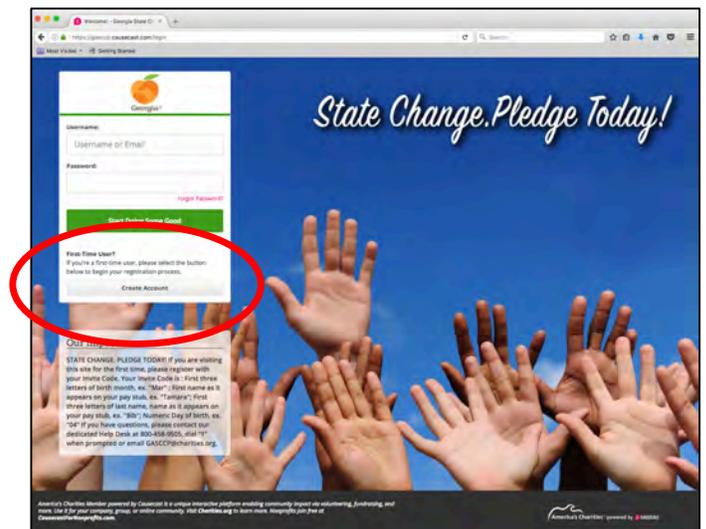
Visit The Campaign's website, [www.gasccp.org](http://www.gasccp.org) and navigate to the "Donors Section" and click "Pledge Online."



#### STEP 2:

**FIRST-TIME USERS:** As a new user to this website and in The Campaign, you must create an account to donate online.

1. **Click "Create Account" and enter your "Invite Code."** Your Invite Code is the: First three letters of birth month, ex. "Mar"; First name as it appears on your pay stub, ex. "Tamara"; First three letters of last name, name as it appears on your pay stub, ex. "Bib"; Numeric Day of birth, ex. "04" In this example, you will enter If you have questions, please contact our dedicated Help Desk at 800-458-9505, dial "1" when prompted or email [GASCCP@charities.org](mailto:GASCCP@charities.org).



**\* If you receive a message that your "Invite Code" does not work, you may also request an invite code at [GASCCP Invite Request](#).**

- After entering your “Invite Code” and clicking “Submit,” a “Welcome Screen” will appear and prompt you to:
  - Create a Username and Password (**Passwords must be at least 8 characters long and contain one uppercase letter, one lowercase letter, one number and one special character (!@#%\$%^&\*)**).
  - Click “Start Doing Some Good” to enter The Campaign’s giving site.
  - You may return to the site any time during the campaign using your username and password.

**Please note:** If you wish to receive e-mail notifications from the giving site, you must include a valid e-mail address when setting up your account. To ensure you entered the correct e-mail address, you can check your profile once you have entered the site. Below are steps to assist you in updating your e-mail address once in the giving site.

- Click the dropdown in the upper right corner of the giving site dashboard next to your name
- Select Profile.
- Click Edit Profile. (Located under the box where you can insert a picture).
- Insert your e-mail address here.
- You may also edit your time zone (use the dropdown menu under time zone – please select New York to configure to Eastern Time).
- Scroll to the bottom of the page and save your changes.

**Welcome!**  
Thank you for signing up. We just need you to create an account with a unique username and password.  
Password must be at least 8 characters long and contain one uppercase letter, one lower case letter, one digit and one special character (!@#%\$%^&\*).

Create A Username:

Email:

Create A Password:

Repeat Password:

Please confirm your location so we can suggest opportunities near you.

Country:

Province:

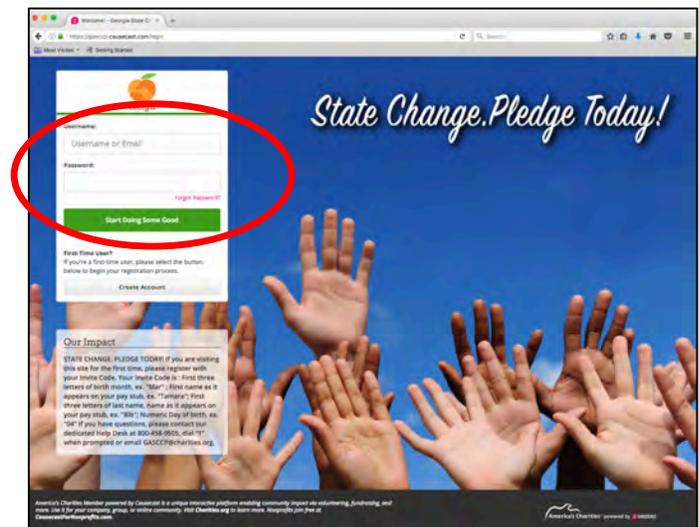
Postal Code:

**Start Doing Some Good**

## EXISTING ACCOUNT: ALREADY HAVE AN ACCOUNT

- Enter your username and password created when you first logged into the site. If you do not remember your password, please click on the “**Forgot Password?**” link.

For assistance recovering your password, email: [GASCCP@charities.org](mailto:GASCCP@charities.org), call (800) 458-9505, (dial “1” when prompted), or visit [www.charities.org/support](http://www.charities.org/support).



## Explore The Campaign's Website

Here is an example of what you'll see once you are logged into our online giving site, which includes the following ways to give and stay in-the-know about charities and our employee giving news (all of these can be accessed using the navigation menu on the left):

### Give:

Click on "Give" from the navigation menu to search for charities to donate to via recurring payroll deduction, credit card and Paypal.

### Campaigns:

From October 17 –December 2, 2016, the Montgomery County Employee Giving Campaign will run online. To donate to the campaign, click on "Learn More and Give Today" from the rotating banner at the top of the page.

### News & Announcements:

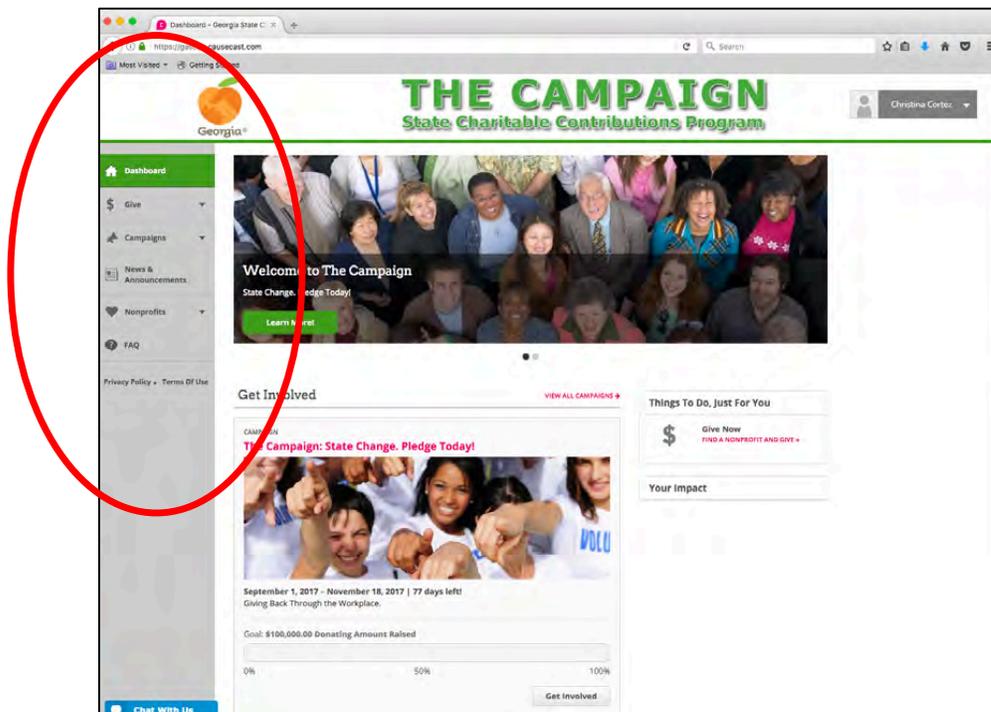
Check this part of the site regularly for special news and announcements.

### Nonprofits:

If you want to support a charity that isn't listed or you can't find it using the charity search, click "Nonprofits," from the left navigation and complete the "Request a Nonprofit" form to request a charity you'd like to support.

### FAQ & Online Support:

Have a question about how the campaign works? How donations work? Visit the FAQ section for answers, and if you still have a question use the Online chat tool (bottom left corner of the screen) for assistance.



## How to Donate Online

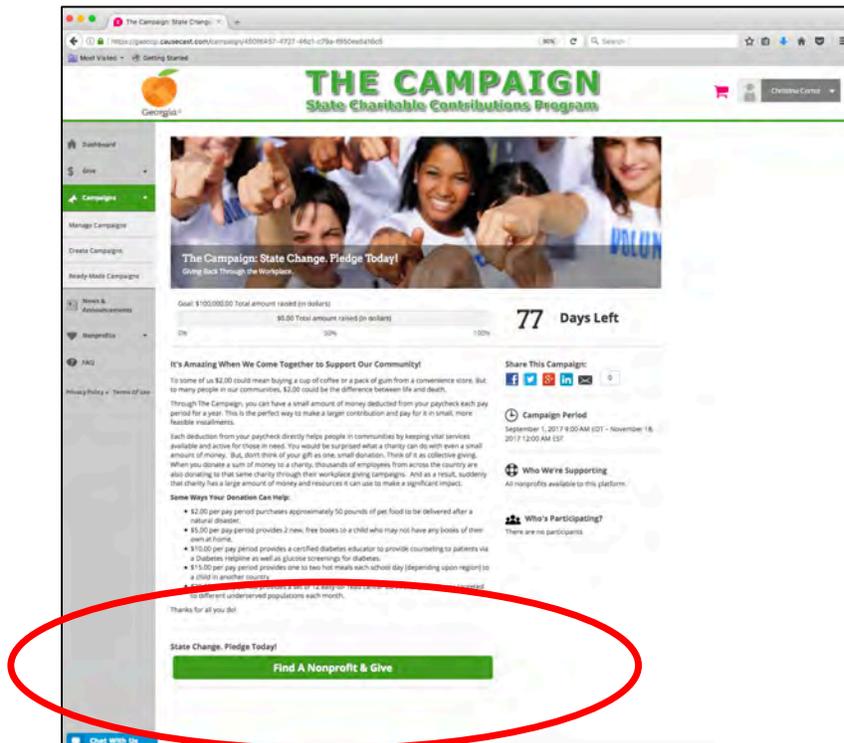
Once you have logged into the site and are ready to start the pledge process, click on your designated Agency campaign located under the “Get Involved” text in the middle of the page.

If your individual Agency does not appear, you can begin your pledge process by clicking “Give” from the left side navigate bar, or you can click “Get Involved” from The Campaign: State Change. Pledge Today!” campaign located on the page. **See this example below.**

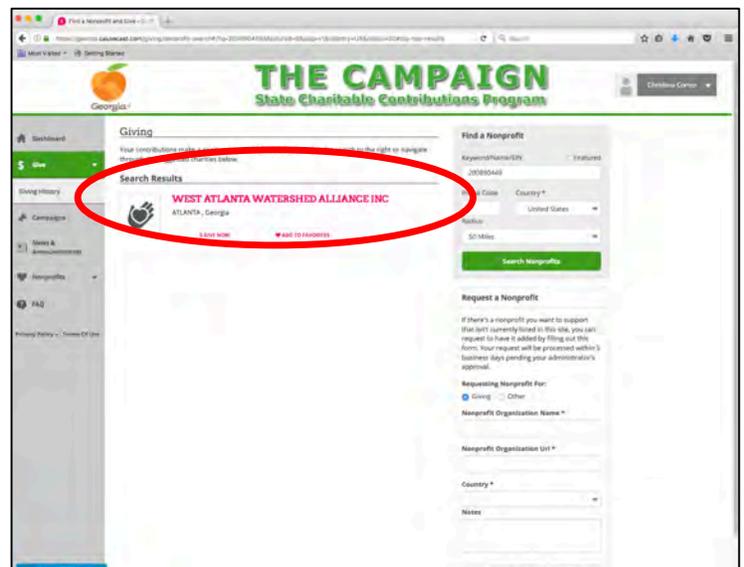
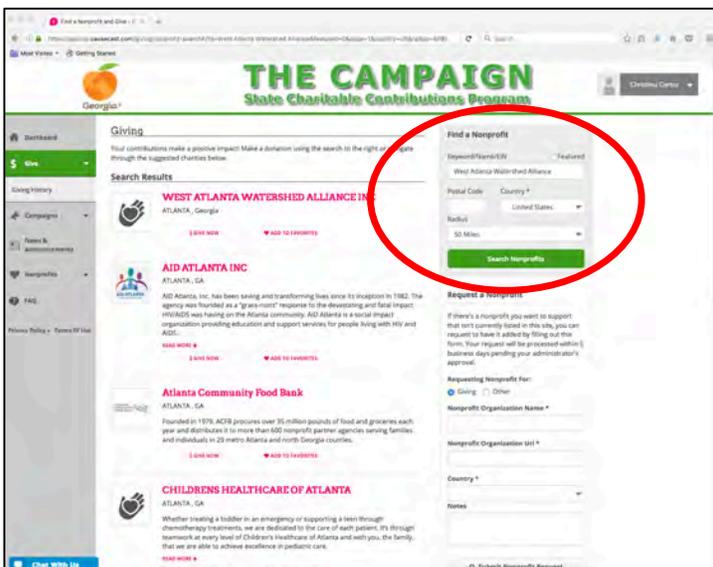
The screenshot shows a web browser window displaying the Georgia State Charitable Contributions Program website. The page features a navigation menu on the left with options like Dashboard, Give, Campaigns, News & Announcements, Nonprofits, and FAQ. The main content area is titled "THE CAMPAIGN State Charitable Contributions Program" and includes a "Welcome to The Campaign" banner with a "Learn More" button. Below this, the "Get Involved" section is highlighted with a red circle. It features a campaign card for "The Campaign: State Change. Pledge Today!" with a photo of people, the dates "September 1, 2017 - November 18, 2017 | 77 days left!", the goal "\$100,000.00 Donating Amount Raised", and a progress bar showing 0% completion. A "Get Involved" button is visible at the bottom of the campaign card. To the right of the campaign card, there are sections for "Things To Do, Just For You" and "Your Impact".

## STEP 1: FIND A CHARITY

1. After clicking on your Agency's campaign, click "Find a Nonprofit & Give" located at the bottom of the page.



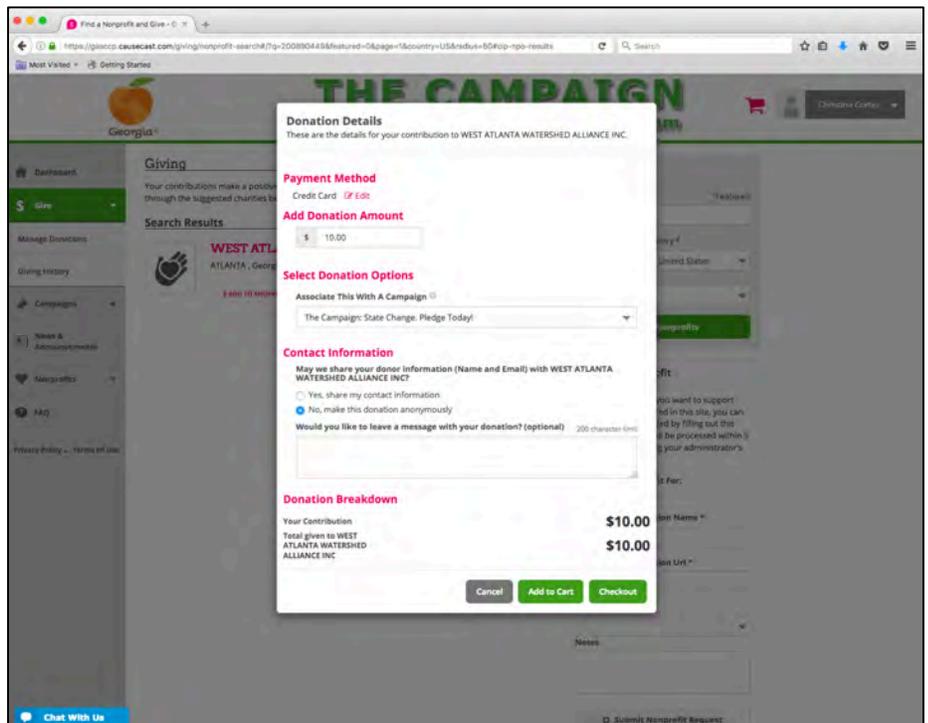
You can search for participating nonprofits by charity name, keyword, EIN number (listed at <http://gasccp.org/search-charities>) and by postal code, including charities nearest you by postal code and radius. Simply enter your search criteria in the "Find a Nonprofit" box on the right side of your screen. Your search result will appear once you click "Search Nonprofits."



2. When you find a charity you want to support, click the "Add to Shopping Cart" link located under the charity name to start the pledge process.

## STEP 2: ENTER YOUR PLEDGE PREFERENCES

- **Donation Details:** A pop-up box will appear with “Donation Details” where you can edit your payment method. Your giving options are recurring payroll deduction, and one-time and recurring credit card and PayPal transactions. Under “Add Donation Amount” enter the amount you would like to pledge (**if giving by payroll deduction this is the amount that will be deducted each pay period**). Ensure you are donating through your Agency’s

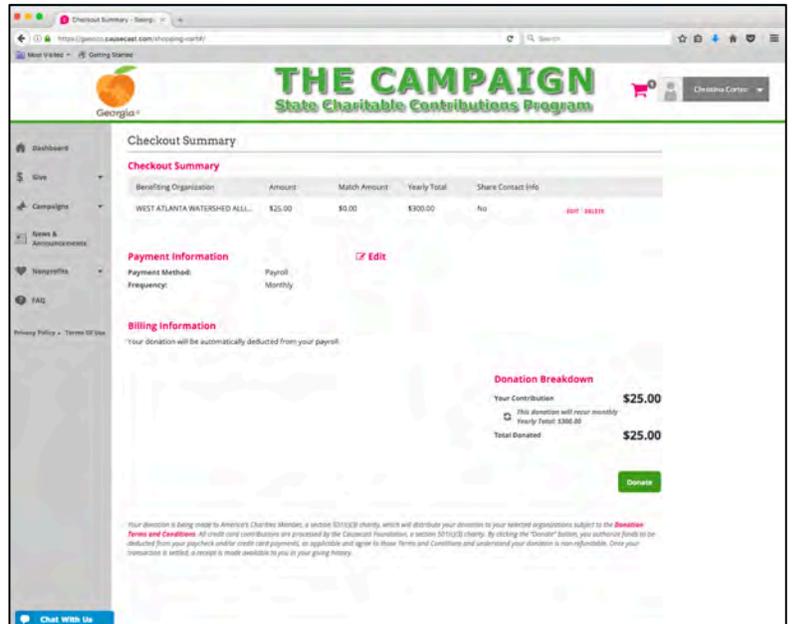
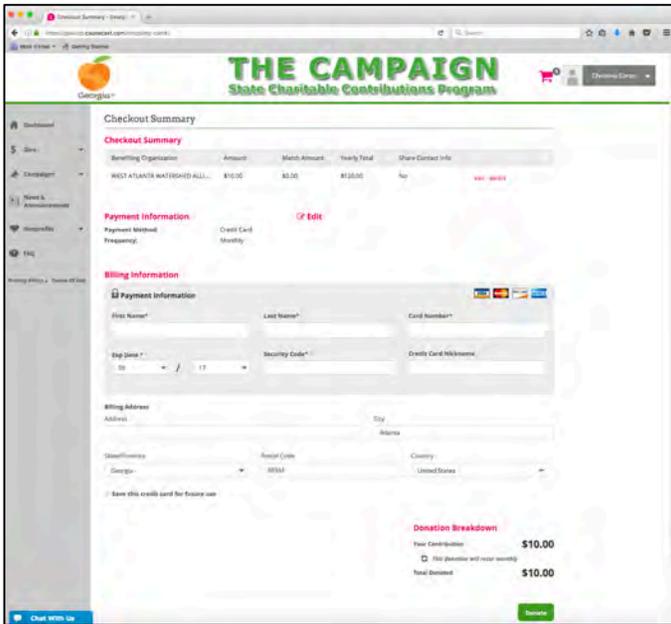


campaign (review the campaign name that appears in the dropdown box) Add “Contact Information” to receive an acknowledgment, and then select “Checkout” (to complete your pledge) or “Add to Cart” (to place additional charities to your charity shopping cart).

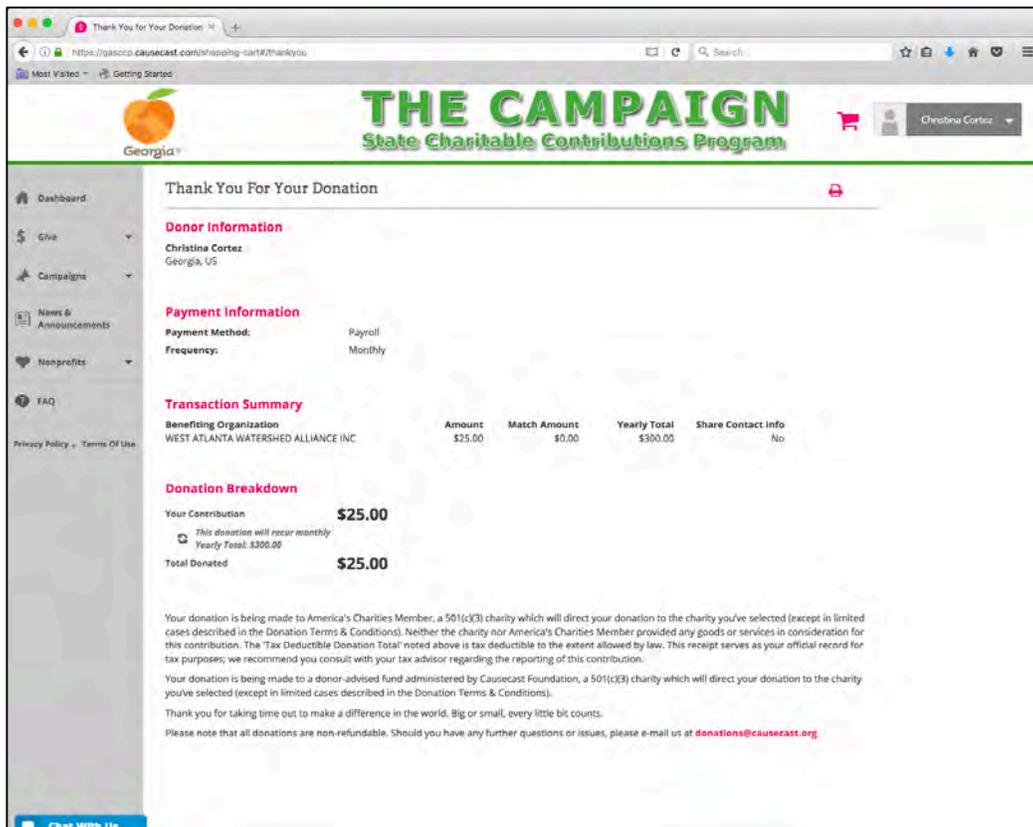
- **Unlimited Charities:** You can support an unlimited number of charities. To donate to multiple charities, click the “Add to Cart” button and your donation to the charity will be saved in your shopping cart. Once you are done selecting charities to support, click the “Checkout” button to complete the pledge process. ALL the charities and the respective donations to each will display in a “Shopping Cart” for you to review before finalizing your transaction.
- **Payment Method:** Please note that the shopping cart functionality is for multiple gifts of the same payment method, i.e., all payroll gifts or all credit card donations. If you wish to donate by payroll and by credit card, those must be completed in separate shopping cart transactions. The online site cannot accept cash or paper checks. A paper pledge form must be used for these gifts.
- **Payment Frequency:** For payroll deductions, the payroll frequency listed is tailored to automatically mirror your pay frequency, e.g. biweekly, monthly.
- **Contact Information:** To receive an acknowledgement from the charity, check “Yes” under “Contact Information.” You may include a short message with your donation, which will be provided to the charity.

### STEP 3: CHECKOUT AND SUBMIT YOUR PLEDGE

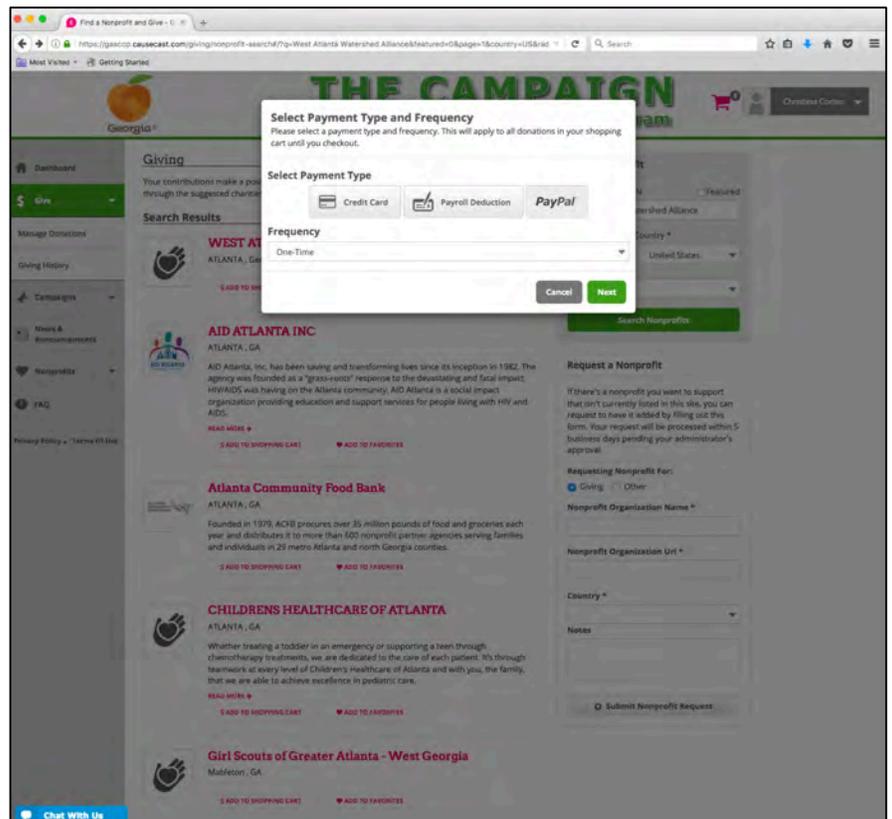
- Checkout:** Once you select “Checkout,” a “Checkout Summary” will appear, allowing you to edit your pledges and payment information. See examples below for the “Check Summary” based on your donation type.



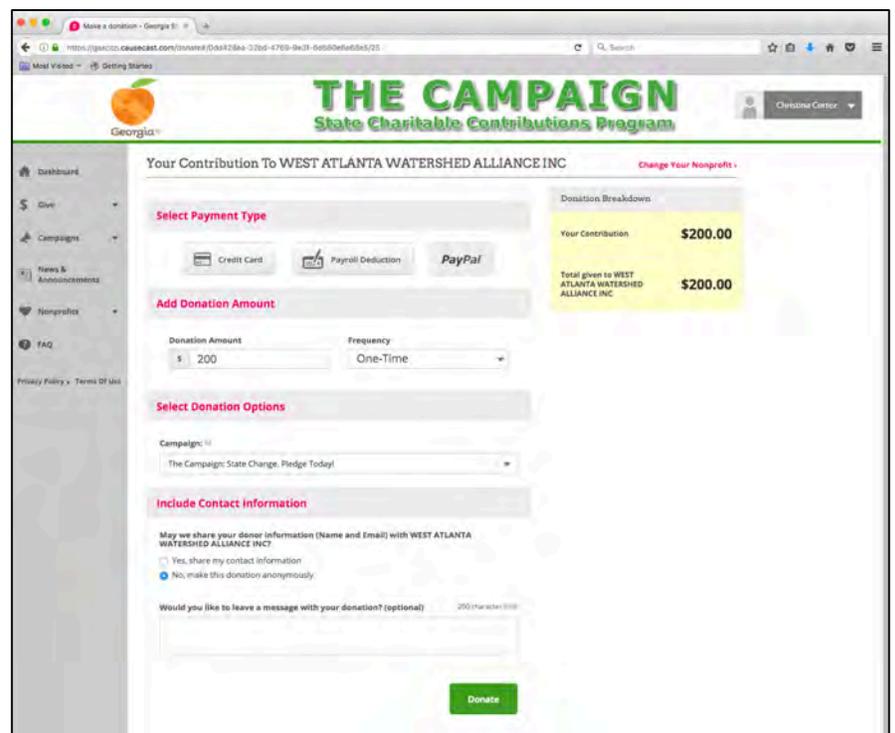
- Donate:** Once you click the “Donate” button your pledge is complete. You will be presented with a receipt of your pledge(s). From this page, you can print a copy of your receipt for your records.



- **PayPal Donations:** PayPal donations are handled outside of The Campaign’s giving site. You will be redirected to the PayPal site, where you will login to complete your transaction.



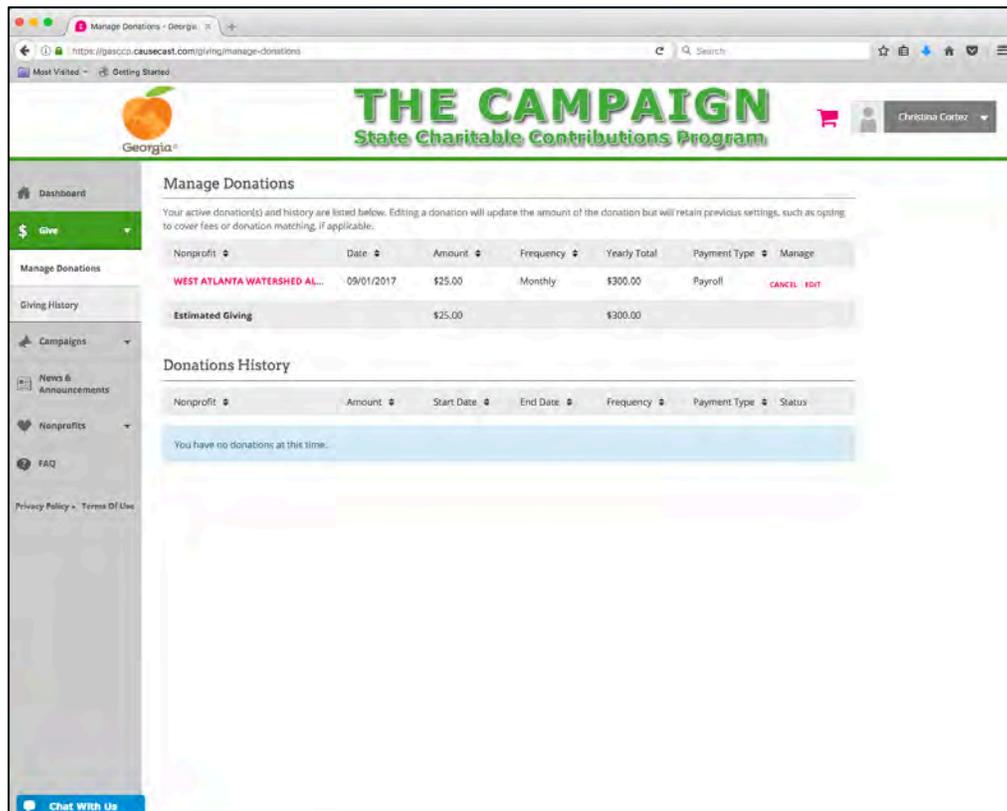
- The giving site will step you through the PayPal giving process.
  1. Click “PayPal.”
  2. Add your “Donation Amount” and click “Select Donation Options.”
  3. Ensure you are donating through your Agency’s campaign (review the campaign name that appears in the dropdown box) and click “Include Contact Information” to continue and receive an acknowledgment from the charity, and then select “Donate” to proceed to PayPal to complete your transaction.



For assistance, email: [GASCCP@charities.org](mailto:GASCCP@charities.org), call (800) 458-9505, (dial “1” when prompted), or visit [www.charities.org/support](http://www.charities.org/support).

## How to Edit My Pledge

Once you submit your pledge by payroll deduction, you can edit or cancel your pledge by clicking “Give” from the navigation menu and select “Manage Donations.” A list of charities you pledged to will display. Click “Edit” or “Cancel” next to the donation you would like to modify.



Credit card and PayPal transactions must be cancelled through your banking or credit card provider.

For further assistance, email: [GASCCP@charities.org](mailto:GASCCP@charities.org), call (800) 458-9505, (dial “1” when prompted), or visit [www.charities.org/support](http://www.charities.org/support).

