

## Making Your Gift on iPledge: Easy, Quick and Convenient

In your browser, type the name of your workplace's unique iPledge URL address.

Click on DONATE NOW or PLEDGING>MAKE A PLEDGE.

**New donor?** Select SIGN ME UP AS A NEW DONOR.

Select your division. Enter your name and email address, and create a unique username and password; click to complete your registration.

Already have an iPledge account? Enter your username and password.

Review and update your profile as needed.

For new and existing donors: scroll down slightly and select how you'd like to give (pledge type).

Enter total amount you'd like to give. Click on GO TO NEXT STEP.

Enter your employee ID number (if required) and work phone number. Click to go on.

Want your information released to your charity(ies) so they can thank you? Want to make a pledge in honor or memory of someone? Enter the appropriate information and click to go on.

Use the inner scroll bar to review the curated list of top local charities provided for your convenience, organized by cause area. Use SEARCH MODE if needed. Click on the green plus signs to expand information. Click ADD TO PLEDGE for your selection(s).

Want to give to a charity not on the list?
Click ADD WRITE-IN CHARITY and enter needed information.

Use the outer scroll bar to go down the page slightly and see your charity choices. Then, allocate your total donation to your selected charity(ies).

Add your signature and any comments you might have; click on COMPLETE THIS PLEDGE, then LOGOUT.

Look in your email for a pledge confirmation receipt, which also serves as tax acknowledgement. You can also login to your account anytime to email yourself a copy of your pledge, or to print it.

## Feel good; you're helping to power a bright future!

Questions? Email us: giving@cshares.org