

# Donor Pledging Instructions – United eWay

Welcome to on-line pledging – the United eWay!

Pledging on-line is safe, fun, and easy, and can be done in just a few simple steps! The below instructions will help to ensure that you will have a pleasant, hassle-free method of giving back to your community. Let's begin.

## Step 1. Login:

- Access the eWay donor site with the following address:  
<https://portal.johnshopkins.edu/unitedway>
- Type your Username, which is your JHED ID, next your JHED Password.
- After login is complete you will be directed to the homepage of your company's personalized eWay website.

## Step 2. Make Your Pledge (determining your contribution amount):

- Click on the "Pledge Now" icon in the upper left-hand column of your screen.  
**NEW THIS YEAR:** If you donated to United Way by payroll deduction during the 2008 campaign, your prior pledge will be automatically loaded on to the next page. If you want to keep your pledge the same, all you have to do is click on "Continue with my pledge as shown" and you will skip to Step 4. If you want to change your pledge, click on "Change my pledge and/or designation" and you will be directed back through the pledging system.  
Select your preferred method of payment from the list of available giving options.  
**NOTE:** If you select cash or check, please send along with a copy of your confirmation page to:  
United Way 2009 Campaign  
Johns Hopkins Health System  
600 N. Wolfe Street  
Admin Building Suite 420  
Baltimore, MD 21287
- Click "Continue".  
**NOTE:** Always use "Back" and "Continue" to navigate through this pledging system. Using the back arrow on your browser will take you out of the site.
- Type in or select your gift amount.
- Scroll down and choose to either invest your gift in the United Way of Central Maryland, Inc, *the best way to make a difference* or choose to invest in one or more specific impact areas or agencies.
- Click "Continue".  
**NOTE:** If you choose to contribute your entire gift in the United Way of Central Maryland, Inc, you will be directed immediately to Step 4. If you choose to invest in an impact area or agency, you will be directed to Step 3.

## Step 3. Invest Your Contribution (deciding who will receive your pledge):

- You may choose to contribute to UWCM, the JHU Neighborhood Fund, any of the 4 impact areas or a specific agency.  
**NOTE:** For all of the UWCM impact partners, select the first option and search by name or organizational number (an agency listing is available at [www.hopkinsmedicine.org/unitedway](http://www.hopkinsmedicine.org/unitedway). The minimum amount to designate is \$50 per agency. You may also select any other health or human service non-profit agency by searching the national data base or writing in your agency. If you write in, please provide as much information about that agency as you can. You may select up to 8 agencies. If you have additional agencies you would like to include, please write them on a piece of paper and send to JHM Campaign for United Way at the address listed above. If UW determines that your agency is ineligible to receive funds, they will contact you.

- If applicable, assign a percentage value to each agency selected to total 100% or a dollar amount to equal total amount pledged.
- If you have invested your gift in one or more of the above areas and do not want a particular agency to receive a portion of your gift, please indicate the agency in the “Negative Designations” box.
- Click “Continue”.

**Step 4. Review Personal Information & Confirm Your Gift:**

- Review personal information (not required) and edit if necessary.  
NOTE: If you would like to receive an acknowledgement or tax receipt from United Way, you must provide your address information.
- Fill out the required fields.
- Click “Continue”.
- Review this screen carefully and confirm that your pledge information is correct.
- If you make a mistake, click the appropriate “Edit” icon to adjust your information accordingly.  
NOTE: To remove an agency from your list of designations, click the “x” which is located on the right side of the page.

**Step 5. Submit Your Donation:**

- Click “Submit Donation” to complete your transaction and execute your on-line pledge.
- Print this page for your records. This is also your ticket to the Hot Dog Lunches on 10/29 and 11/5.

***Thank you for using the United Way of Central Maryland’s eWay pledging system and supporting your local United Way! Please submit all check payments to your departmental UW Campaign Coordinator immediately for timely handling. If you experience any problems making your on-line pledge, please contact:***

United eWay Administrator  
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