Online Pledge Instructions

Note: **NEVER** use the web browser's **back** button. Instead, use the **Next** and **Back** buttons near the bottom of each page.

ACCESS THE EPLEDGE SITE:

Access the ePledge site by signing into myOhio.gov, visit the State News and Events page and click on the myCCC Click to Donate tile (located in the app store for Ohio Turnpike employees).

- The ePledge home page contains the welcome message and several useful features:

    o To see giving history for the last five years, click on **Past Year Pledges** from the top menu.
    o To update your profile, click on **Your Account Profile** from the top menu.
    o The **Help/Resource section** located in the right side of the top menu contains additional campaign information.
    o To make a pledge, select the Pledge Now option.

REPLICATE YOUR PLEDGE OR CREATE A NEW PLEDGE

If you made a pledge in last year's Combined Charitable Campaign, you may be given the option to replicate that pledge for the current year if certain conditions are met. If your pledge is not eligible for replication, you will not be given this option and will follow the normal pledge process.

CHOOSE A PLEDGE TYPE OR NO PLEDGE – On the Pledge Type Selection page, click <u>one</u> of the following buttons:

- **Payroll Deduction** (minimum pledge of $1 per charity per pay period)
- **Credit/Debit Card** (minimum pledge of $26 and $3 per charity)
- **Electronic Check** (minimum pledge of $26 and $3 per charity), or
- **Thank you, but I don't wish to contribute this year**.

Note: To donate via cash or paper check, please complete a pledge form and turn it in to your Agency Campaign Coordinator or mail it to State of Ohio CCC, Attn: Bryan Shelton, 215 N. Front St., Suite 600, Columbus, OH 43215. Pledge forms can be obtained from your Agency Campaign Coordinator, at Ohio.gov/OhioCCC, or in the ePledge **Help/Resource section.**

DESIGNATE YOUR DONATION *(OPTIONAL)*

- Click Designations.
- To search for a charity, search by charity code **or** a keyword of its name in the **Charity Search** box. The **Help/Resource section** in the right margin includes links to the **2023 Resource Guide** to help you find the correct charity.
- Click on the plus sign (+) after the desired charity, then enter the **ANNUAL** amount that you want to donate.
- Repeat these steps to donate to other charities. When you have finished, continue to next section.
- To make an undesignated pledge, skip the Designations section.

COMPLETE YOUR PLEDGE

- Provide your donor information in the "Please check your information section." Check boxes to indicate your recognition preferences. Click **Next.**
- Verify all information on your pledge. If you do not see designation information immediately below the pledge details, then your pledge has been entered as undesignated. To change anything, click on the appropriate section.
- To pledge via payroll deduction, select **Confirm** to complete your pledge. Print the Confirmation page for your records.
- To pledge by credit card or electronic check, continue to the secure Payment Authorization section. Enter the information requested, then click **Confirm & Pay**. Print the Confirmation page for your records.
- Please share your thoughts by completing the brief survey at the link on the Confirmation page.
- A confirmation email of your pledge will be sent.

MAKE CORRECTIONS / TROUBLESHOOT

- Do not attempt to make any corrections to your pledge once it has been confirmed. If you need to make changes to your pledge, have questions, or need help logging in, please contact the CCC team at StateofOhioCCC@UWCentralOhio.org.
- For other questions about completing your pledge, contact your Agency Campaign Coordinator. A list is provided at: Ohio.gov/OhioCCC and also is available on the ePledge site.
- **IMPORTANT:** Once you have completed your pledge online, you should not complete a paper pledge form or enter another online pledge **unless you wish to make an additional pledge.**

    THANK YOU for your donation to the State of Ohio Combined Charitable Campaign!