

BASIC ePLEDGE CHECKLIST

We're excited you've decided to use ePledge for your United Way campaign!
Please send information needed to build your site to your Associate Director of Philanthropy.

- Company logo (*color, JPEG or GIF file*)
- Campaign dates (*both kickoff and completion dates*)
- Payroll deduction start date
- Desired pledge types:
 - Payroll deduction
 - Bill me
 - Credit/Debit card (Pay Now)
 - Credit/Debit card (Pay Later) - *Donor will be charged based on schedule they select: one time, later date, monthly, quarterly*
 - PayPal
 - Check/Cash - *provide instructions of person/place funds should be delivered*
 - No pledge at this time
- Number of pay periods (*by employee if multiple pay period schedules are used*)
- Offer designations or not
- Branches/Locations (*if applicable*)
- Information your HR needs to process payroll deductions (*FT/PT/Exempt/Non-Exempt*)

Questions? Contact your Associate Director of Philanthropy at (316) 267-1321.

