

# PREMIER 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
- Employee data (*provide as spreadsheet*)
  - First and last name (*in separate columns*)
  - Work email
  - Unique employee ID (*optional*)
  - Current United Way pledge per pay period
  - Number of pay periods (*by employee if multiple pay period schedules are used*)
  - Branch/Location (*if applicable*)
- 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
- Offer designations or not
- Information your HR needs to process payroll deductions (*FT/PT/Exempt/Non-Exempt*)
- Custom Email Messaging - *Your Associate Director can work with you to develop your email templates.*

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

