CALIFORNIA STATE EMPLOYEES GIVING PORTAL

HOW TO GUIDE
join Our Promise in three easy steps

This year, setting up your monthly charitable gift is as easy as 1-2-3 with the Our Promise Online Giving Portal.

1. To get started, be sure that you’ve signed up for an account with Cal Employee Connect first. Login between September 1 and October 31, 2020 to find the “Click to Enroll” button on your User Profile page. Complete the registration process on the new Our Promise Online Giving Portal.

2. Then ask yourself, “What am I passionate about?” Find one of the many certified nonprofits listed in the Nonprofit Guide (NPG), or search online at OurPromiseCA.org/find-nonprofit. You may also give to ANY nonprofit with a valid 501(c)(3).

3. After you’ve explored causes that you’re passionate about, decide how much you’d like to donate per monthly pay period. Login to your new Our Promise Online Giving Portal account to complete your e-Pledge.

   Here you can indicate which nonprofit(s) you wish to support and how much you wish to donate monthly or make a one-time gift. If you are an existing donor, you’ll be able to make changes, make a one-time gift, or cancel your payroll deductions.

CONGRATULATIONS!
YOU ARE NOW HELPING US KEEP CALIFORNIA STRONG FOR ALL!

VISIT OurPromiseCA.org/2020-campaign FOR MORE
CREATE YOUR OUR PROMISE ACCOUNT

CONNECT

From your Cal Employee Connect page, click USER PROFILE and then select the Our Promise Click to Enroll button.

A pop-up will appear, allowing you to copy your Employee ID number. After you click the Copy button, select Go To Our Promise.

A new tab will open. Paste your Employee ID in the designated box.

NOTE
If you haven’t signed up yet for Cal Employee CONNECT you’ll need to do that first.
REGISTER

Please enter your information to create your account. Steps will include:

- Creating a User ID and Password.
- Entering your home address, email, and phone (as your work info may change).

You will receive a verification code in the home email address you provided. Use this code to enter into the popup box asking for your verification code on the CA State Employees Giving Portal.

WELCOME TO CA STATE EMPLOYEES GIVING PORTAL

KEEPING CALIFORNIA STRONG FOR ALL

WHAT'S YOUR PROMISE?

Enter your new User ID and Password to log in.

You can return to this portal any time throughout the year to manage your donation!
DID YOU GIVE LAST YEAR?  

If you did NOT give last campaign year, skip this page and proceed to STEP 3.

YES

STEP 2

EXISTING DONORS

If you have been contributing through Our Promise, THANK YOU!

Your account information will populate in the new online giving portal so you can REVIEW your existing donation and your designated nonprofits/amounts.

Designation Details

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Amounts or Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopt America Network</td>
<td>$200.00</td>
</tr>
<tr>
<td>Total Designated</td>
<td>$200.00</td>
</tr>
<tr>
<td>Total Undesignated</td>
<td>$400.00</td>
</tr>
<tr>
<td>Total Pledge</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

In this example, the employee donates $50/month for a yearly total of $600. They have designated $200 of the total to the nonprofit “Adopt America Network.” The remaining undesignated amount of $400 will automatically go to their local United Way.

CHOOSE YOUR ACTION

KEEP MY DONATION AS LISTED

Just confirm on the next screen and you’re all done. You have chosen to continue on as an Our Promise donor. Thank you for keeping California strong for all.

REVIEW/CHANGE CURRENT DONATION

- Increase/decrease your total donation,
- Add/remove nonprofit organizations, and/or
- Adjust the amount(s) designated.

Payroll donation changes are effective with the first pay period in January 2021.

CANCEL CURRENT DONATION

Simply confirm on the next screen. Payroll donation cancellations will be effective after the last pay period in December 2020.
MAKE YOUR OUR PROMISE PLEDGE

Through the CA State Employees Giving Portal, you can:

- **Donate** through a monthly payroll deduction *minimum only $5/month per nonprofit*;
- Make a **one-time gift**; or
- **Decline** to give at this time.

DETERMINE YOUR MONTHLY DEDUCTION

Decide how much you’d like to donate **per pay period** and enter it here. Your **Total Annual Pledge** will be automatically calculated.

SELECT YOUR NONPROFIT(S) optional

Your Total Pledge amount will reflect the “Total Annual Pledge” amount from above.

As you select your nonprofits and enter your TOTAL ANNUAL pledge amount for each one, the amounts will automatically accumulate in the **Total Designated** box.

Any funds that remain **Undesignated** at the end of your nonprofit selection(s) will go to your local United Way office.

Use the **Nonprofit Keyword Search** to find the nonprofit you’d like to support.
Use the search bar to access our database of nearly 2,000 certified nonprofits across the state. You can enter the nonprofit’s name, part of its name, or its OP CODE#.

When you find your desired nonprofit, click the + sign and enter the total ANNUAL amount you’d like to contribute in the Designation Amount field.

Click + to confirm amount for that nonprofit.

**ADD ANY WRITE-IN NONPROFIT(S) optional**

If your preferred nonprofit is not listed in our guide, and they have a current 501(c)(3) filing, visit Guidestar.org to find the tax ID/EIN to easily complete this section.

Once you’ve entered your nonprofit’s information, click **ADD** to include it in your Total Designated donations.

**REVIEW**

Check all of your selections and the annual Total Designated amount. If everything is correct, scroll down and click **CONFIRM**. You’ll see a final summary screen to print for your records and also receive confirmation at your home email address.

*All designations will go into effect January 2021.*

You can use your new CA State Employees Giving Portal account to log in to make changes at any time.

**YOU ARE DONE!**

Thank you for Keeping California Strong for All.