CALIFORNIA STATE EMPLOYEES
GIVING PORTAL
HOW TO GUIDE
Our Promise
CALIFORNIA STATE EMPLOYEES
GIVING AT WORK
Did you register last year?

IF SO, GREAT!

Once you click the ePledge Site button on your Cal Employee Connect User Profile, it will automatically take you to the login page of the Our Promise Online Giving Portal.

It has been a whole year since logging into the ePledge site, so you may not remember your User ID and/or Password. That’s ok! Click on the Forgot User ID/Password button and you can reset it.
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 November 12, 2021 to find the “ePledge Site” 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 CALIFORNIA RECOVER, REBUILD, AND REVIVE!

VISIT OurPromiseCA.org/2021-campaign FOR MORE
CREATE YOUR OUR PROMISE ACCOUNT

CONNECT
From your home page, click USER PROFILE and then select the Our Promise ePledge Site button.

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

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.
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).

We use this information in case we need to contact you about your designations.

You will receive a verification code in the home email address you provided. *Please check your junk box/spam folder if you don’t see it in your inbox.* 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

**Recover, Rebuild, Revive California**

Enter your new User ID and Password to log in.

You can return to this portal any time throughout the year to view your donation information!
**OUR PROMISE: CALIFORNIA STATE EMPLOYEES GIVING AT WORK**

**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.

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**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><strong>Total Pledge</strong></td>
<td><strong>$600.00</strong></td>
</tr>
</tbody>
</table>

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**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.**

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

  Payroll donation changes are effective on your December 31st pay warrant.

- **CANCEL CURRENT DONATION(S)**
  
  Simply confirm on the next screen.

  Payroll donation cancellations will be effective after the last pay period in December 2021.
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.

**Nonprofits**

You can donate to any valid 501(c)(3) nonprofit of your choice.

To select a nonprofit, please enter a nonprofit name, ANNUAL amount you would like to contribute to, or minimum of $5/month per nonprofit you select.

**Nonprofit Keyword Search**

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 your designations will go into effect December 31st.
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 Helping California Recover, Rebuild, and Revive.