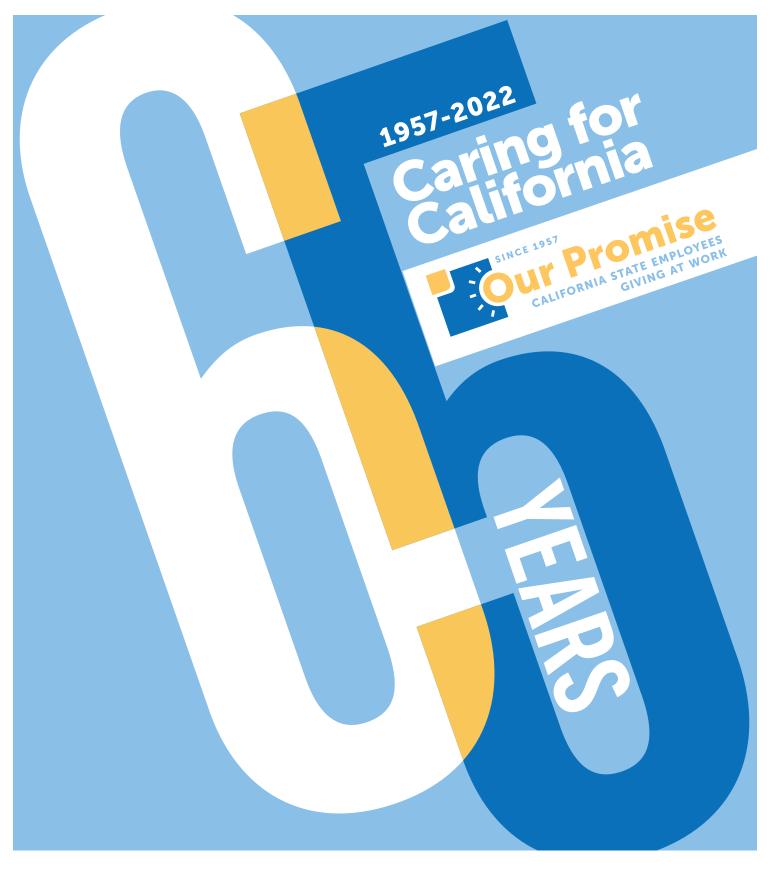
# CALIFORNIA STATE EMPLOYEES GIVING PORTAL HOW TO GUIDE





# Did you register last year?

#### **IF SO, GREAT!**

Once you click Donate now to your favorite nonprofit(s) 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**.



To get started, be sure that you've signed up for an account with **Cal Employee Connect** first. Login between October 1st and December 31st, 2022 to find the "ePledge Site" button on your **User Profile page**. Complete the registration process on the new **Our Promise Online Giving Portal**.





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).



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 CARING FOR CALIFORNIA!



VISIT OurPromiseCA.org/2022-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.

| Cal Em<br>CONI | iployee<br>NECT           |                                  |   |        |
|----------------|---------------------------|----------------------------------|---|--------|
| Home           | Earnings W-2              |                                  | Help & Feedback JOHN D D  | DE 🕶   |
|                | User Profile              |                                  |   |        |
|                | Portal Information        |                                  | Employee Information  | 🖪 Сору |
|                | User Name                 | JDDOE23 Change                   | Employee Name JOHN D DOE  |        |
|                | Email Address             | jdoe1956@gmail.com @Ct           | nge Address 300 CAPITOL MALL  |        |
|                | Last Logged In            | 08-11-2020 09:05:56 AM           | SACRAMENTO CA   |        |
|                | Password Last Changed     | 08-10-2020 07:07:33 PM           | Zip Code 95814  |        |
|                | Date Joined               | Invalid date                     | Employee ID 9999-9999-9   |        |
|                | User Profile Last Modifed | Invalid date                     | Position Number 051-340-1000-001  |        |
|                | CALIFORNIA STATE EMPLI    | WORK                             | Note: You will need the following Employee ID to enroll 9999-9999-9 Click "Go To Our Promise" to confirm that you would like to open the Our Promis website. Otherwise, click "Cancel". |        |
|                | Employee ID*              | your <b>Employ</b><br>Copy butto | Go To Our Promise Cancel<br>ill appear, allowing you to copy<br>yee ID number. After you click the<br>on, select Go To Our Promise .<br>vill open. Paste your Employee ID<br>nated box. |        |
|                | UBMIT                     | reCAPTOHA<br>Privacy - Tems      |   |        |

#### REGISTER

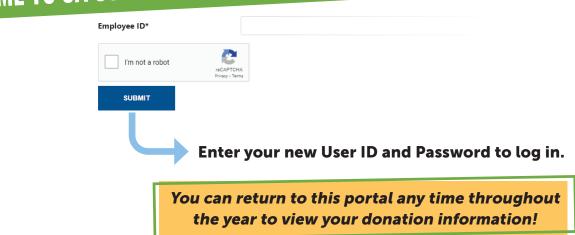
Please enter your information to create your account. Steps will include:

- 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.

| Register/Create A           | Account fo | r Our Prom | ise ePledge |        |         |
|-----------------------------|------------|------------|-------------|--------|---------|
| Home email                  |            |            |             |        |         |
| lame                        | Prefix:    | *First:    | Middle:     | *Last: | Suffix: |
|                             |            |            |             |        |         |
| User ID:                    |            |            |             |        |         |
| Password:                   |            |            |             |        |         |
| Re-enter Passy ord:         |            |            |             |        |         |
| ome Address<br>ork address) |            |            |             |        |         |

your verification code on the CA State Employees Giving Portal.

# WELCOME TO CA STATE EMPLOYEES GIVING PORTAL







### **EXISTING DONORS**

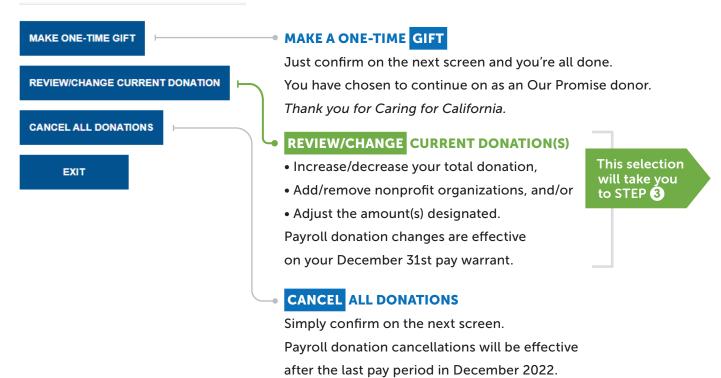
If you have been contributing through Our Promise, **THANK YOU!** Your account information will populate in the new online giving portal so you can **REVIEW** your existing donation and your designated nonprofits/amounts.

#### **Designation Details**

| Agency Name           | Amounts or Percentage |
|-----------------------|-----------------------|
| Adopt America Network | \$200.00              |
| Total Designated      | \$200.00              |
| Total Undesignated    | \$400.00              |
| Total Pledge          | \$600.00              |

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**



#### STEP 3

#### 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.

# Please select your pleage type Image: Select your pleage type

#### **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

#### - SELECT NONPROFITS

Select the nonprofit(s) you would like to give to. Ur

| Total Pledge       | \$0.00 |
|--------------------|--------|
| Total Designated   | \$0.00 |
| Total Undesignated | \$0.00 |

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

To select a nonprofit, Please enter a nonprofit name ANNUAL amount you would like to contribute to minimum of \$5/month PER nonprofit you selec

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#.

| boys girls                             |         |   | SEARCH |  |
|--|---------|---|--------|--|
| h (1.10 (1.20)                         |         |   |        |  |
| sult: (1-10 of 120)                    |         |   |        |  |
| Name                                   | OP Code |   |        |  |
| Boys & Girls Club Diablo Valley        | 14943   | Ľ | +      |  |
| Boys & Girls Club of Greater Haverhill | 977     | Ľ | +      |  |
|  |         |   |        |  |

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.

#### **ADD WRITE-IN**

Need help finding your nonprofit's information? Go
Annual Amount

Nonprofit Name

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.

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