

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**.

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**

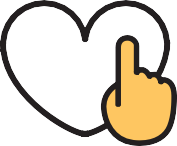
**Portal**

.

1

|  |  |  |
| --- | --- | --- |
|  | |  | | --- | | *Register to access ePledge portal.* | |

2

Then ask yourself, “What am I passionate about?” Find one of the many certified nonprofits listed in this **Nonprofit Guide** (NPG), or search online at [**OurPromiseCA.org/find-nonprofit**.](http://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 |

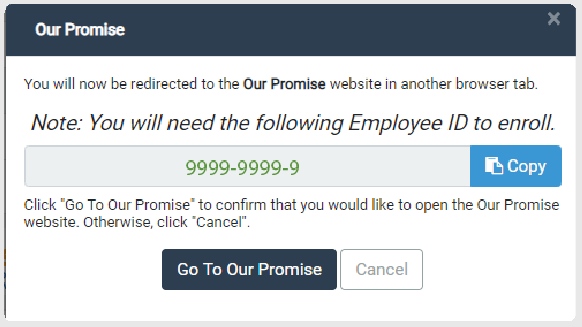
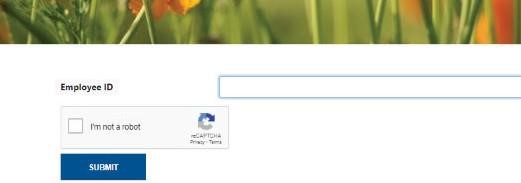
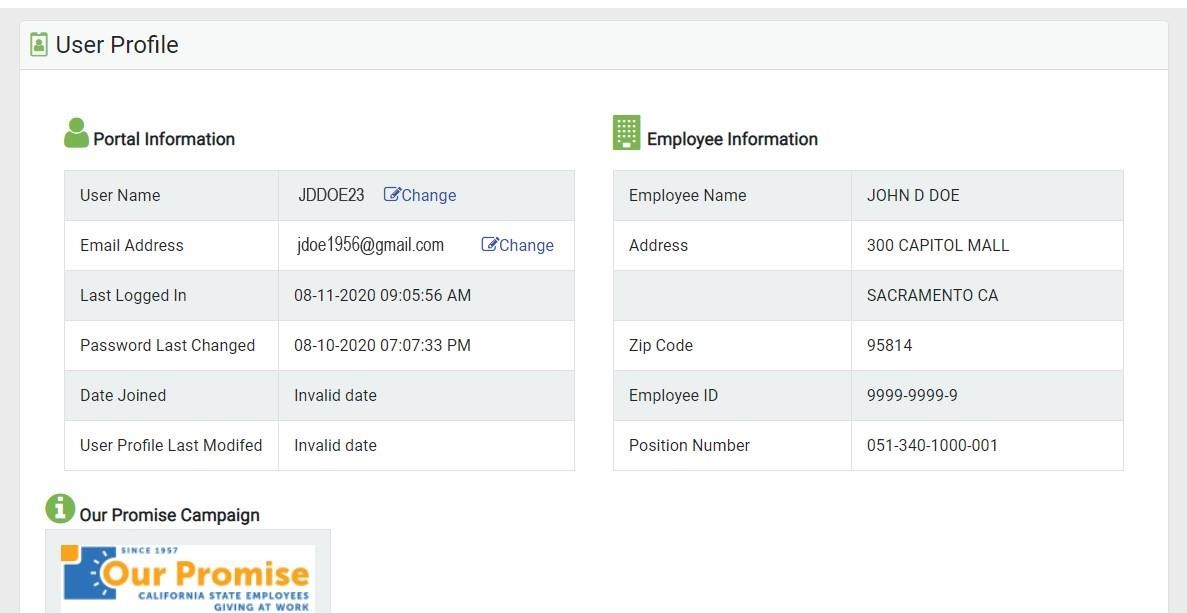
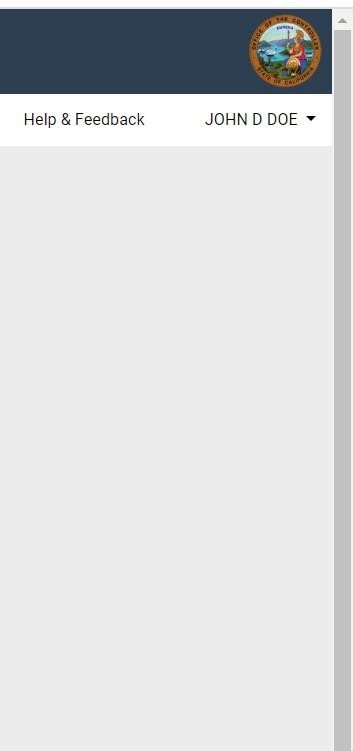
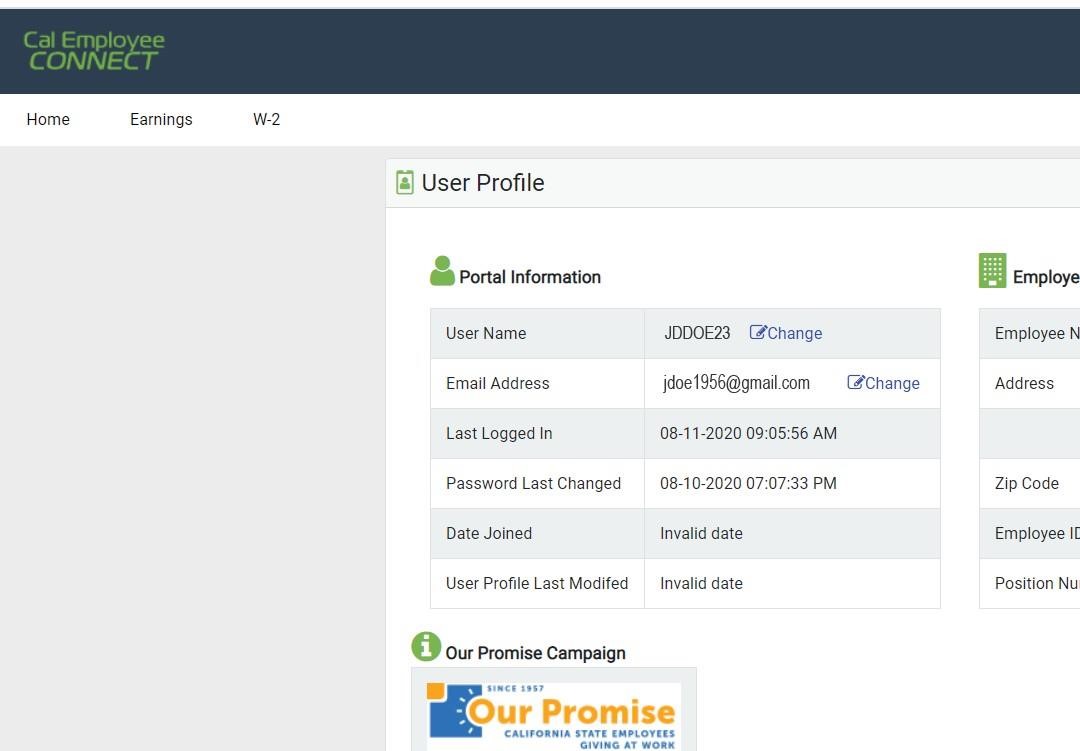
**Our Promise Online Giving Portal** account to complete your e-Pledge.

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.

YOU ARE NOW HELPING US

**KEEP CALIFORNIA STRONG FOR ALL!**

**VISIT**[OurPromiseCA.org/**2020-campaign**](https://www.ourpromiseca.org/2020-campaign) **FOR MORE**



**Copy**

**STEP**

1

**CREATE YOUR**

**OUR**

**PROMISE**

**ACCOUNT**

**CONNECT**

From your Cal Employee Connect page, click

and then select the

**Our Promise**

**Click to Enroll**

button.

**NOTE**

**If you haven’t**

**signed up yet for**

**you’ll need to**

**do that first.**

A pop

-

up will appear, allowing you to copy your

**Employee ID**

number.

After you click the

button, select

**Go**

**To**

**Our Promise**

.

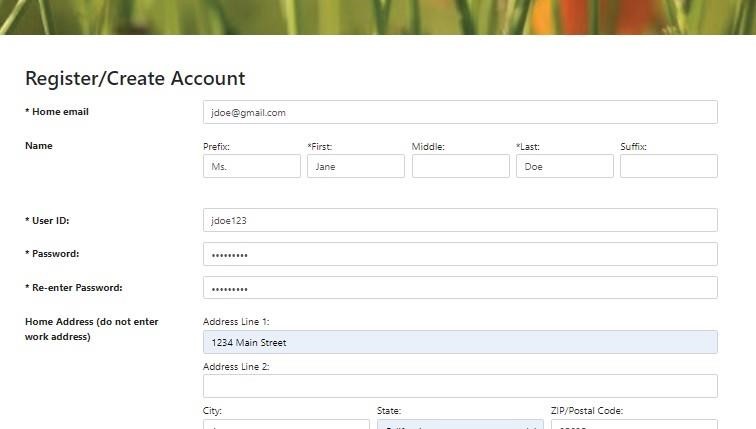
A new tab will open. Paste your Employee ID in the designated box.

**USER PROFILE**

# 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.



**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?**

**YES**

**NO**

**If**

**you**

**did**

**NOT**

**give**

**last**

**campaign**

**year,**

**skip this page and proceed to STEP**

3

**.**

**STEP** 2

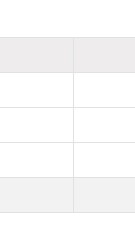
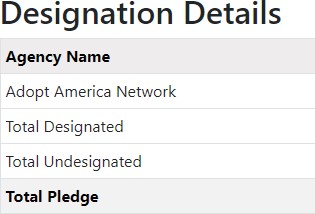
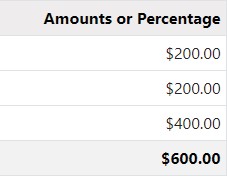
# EXISTING DONORS

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.

*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**



**This selection**

**will take you**

**to STEP**

3

## 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.

**STEP** 3

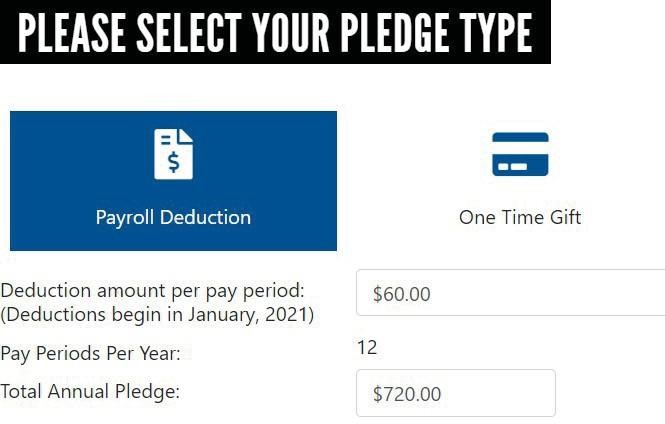
# MAKE YOUR PLEDGE

**OUR PROMISE**

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

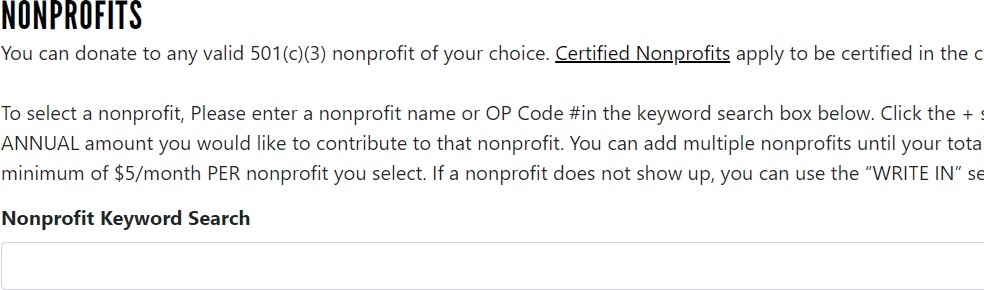
your

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#.

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

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.

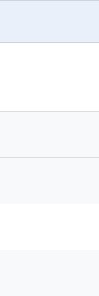
Click

**+**

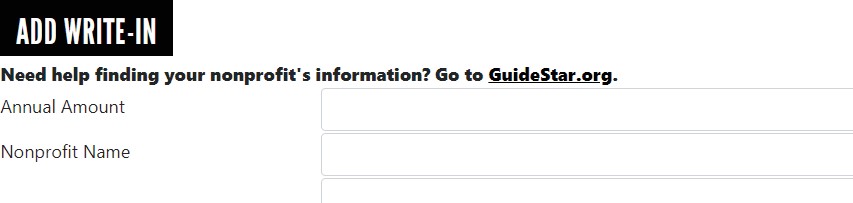
to confirm

amount for that

nonprofit.



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.**