



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.

LOGIN

FORGOT USER ID OR PASSWORD?

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 5th and December 31st, 2023 to find the "ePledge Site" button on your User Profile page. Complete the registration process on the new Our Promise Online Giving Portal.



Register to access ePledge 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 FOR MORE INFORMATION

STEP 1

CREATE YOUR OUR PROMISE ACCOUNT

CONNECT

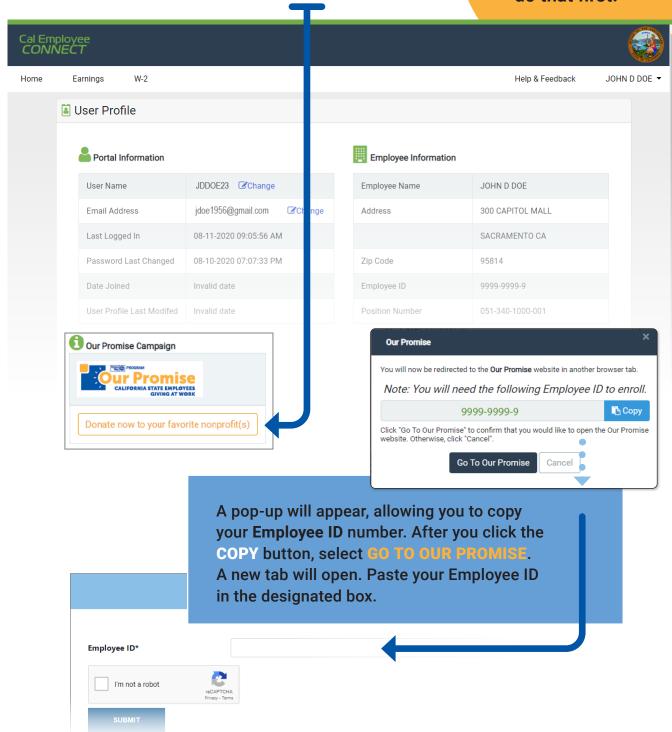
From your home page, click USER PROFILE and then select the Our Promise ePLEDGE SITE button.

NOTE

If you haven't signed up yet for

Cal Employee

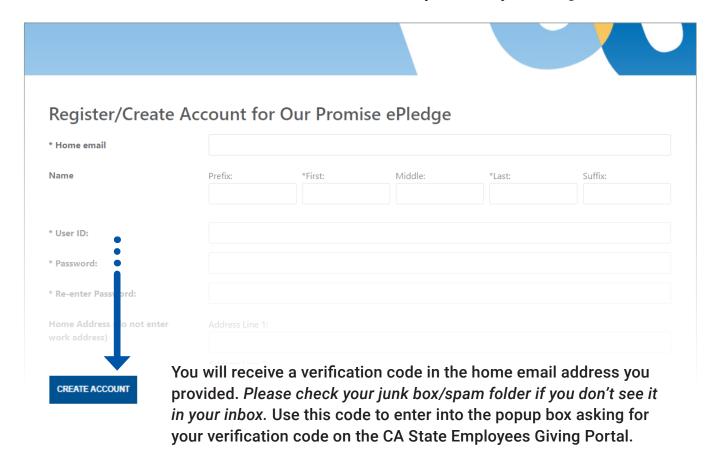
you'll need to do that first.



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



WELCOME TO CA STATE EMPLOYEES GIVING PORTAL **Employee ID*** I'm not a robot SUBMIT 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!

DID YOU GIVE LAST YEAR?

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.

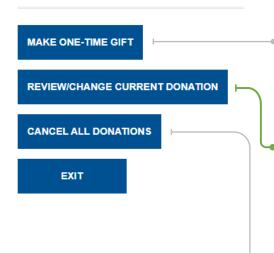
Designation Details



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



MAKE A ONE-TIME GIFT

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 Caring for California.

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 ALL DONATIONS

Simply confirm on the next screen.

Payroll donation cancellations will be effective after the last pay period in December 2022.

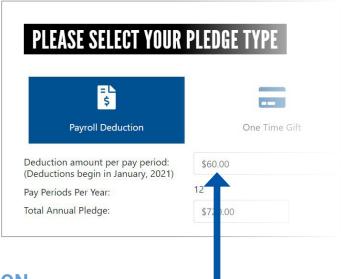
This selection will take you to STEP 3

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.



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

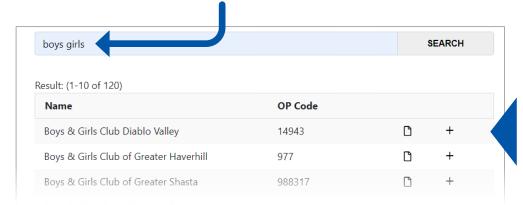
To select a nonprofit, Please enter a nonprofit name ANNUAL amount you would like to contribute to minimum of \$5/month PER nonprofit you select

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!

Together, we are United in Giving for California!

Thank You!

