



- Click here to access the Comerica United Way site.
- Click **Sign In** at the top right corner.

Sign In

Single Sign On has been enabled so you should not be prompted to enter any credentials.

Note: If successfully logged in, you will see your email address on the top right corner.



- There are two options to initiate the donation process.
 - From the top menu, click on "Give" to view and select a Gift giving option, or
 - Clicking on "Give Today" in the body of the home page.



If you need any assistance with the Give United site, please email the United Way team at <u>ebusiness@unitedwaydallas.org</u>





You'll be presented with four options on setting up a United Way Gift pledge. •

Payroll	Add	
Continuous, Per Pay Period, % of Salary or One-Time gifts		
Credit Card	Add	
Donor Advised Fund	Add	
Stock	Add	

There are three options under the *Payroll* gift giving option. •

the gift amount is updated.

- You can select to make your gift a Continous Gift, which will autorenew each 0 year,
- You can create your gift as a flat dollar amount or percentage of your salary,
- You can select a one time gift payment amount, or
- You can select to set up the gift payment for each pay period.

Please Note: If you select to to make United Way HOME ABOUT US GIVE PLEDGE INSTRUCTIONS SUPPOR your gift a Continous Gift, the gift will be 1 SELECT PAYMENT METHOD 2 3 A automatically renewed each year until **Set Up Gift Payments Choose And Edit One Or More Gift Payment Methods** \$0.00 × Enter a fixed dollar or % of Salary gift below. 1) Promise Share level gifts are greater than or equal to .85% of Salary 2) Leadership level gifts are the greater of 1% of Salary or \$1,000 3) Continuous Gifts are automatically renewed each year, until the gift amount is updated. Make Continuous Gift O % of My Salary O Per Period Amount Amount 5 0 \$5.00 minimum Pay Periods 01 @ 26 Add payment method





- You can also select to contribute your gift to the United Way by Credit Card, Donor Advised Fund or Stock.
 - If Contributing by *Credit Card*, you can:
 - Schedule the Billing Start Date of your gift,
 - Select the frequency of the gift contribution, and
 - Set the number of payments.

Credit Card	\$0.00 ×
Enter a fixed dollar or % are greater than or equa the greater of 1% of Sala automatically renewed of	of Salary gift below. 1) Promise Share level gifts Il to .85% of Salary 2) Leadership level gifts are ary or \$1,000 3) Continuous Gifts are each year, until the gift amount is updated.
Create Gift As	Dollar Amount
	○ % of My Salary
Amount	\$ 0
Billing Start Date	(
Installment Frequency	 Quarterly
	O Monthly
	One-Time
Number Of Payments	
Credit Card Type	○ Visa
	O MasterCard
	AmericanExpress
	O Discover
Credit Card Number	
Credit Card CCV	
Expiration Date	Month 1 ¥ Year 23 ¥

Comerica Bank. RAISE YOUR EXPECTATIONS



o If contributing by *Donor Advised Fund*, follow the instructions below.

		\$0.00 ×
To make a donation to C Advised Fund (DAF), sub and select the agencies Contact the financial ins recommendation in the a payment be sent to Unite Metropolitan Dallas will agencies you have selec Advised Fund for the foll	omeri mit y to wh titutic amou ed Wa ensur ted. I	ca's United Way campaign from your Donor our DAF pledge using this online system ich you would like your donation distributed. on managing your DAF and submit a grant at of the pledge you submit here. Request y of Metropolitan Dallas. United Way of e that your donation is distributed to the have recommended a grant from my Donor g amount:
Amount	5	0

• If contributing by *Stock*, follow the instructions below.

 Stock 	\$0.00	×
To make a gift of stock, continue to complete yo	enter the total value of the stock below and our donation. Contact Jamie Winholtz, Senior	
Director, Leadership Giv instructions.	ing at United Way 813-390-0959 for transfer	
Director, Leadership Giv instructions. Amount	s o	

Comerica Bank. RAISE YOUR EXPECTATIONS



- After setting up your Gift payment method, click "Continue" at the bottom of the page.
 - The right panel of the page will reflect your total gift as well as the payment method.
 - If you need to revise your Gift payment method or the amount, you can click on "Cancel and Start Over".

hoose And Edit On	e Or More Gift Payment Methods	Your Pledge So Far:
▼ Payroll	\$500.00 ×	\$500.00 TOTAL GIFT
Enter a fixed dollar or % are greater than or equa the greater of 1% of Sala automatically renewed e	of Salary gift below. 1) Promise Share level gifts I to .85% of Salary 2) Leadership level gifts are ary or \$1,000 3) Continuous Gifts are each year, until the gift amount is updated.	PAYMENT METHODS: \$\$00.00
Make Continuous Gift		PAYROLL \$500.00 x 1
Create Gift As	Dollar Amount	
	○ % of My Salary	CANCEL AND START OVER
Enter Amount As	Total Amount	
	O Per Period Amount	
Amount	\$ 500	
	\$5.00 minimum	
Pay Periods	® 1	
	O 26	
TOTAL:	\$500.00	
	Add payment method	
	Continue >	

- On the next page, you will have the option to designate where you want your Gift to go.
 - You can select up to six (6) charities.

\$500.00 pwirdll \$500.00
\$500.00 PWYROLL \$500.00 × 1
\$500.00 PWYROLL \$500.00 x 1
5500.00 x 1
CANCEL AND START OVER



- To select a charity or charities, enter the flat dollar amount in the \$ field OR designate by percentage by scrolling the "Percentage" widget.
 - If you do not see your preferred charity listed, you can search for the charity by the "Find a Charity" option at the bottom of the page.
 - The total amount entered, either by flat dollar amount or by percentage, must equal to 100% of your overall pledge amount.
 - You will be able to view when your designated gift amounts equal to your total pledge on the green bar under *Total Designated*.
 - You will be able to view your overall pledge amount, the charity or charities selected and the gift increments for each on the blue panel on the right of the page.
 - If you need to revise your charity selected or the gift amount, you can click on "Cancel and Start Over".

O GO ?					\$500.00
otal Designate	e d:				TOTAL GIFT
				PAYME	ENT METHODS:
elect Up To 6	Designations Below.		8	\$	\$500.00 PAYROLL \$500.00 x 1
United Way O	47%	5	200	DESIG	NATIONS:
United Way			8	۲	\$200.00 UNITED WAY OF METROPOLITAN DALLAS, INC.
Vetropolitan Delle ocus Area: Health (UW Istropolitan Dallas Ta)	27		100	٠	\$100.00 FOCUS AREA: HEALTH (UW METROPOLITAN DALLAS TX)
United Way Co	20%	5	100	۲	\$100.00 FOCUS AREA: INCOME (UW METROPOLITAN DALLAS TX)
caus Area: Income (UW letropolitan Dallas Tx)			B	۲	\$100.00 FOCUS AREA: EDUCATION (UW METROPOLITAN DALLAS TX)
Way Wetwoolitan Dallas	20%	5	100		CANCEL AND START OVER
					CORRECTING STOLEN OFEN





- After you have made your designation(s) for your pledge, the next step will to be to review and update your profile.
 - After reviewing and updating your profile, click "Continue".

Contacting		\$500.00
Preferred Email	masmith1@comerica.com	TOTAL GIFT
		PAYMENT METHODS:
Profile Information		\$500.00
First Name	Maggie	PAYROLL \$500.00 x 1
Middle Name	A	DESIGNATIONS
Last Name	Smith	
Cell Phone	(214) 555-9999	S200.00 UNITED WAY OF METROPOLITA DALLAS, INC.
Address Information	1	\$100.00 FOCUS AREA: HEALTH (DALLAS, TX)
Address Line 1	1717 Main Street	\$100.00
Address Line 2	Enter Address Line 2	FOCUS AREA: INCOME (UW METROPOLITAN DALLAS TX)
City	Dallas	\$100.00
State\Province	ТХ	ABILITY CONNECTION TEXAS
Postal Code	75201	
		CANCEL AND START OVER





- On the next page, Review and Complete Gift,
 - If you want to enroll to receive communication about your gift(s), how your pledge made difference in the community and other communications, click the checkbox next to the first statement.
 - If you want to remain anonymous and receive no communication, click the checkbox next to the second statement.
- Once you have selected your communication option and reviewed your pledge and selected charities, click on "Finish".

 Review And Complete Gift Sign up to stay connected and see how your investment makes an impact in our community. I want to remain anonymous. 		Your Pledge So Far: \$500.00 TOTAL GIFT PAYMENT METHODS:	
		DESIGNATIONS:	
		\$200.00 UNITED WAY OF METROPOLITAN DALLAS, INC.	
		\$100.00 FOCUS AREA: HEALTH (DALLAS, TX)	
		\$100.00 FOCUS AREA: INCOME (UW METROPOLITAN DALLAS TX)	
		\$100.00 FOCUS AREA: EDUCATION (UW METROPOLITAN DALLAS TX)	
		CANCEL AND START OVER	

MAKING Comerica Bank. RAISE YOUR EXPECTATIONS HISTIZER 4 REVIEW GIFT **Review And Complete Gift** Your Pledge So Far: \$500.00 Yes! I would like to receive communications related to my investment TOTAL GIFT including gift acknowledgements, giving society invitations and how I am making a difference in our community (note: if you do not check this box, PAYMENT METHODS: you will receive NO communications from your local United Way). I want to remain anonymous (note: if you check this box, your local United \$500.00 \$ Way will receive NO information about your contribution. If you would like to receive communications about your investment but be recognized anonymously, keep this box unchecked and contact your local United Way.) DESIGNATIONS: \$200.00 UNITED WAY OF METROPOLITAN DALLAS, INC. < Previous \$100.00 FOCUS AREA: HEALTH (DALLAS, \$100.00 FOCUS AREA: INCOME (UW METROPOLITAN DALLAS TX) \$100.00 ABILITY CONNECTION TEXAS

• The final page will be Thank You for your contribution and will give you the option *View Your Contribution Summary*.







• After successful completion of setting up your gift to United Way, you will receive an email from the United Way similar to the email below.



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Thank you for giving to the United Way and Making History with Comerica!