

# ePledge Step-by-Step for Employees Located Outside the National Capital Region

## Step 1

- On the GCWCC Organization Selection Page (<https://uwco.ca/GCWCC/donate>) chose your organization from the **Organization** dropdown menu (Figure 1)
- Select *National (outside the NCR)* or the appropriate Region option (if applicable) from the **Location** dropdown menu (Figure 2)

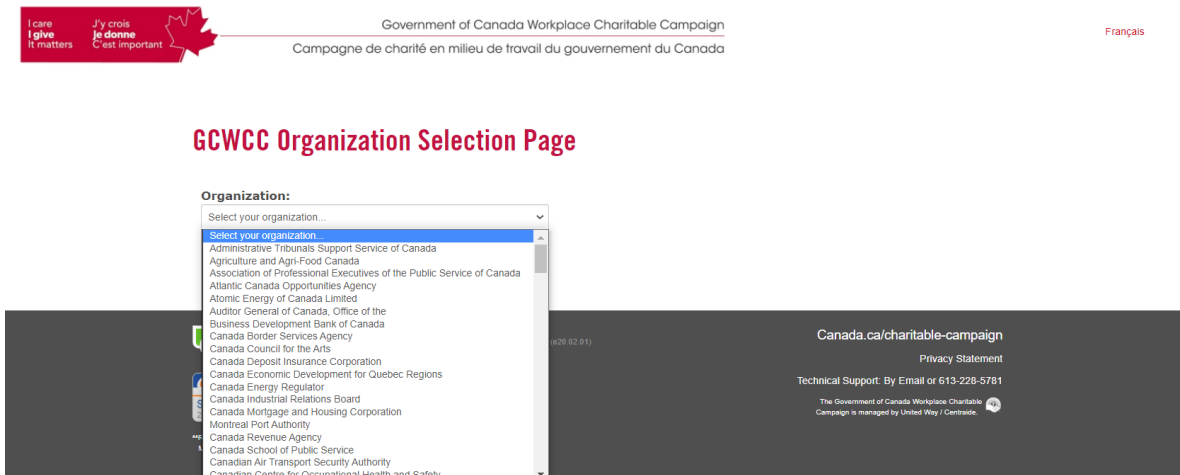


Figure 1: Organization Selection

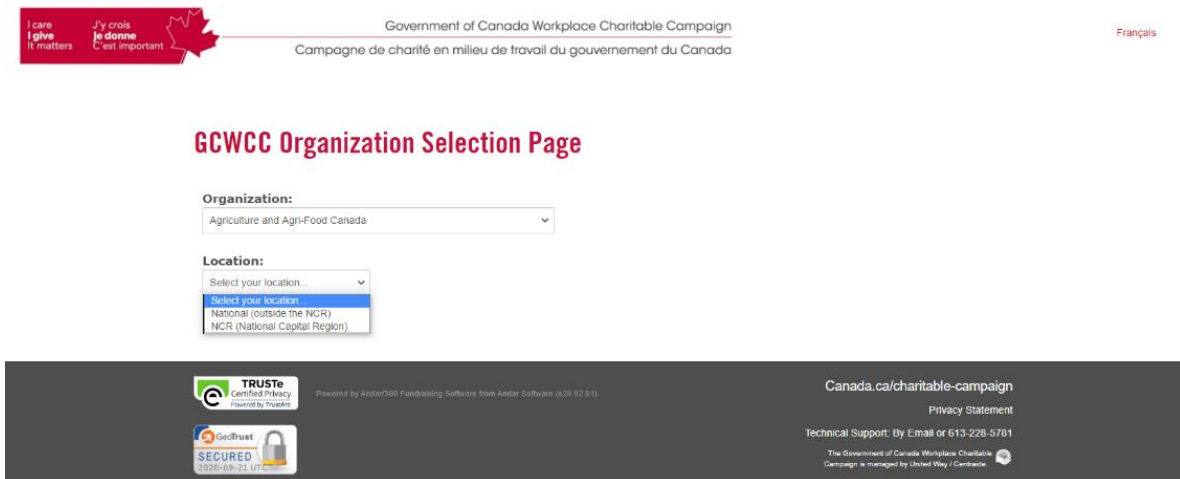
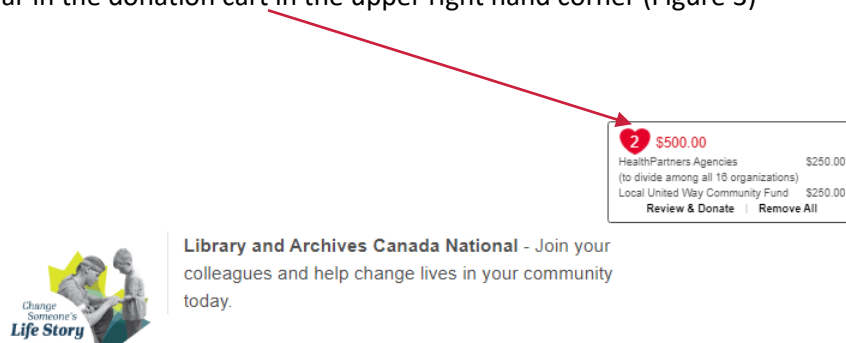


Figure 2: Location Selection

## Step 2 - Select Charities

- On the **Donation Page** (Figure 3), select your charities and enter the **total** amount you wish to donate to your chosen charity(ies). If giving by monthly credit card payments, each amount entered will be divided by 12 equal payments. If giving by payroll deductions, each amount entered will be divided by the number of payroll deductions.
- For the Named Recipients (your Local United, HealthPartners) you can expand to see their priorities/focus/members (see the **Click Here to Show ...** box)
  - Please note there is a minimum \$1 donation per designation (including Project Be)
  - Ensure you click on **Add** after entering in the amount; your choices and the amount will appear in the donation cart in the upper right hand corner (Figure 3)

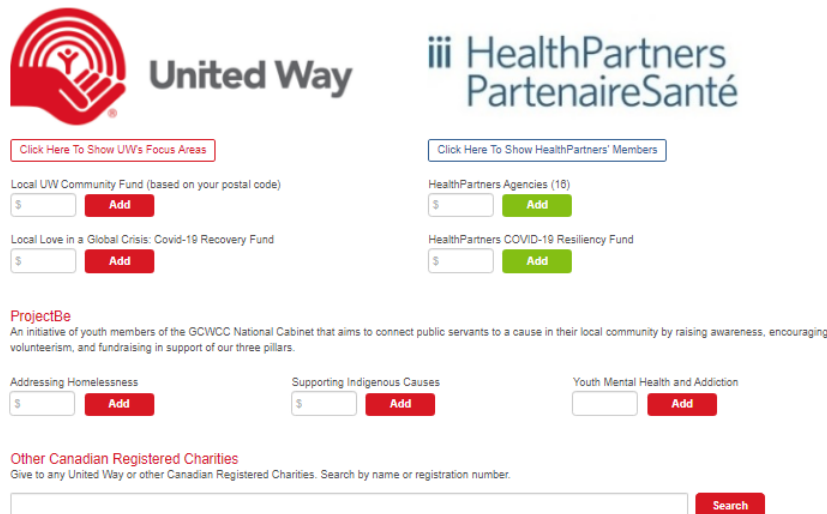


The screenshot shows a donation page with a donation cart in the upper right corner. The cart contains two items: "HealthPartners Agencies (to divide among all 16 organizations)" for \$250.00 and "Local United Way Community Fund" for \$250.00, totaling \$500.00. Below the cart, there is a section for "Library and Archives Canada National" with a description: "Join your colleagues and help change lives in your community today." To the left of this section is a logo for "Change Someone's Life Story" featuring a person reading a book.

Welcome to the new GCWCC Donation Page.

To make a gift, include the total amount for each designation in the fields below to add them to your donation. If giving by monthly credit card payments, each amount entered below will be divided by 12 equal payments. If giving by payroll deductions, each amount entered below will be divided by the number of payroll deductions. When done entering your designations below, select "Review and donate" and follow the instructions.

Wish to login to your existing account and follow the regular donation process instead?  
Click here to go to the Login Page.



The screenshot shows the main donation page with logos for United Way and HealthPartners. There are two columns of charity options, each with a "Click Here To Show" button and a list of donation fields with "Add" buttons. The left column includes "Local UW Community Fund (based on your postal code)", "Local Love in a Global Crisis: Covid-19 Recovery Fund", and "ProjectBe". The right column includes "HealthPartners Agencies (16)", "HealthPartners COVID-19 Resiliency Fund", "Addressing Homelessness", "Supporting Indigenous Causes", and "Youth Mental Health and Addiction". At the bottom, there is a search bar for "Other Canadian Registered Charities" and a "Search" button.

When done, select "Review and donate" in the donation summary at the top-right of this page then follow the instructions.

Figure 3: Donation Page with Donation Cart

- To donate to other Canadian registered charities, including any United Ways (UW) other than your local UW use the search feature under [Other Canadian Registered Charities](#). Please note there is a \$26 minimum donation per charity selected in this section.

**Other Canadian Registered Charities**  
Give to any United Way or other Canadian Registered Charities. Search by name or registration number.

YMCA

2 \$500.00  
 HealthPartners Agencies \$250.00  
 (to divide among all 10 organizations)  
 Local United Way Community Fund \$250.00  
[Review & Donate](#) | [Remove All](#)

Result: (1 to 10 of 18)  
R sultat: (1   10 de 18)

The minimum designation per charitable organization is \$26. Designations less than \$26 will NOT be honoured.  
Le montant minimum de d signation par organisme de bienfaisance est 26 \$. Les d signations de moins de 26 \$ NE SERONT PAS honor es.

Name	Amount	Action
The Calgary YMCA Foundation 108227497RR0001	\$	<a href="#">Add / Ajouter</a>
Fondation des YMCA du Quebec 119001790RR0001	\$	<a href="#">Add / Ajouter</a>
The Fredericton YMCA Inc. 110931351FR0001	\$	<a href="#">Add / Ajouter</a>
The Greater Moncton YMCA 119235877RR0001	\$	<a href="#">Add / Ajouter</a>
K-W YMCA Endowment Foundation 888040060RR0001	\$	<a href="#">Add / Ajouter</a>
Ottawa Young Men's and Young Women's Christian Association 119072072RR0001	\$	<a href="#">Add / Ajouter</a>
Peterborough Family Y.M.C.A. 119001882RR0001	\$	<a href="#">Add / Ajouter</a>
Stratford-Perth Family YMCA 108040338RR0001	\$	<a href="#">Add / Ajouter</a>
Timmins Family YMCA 898084332RR0001	\$	<a href="#">Add / Ajouter</a>
The YMCA Association of Cumberland 119307007RR0001	\$	<a href="#">Add / Ajouter</a>

1 2

If you are unable to find the charitable organization you are searching for, please search again by changing your search criteria. If you are still unsuccessful, you may manually type in the information of your desired organization below.

[Manually Add a Registered Charity](#)

Figure 4: Searching for other Canadian Registered Charities

- If there was no match in the ePledge database the message “**No charitable organization matching your search criteria was found**” will appear below as will the **Manually Add a Registered Charity** (Figure 5);
- Enter the information for your charity by copying the information exactly as it appears on the CRA charity search page.
- Enter the amount and click on **Add**

[Add](#)

[Add](#)

2 \$500.00  
 HealthPartners Agencies \$250.00  
 (to divide among all 10 organizations)  
 Local United Way Community Fund \$250.00  
[Review & Donate](#) | [Remove All](#)

**Other Canadian Registered Charities**  
Give to any United Way or other Canadian Registered Charities. Search by name or registration number.

type name of charity  [Search](#)

No charitable organization matching your search criteria was found.

If you are unable to find the charitable organization you are searching for, please search again by changing your search criteria. If you are still unsuccessful, you may manually type in the information of your desired organization below.

[Manually Add a Registered Charity](#)

\*To search the online list of Canadian charities maintained by the Canada Revenue Agency, [click here](#). You must then copy the information exactly as it appears on the Canada Revenue Agency page, to the fields below.

The minimum designation per registered charity below is \$26. Designations less than \$26.00 will NOT be honoured.

Registered Charity Name

Registration Number (no spaces or hyphens)

Address of the registered charitable organization

City

Province

Code postal

Other information

Amount

[Add](#)

Figure 5: Charity note found - Manually Add a Charity

- In the search field enter the name of your charity. The list of all charities in the existing ePledge database matching the search criteria will appear below (Figure 4), find your desired charity, enter the amount and click on **Add / Ajouter**.
- If your specific charity is not in the list (note there could be multiple pages) you can add it in the **Manually Add a Registered Charity** section that will appear below (Figure 5)

- Once done click on **Review and Donate** in your donation cart

### Step 3 - Review Donation

- Verify the amounts and charities on the next page (Figure 6); you can modify the amount on this page; click on the X to remove any or select back to start over (make sure to clear all selections first)

I care  
I give  
It matters

J'y crois  
Je donne  
C'est important

Government of Canada Workplace Charitable Campaign  
Campagne de charité en milieu de travail du gouvernement du Canada

Change  
Someone's  
Life Story

## Donation Review

Description	Amount
✘ HealthPartners Agencies (to divide among all 16 organizations)	\$250.00
✘ Local United Way Community Fund	\$250.00
Total	\$500.00

◀ Back to donation options    Next ▶

Figure 6: Donation Review

- Click on **Next** to continue

### Step 4 - Personal Information and Method of Payment

- Please ensure to complete this page in order
- Enter your workplace email (Figure 7)
  - If recognized as an existing donor you will only be required to confirm where you work in your organization if required
  - If not recognized as an existing donor the personal information section will expand (Figure 8) and you will be required to enter your name, address and where you work in your organization (if required)

## Personal Information

\* Workplace Email

\*Level 1

\*Level 2

Items marked with an asterisk (\*) are required

Figure 7: Recognized email

## Personal Information

\* Workplace Email

\* Name Prefix:  \*First:  Middle:  \*Last:  Suffix:

Birth Year:

\* Home Address \* Address Line 1:   
Address Line 2:   
\* City:  \* Province/State:  \* ZIP/Postal Code:   
\* Country:

Home Phone Area:  Number:

\*Level 1

\*Level 2

## Payment Options

\* Some workplaces limit access to external ensure you are able to reach the **PayPal website** cannot be reached, please choose an alternate

- Payroll Deductions
- Monthly Credit Card
- One-Time Credit Card
- One PayPal Payment

Deduction Per Pay:

Number of pay periods 28

Total Annual Pledge:

\*PRI

- CBSA Legal Services
- Internal Audit and Program Evaluation
- Northern Ontario Region
- President's Office (PO)
- VP, CARM
- VP, Chief Transformation Office Branch (CTOB)
- VP, Commercial and Trade Branch (CTB)
- VP, Finance and Corporate Management (FCM)
- VP, Human Resources Branch (HRB)
- VP, Information, Science & Tech Branch (ISTB)
- VP, Intelligence and Enforcement Branch (IEB)
- VP, Strategic Policy (SP)
- VP, Travellers Branch (TB)

Figure 8: Unrecognized email

- Select your method of payment
- Payroll Deductions:
  - Enter your PRI or other pay information requested by the employer,
  - Select any of the listed opt-ins and click on **Confirm** to complete your donation (Figure 9).
  - You will be returned to a confirmation of donation screen. You will also receive an email confirmation

## Personal Information

\* Workplace Email

\*Level 1

\*Level 2

Items marked with an asterisk (\*) are required

## Payment Options

\* Some workplaces limit access to external websites. Before choosing PayPal, please ensure you are able to reach the **PayPal website** to complete your donation. If the website cannot be reached, please choose an alternate payment method below.

- Payroll Deductions**
- Monthly Credit Card
- One-Time Credit Card
- One PayPal Payment

Deduction Per Pay:

Number of pay periods

Total Annual Pledge:

\*PRI

- For gifts above \$499, I wish to be recognized as a donor.
- Please release my name and gift amount to the charities I have chosen to support through the GCWCC. This option will only apply to designations over \$500.  
**Note: If selected, United Way cannot ensure your donor privacy.**
- Please keep me informed about the Government of Canada Workplace Charitable Campaign.
- YES, I agree to receive communications from **United Way East Ontario**.
- YES, I agree to receive communications from **Centraide Outaouais**.
- YES, I agree to receive communications from **HealthPartners**.

Confirmation page may take a few moments to display. Please click Confirm only once. Thank you.

[Cancel](#) [Confirm](#)



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\*\*\*Recommended for use with Firefox, Microsoft Edge or Google Chrome.

Canada.ca/charitable-campaign

Privacy Statement

Technical Support: By Email or 813-228-5781

The Government of Canada Workplace Charitable Campaign is managed by United Way / Centraide.

Figure 9: Payroll deduction

- Credit Card payments (monthly or one-time):
  - Select any of the listed opt-ins and click on **Next** to be connected to the credit card Payment Authorization Page (Figure 10).
  - Enter the required information and click on **Submit**
  - Do not leave the page until it has completed processing the information
  - You will be returned to a confirmation of donation screen; You will also receive an email confirmation



## Payment Authorization

Payment Amount	800.00
Reference Number	014958-3150415
<b>Billing Information</b>	
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Address	<input type="text"/>
*City	<input type="text"/>
*Country	Canada <input type="button" value="v"/>
*State/Province	<input type="button" value="v"/>
*Zip/Postal Code	<input type="text"/>
*Email	<input type="text"/>
<b>Payment Details</b>	
Payment Type	Credit Card
*Credit Card Type	American Express <input type="button" value="v"/>
*Credit Card Number	<input type="text"/>
*Expiration Date	09 <input type="button" value="v"/> 2020 <input type="button" value="v"/>
Card Verification Number(CVN)	<input type="text"/>

Items marked with an asterisk (\*) are required

Figure 10: Credit Card Payment Authorization

- PayPal:
  - Select any of the listed opt-ins and click on **Next** to be connected to the PayPal login (Figure 11) and login to your account
  - Click on **Pay Now** once in your PayPal Account
  - Do not leave the page until it has completed processing the information
  - You will be returned to a confirmation of donation screen; You will also receive an email confirmation



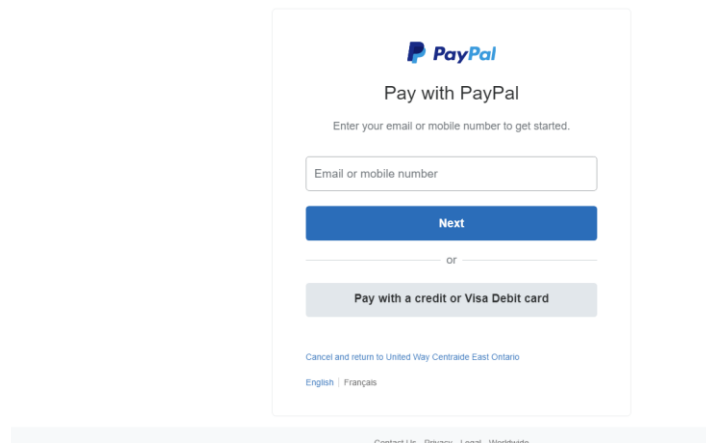


Figure 11: PayPal

- One-Time payments (Credit Card or PayPal) tax receipts will be issued upon processing of payment

**Thank you for supporting your community and your workplace charitable campaign 😊**