

Kansas State University United Way Online Giving Guide

Benefits eligible employees will receive a personalized e-mail from the K-State United Way Committee (*example below*):

Kansas State University faculty and staff have a long tradition of generosity when it comes to supporting the Riley County community through United Way. This effort, among others, has contributed to the Princeton Review naming K-State second in the nation for great campus and community relations.

We invite you to continue this proud tradition by making a pledge online or completing a pledge form and submitting it to 103 Edwards Hall.

Your donation to the United Way will support local non-profit agencies that strengthen our community and help our friends and neighbors when they need it the most. Donors are also eligible for weekly prizes, including merchandise from K-State athletics and gift certificates to area businesses.

Let's make this our most successful United Way campaign yet by continuing to invest in the community that has invested in K-State!

Sincerely,

K-State United way committee

E-mail links to the pledge site are personalized for each employee and cannot be forwarded for use by anyone else.

There are four easy steps.

Step 1 – Pledge Information

Choose the method of contribution. Payroll deduction and credit card require \$50 minimum. Each method of contribution presents an option to support a specific United Way agency.

The default is United Way of Riley County, but should donors choose to support other United Way offices, they can decide (by percentage or dollar amount) how much to contribute to each United Way office selected. Donors can select from a full list of Kansas United Ways available on the site.

Step 2 – Donor Information

Indicate whether to receive future e-mails from United Way, to remain anonymous, and to combine pledge with spouse's pledge in order to qualify the household for leadership level donor recognition.

Step 3 – Review

Review and edit as needed before entering electronic signature and submitting contribution.

Step 4 – Complete

Options to print a copy of this summary page and participate in a survey.

If user gets logged out or accesses online giving from the United Way web site, they can log in again by providing their eID as username and Employee ID as password. The Employee ID is found by logging into the HRIS system, then clicking "Employee Self Service," then "View Paycheck."

Choose **Pledge Now!** to start the online giving.