

## The Arc of San Diego United Way Campaign Instructions

1. Click this link to get started: <https://online.uwsd.org/pledge>
2. Use the following details to login (everyone will use the same username and password to register):
  - Employee Username: ArcSD
  - Employee Password: Arc2025
3. You will be asked to enter your work email address
  - ❖ If you have a recognized account with United Way, you just need to enter the Verification Code and click the Create Account button
    - You will receive a Registration Confirmation email from [ops@uwsd.org](mailto:ops@uwsd.org)
    - Click the Confirm link in the email
    - You will be taken to the home page of the donation site
  - ❖ If you don't have a recognized account with United Way, a registration form will display
    - Complete the registration form
    - Click the Create Account button
    - Password requirements include upper and lower case letters and numbers
    - You will be taken to the home page of the donation site
4. To make a donation from the home page, click the Donate button or Donate Today link
5. Select your Pledge type: via Payroll Deduction or Credit Card
  - Payroll Deduction calculator lets you pledge by total donation amount OR per paycheck amount, and will calculate the other amount for you.
  - Credit card requires a minimum \$25 gift to select
  - Can set up monthly billing with credit card starting on a date of your choosing
6. Select your Designations: you can either give to United Way San Diego or through United Way to another 501( c )(3) non-profit, tax-exempt organization of your choice
  - A minimum gift amount of \$150 is required to designate your gift
  - You can search for agencies to designate to. If you do not see your desired agency, you can also pledge with a write-in designation (more information will be required). NOTE: Must be a valid 501( c )(3) nonprofit agency to designate your gift.
7. Check your information and confirm your contribution
8. Print the confirmation page for a record of your donation, or select email confirmation
9. Receive a donation confirmation email (if you chose to have a confirmation email sent to you)