eWay Quick Reference Guide

Donation Process

1. **Follow the link sent in the email announcing the start of the Northwestern University campaign**
   - Enter the Username & Password included in the email.
   - Username is an employee’s NetID. Password is randomly generated.
   - If you misplace the email you may use your Username and the “Forgot Password” link to go through a password reset process.
   - Please contact UW eWay help at unitedewayhelp@uw-mc.org or 312-906-2204 if you need additional help.

2. **Click the "Pledge Now" button to start the pledging process**

3. **Select a pledge type to choose the way you would like to make your donation, then click "Next"**
   - **Payroll Deduction** — Take a one-time or monthly contribution from your paycheck
   - **Credit Card** — Charge to credit card (Visa, Mastercard, AmEx, Discover, Diner’s Card)
   - **Debit Card** — Deduct directly from your checking account using debit card
   - **Check** — Write a personal check to United Way
   - **No Donation** — No donation during this campaign

4. **Enter the pledge amount and the required information, then click "Next"**
   - **Payroll Deduction** — Choose the type of deduction you would like to make: one-time at the beginning of the year, monthly throughout one year, or monthly continuing each year until you change/cancel.
   - **Credit Card** — Enter pledge amount and card information. You may also choose when you would like the payment(s) to begin. The default date is the day you are completing the form. You may also choose to make a one-time, monthly, quarterly, or semi-annual donation.
   - **Debit Card** — Enter pledge amount and card information. You may also choose when you would like the deduction(s) to begin. The default date is the day you are completing the form. You may also choose to make a one-time, monthly, quarterly, or semi-annual donation.
   - **Check** — Enter pledge amount and send check to the address listed with a print-out of your confirmation email/receipt.
   - **I do not wish to give at this time** — We ask that even if you aren’t able to give at this time that you let us know, and we will remove you from any reminder emails.

5. **Choose United Way and/or agencies to which you would like to distribute your gift. The options are:**
   - **United Way of Metropolitan Chicago** — UWMC general community fund
   - **Special Issue Areas of UWMC** — Education, Health, Income, Safety Net
   - **Locate a United Way Partner Agency**
     - Clicking this link will open up lists of UWMC and Greater Chicago United Way Partner Agencies. Lists are in alphabetical order and can be searched using the search box.
     - Read more information about the United Way and/or agency by clicking “More”.
     - When you find the organization you would like to direct a portion of your donation, click "Select" listed to the left of the organization. This will add the agency to the list above. You can do this multiple times.
   - **Provide Partner Agency** — **Click and provide agency information**
     - Name, City, and State required.
     - All agencies must be a 501(c)3 non-profit and Patriot Act compliant. This will be verified by UWMC before distribution. You will be contacted if there is an issue regarding your chosen organization.

6. **Choose amount/percent you wish to distribute to each organization by entering amounts. Click "Continue" when done.**

7. **Review and answer the optional Acknowledgement Questions. This includes signing up for the United Way email list and providing a Leadership recognition name (if a Leadership donor).**

8. **Review your donation and make any edits as needed. Click "Submit Contribution" to complete your gift.**

9. **You will receive a confirmation email for the pledge. You will also be able to click "Print Receipt" to see and print a confirmation of your contribution.**