



United Way
of Marathon County

UNITING TO THRIVE



WELCOME TO UNITED WAY OF MARATHON COUNTY

UWMC E-PLEDGE START GUIDE

e-pledge is United Way of Marathon County's free online platform that makes workplace giving as simple as just a few clicks.

❖ Features and Benefits of e-pledge:

- Reaches employees no matter their work location or travel status.
- Reduces the administrative time and costs that are associated with workplace campaigns.
- Reduces the amount of data entry tasks for payroll staff.
- One-click login links make workplace giving simple for everyone.
- Monitor campaign donations in real time.
- Quick and simple site navigation.
- Customized messages sent throughout your campaign at any time of the day.
- Safe and secure communications.

❖ Set-up Requirements:

- Fill out our [e-pledge Setup Request Form](#) at least 30 days before your campaign start date.
- Provide an employee file that includes their first name, last name, and email.
- Contact your IT Department and ask them to whitelist unitedway@unitedwaymc.org

Start by visiting "Workplace Campaigns" on our website: <http://www.unitedwaymc.org>

❖ Launching your e-pledge campaign:

After your e-pledge Setup Request Form is completed, our staff will email the Campaign Manager listed with some more information about e-pledge, an example employee file that is to be filled, and three email templates that will be sent throughout your campaign. The survey will ask you to include the dates you would like each of your messages sent out.

Once those are returned, please allow up to 14 days for our team to import the data and prepare your message for sending.

❖ Frequently Asked Questions:

Q: What giving options are provided with e-pledge?

A: Employees will be given three options by default: Credit Card, Payroll Deduction, and a “Bill Me” option:



The screenshot shows a selection screen titled "Please select your pledge type." with four radio button options: "Credit Card" (with a credit card icon), "Payroll Deduction" (with a document and dollar sign icon), "Bill Me" (with a bill icon), and "Sorry, I don't wish to give at this time." (with a gift icon and a prohibition sign). At the bottom, there are two buttons: "NEXT" and "CANCEL".

Note: Any of these options can be removed by request.

Q: Are employees able to make changes to their pledges?

A: Yes, if your campaign is still open. Once completed, please have your employee contact our finance team anytime from 8:00 am to 5:00 pm, Monday through Friday: 715-848-2927.

Q: Why hasn't anyone received an email yet?

A: It is possible that your organization's email security has blocked our messages. Please check your spam folder and make sure you whitelist our email address.

Q: Can we still use Paper Pledge forms?

A: Yes, you can use both. Campaign Manager will be provided with a Campaign Envelope to collect and document paper pledges.

The envelope should be returned to United Way at the end of your Campaign.

❖ Frequently Asked Questions(continued):

Q: Can newly hired employees use e-pledge?

A: New employees can be added at any time. Once information is gathered, please have your Campaign Manager contact our Resource Development team to get them added and send a personalized link.

Q: What should we do if employees have trouble accessing the website?

A: Please contact our e-pledge specialist for technical support:

Stephanie Schmitt: Direct: 715.298.5705 | Email: sschmitt@unitedwaymc.org

Q: What are United Way's policies regarding donor information and privacy issues?

A: We will not share your information with any third party outside of our organization other than service providers needed to complete your United Way of Marathon County transactions and/or to improve our ability to communicate effectively with you.

Q: What if our employees don't have emails or do not wish to be solicited that way?

A: We have other options available, such as Self-Registration, Usernames/Passwords, and classic paper forms.

Please get in touch with our Resource Development team to see what is right for your organization.

❖ Need More Information?

Please contact our team for more information or to schedule a demo:

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