

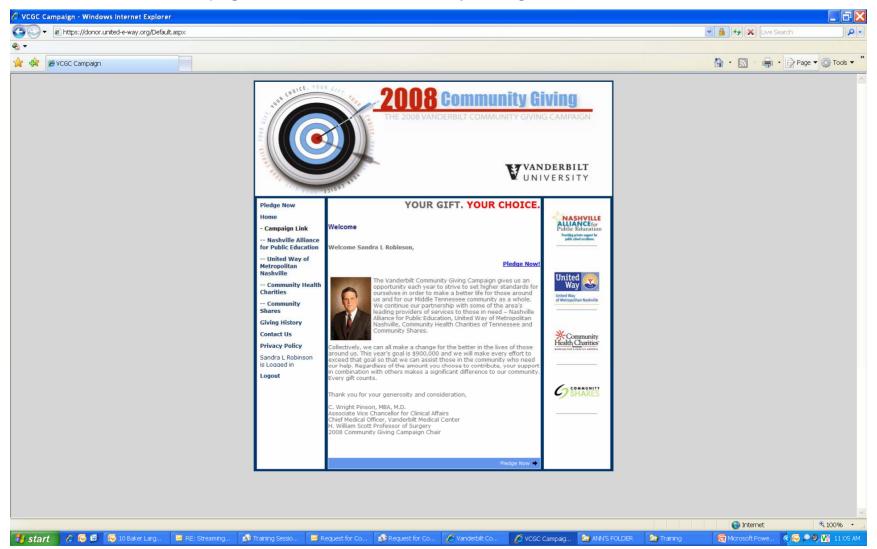
### 2008 VANDERBILT COMMUNITY GIVING CAMPAIGN

# Forget the paperwork and give on-line!!!

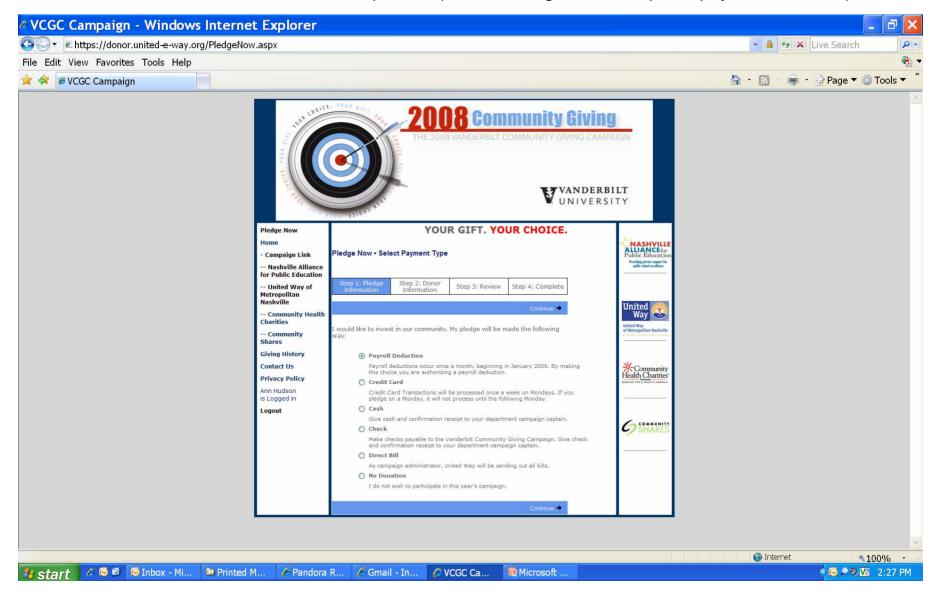
Contributing to the Vanderbilt Community Giving Campaign is easy through the on-line pledging initiative, United eWay.

- 1. Go to <a href="https://www.vanderbilt.edu/communitygiving">www.vanderbilt.edu/communitygiving</a>
  Click the Pledge Now button.
- 2. You will then type in your VUnet ID and E-password. This will then send you to the secure on-line pledging website.

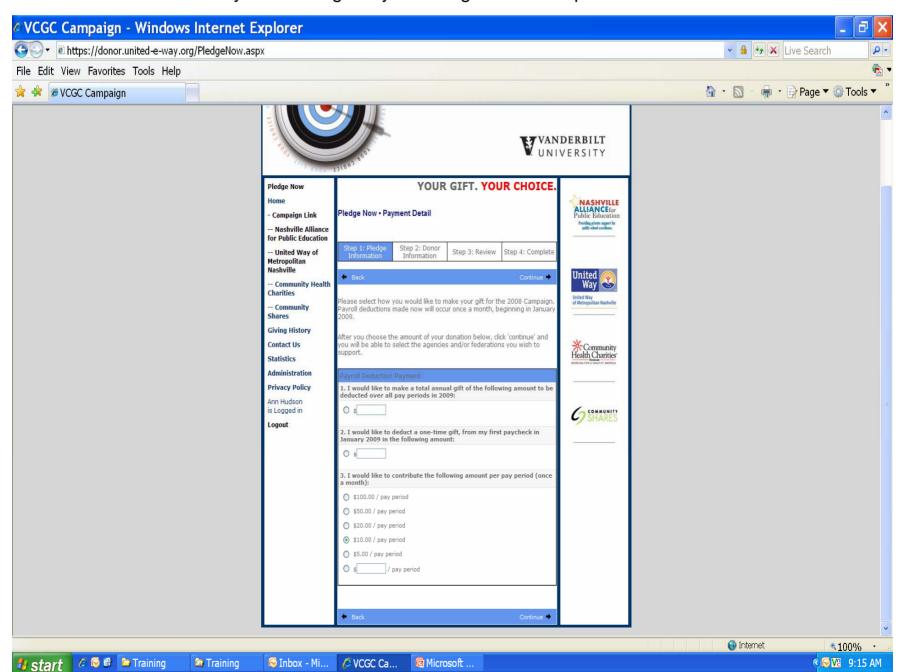
- 3. You will see the online giving website.
  - a. Click the "Pledge Now" button on the top right of the welcome message.
  - b. If you are looking for more information please view the federations' page or the links to their home page from the *main* Community Giving website.



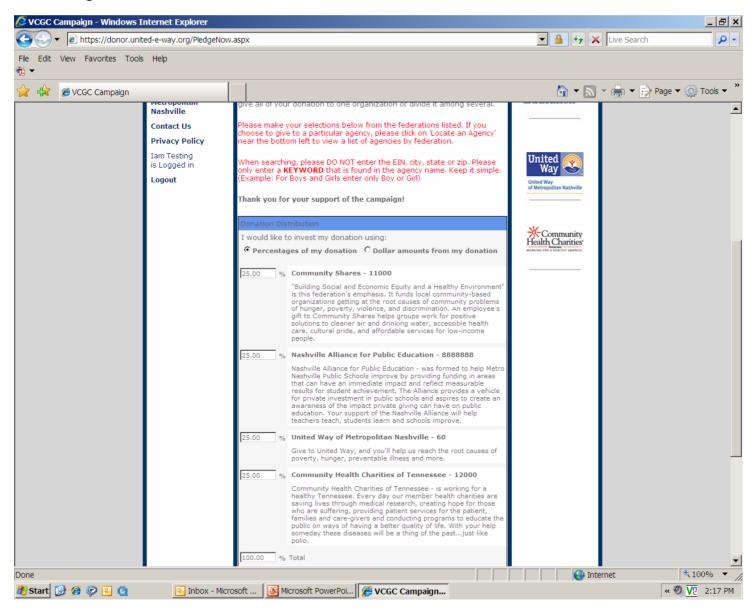
- 4. **SELECT PAYMENT TYPE:** Choose the desired method of payment for your gift. (Depending on the type of gift you choose the following screen will be different for each of the giving options.)
  - a. Click "continue" when completed. (The following is an example of payroll deduction.)



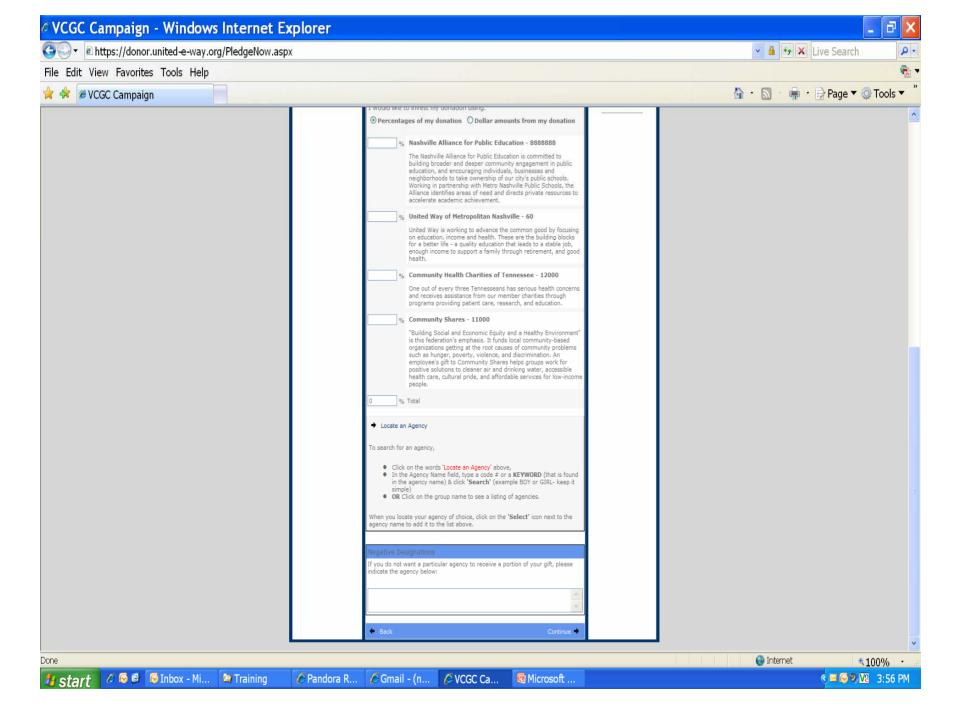
5. **INDICATE** the amount you wish to give by choosing one of the options on the screen.

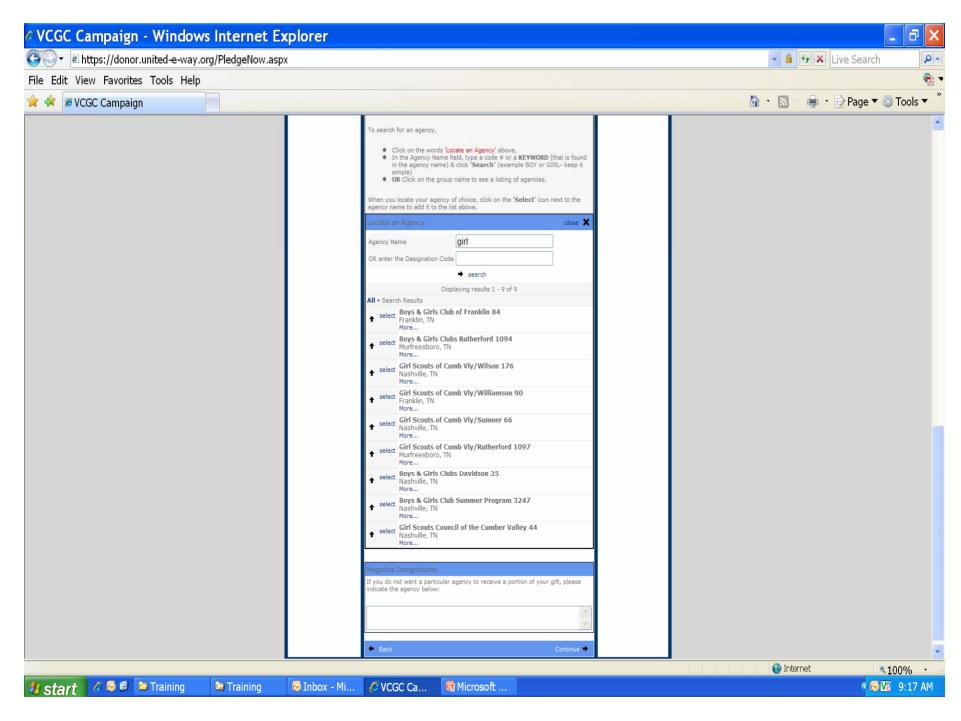


6. **INVEST YOUR DONATION:** Choose where you want your gift to go. Click 'Continue' on the bottom right of the screen.

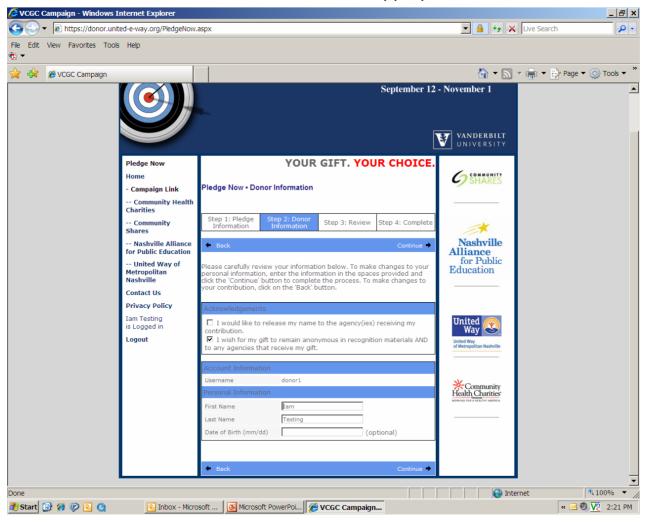


- a. If you choose to give to a specific agency/federation, please select 'Locate an Agency'. If you would like to choose multiple agencies, please select each agency one at a time repeating these steps for each agency.
  - i. Click 'Locate an Agency'
  - ii. Type in a KEY WORD, click Search (example BOY or GIRL do not add the "s" keep the key word simple)
  - iii. OR Click on the grouping of your choice to see an individual listing of agencies for a federation. Once you have selected a particular group, you may find it necessary to 'restart' your search by clicking on the word All. If you do this, you will see all selections displayed again.
  - iv. Click on the word 'Select' to insert the agency/federation of your choice. The system will insert your choice at the top of the page.



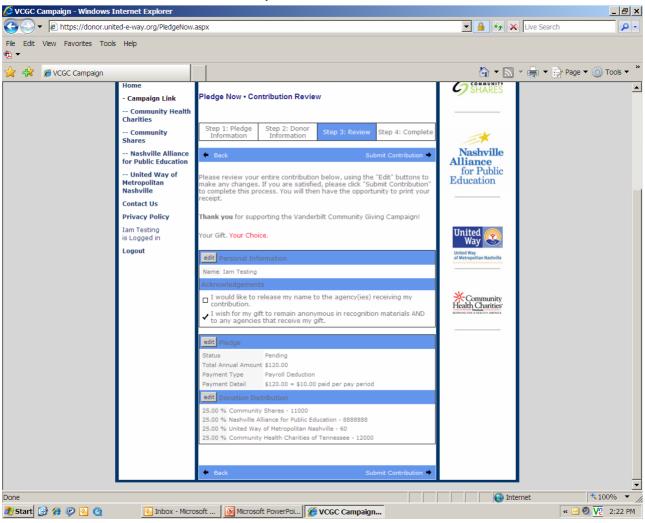


- d. When completed allocating your dollars, click 'Continue' on the bottom right side of the screen.
- e. **Donor Information Review**: Confirm your information.
  - i. Choose Acknowledgements as appropriate.
  - ii. Choose Leadership Recognition as appropriate.
  - iii. Record Account information as appropriate.
  - iv. Enter Contact information or home address as appropriate.



#### f. COMPLETE THE PROCESS:

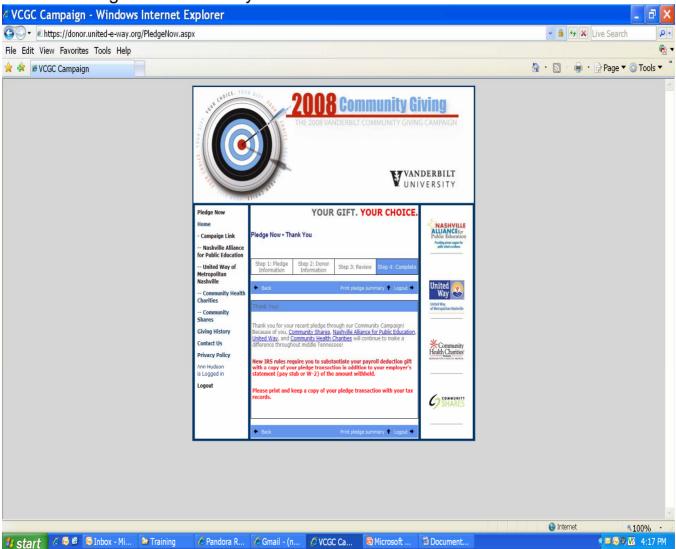
- *i.* To complete your pledge, click on the 'Submit Contribution' at either the top right or bottom right of your screen. Note: Until you have clicked 'Submit Contribution' a decision has NOT been recorded
- ii. You may also edit your information, pledge or distribution information by clicking on 'edit' button beside each one of the options listed.



#### g. THANK YOU/LOGOUT

 You can print your confirmation from this screen by clicking on the 'Print Pledge Summary' button

ii. Click on Logout to exit the system.

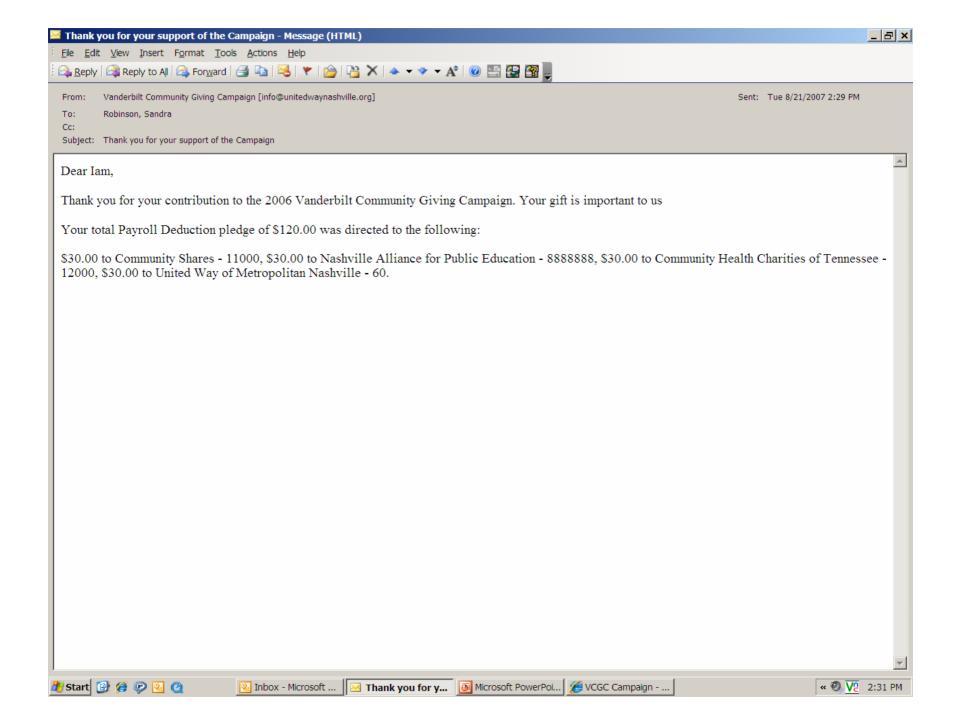




## Personal Information Name Iam Testing Acknowledgements I would like to release my name to the agency(ies) receiving my contribution.

Pledge #10012452536	
Date:	8/21/2007 2:45:20 PM CST/CDT
Payment Type	Payroll Deduction
Total Annual Amount	t \$120.00
Payment Detail	\$120.00 = \$10.00 paid per pay period
Donation Distribution	
25.00 % Community Shares - 11000	
25.00 % Nashville Alliance for Public Education - 8888888	
25.00 % United Way of Metropolitan Nashville - 60	
25.00 % Community Health Charities of Tennessee - 12000	

print this page



- An email will be sent as a confirmation of your pledge.
- Please retain a copy of your confirmation for tax deduction purposes. The IRS now requires a copy of your W2 form and a copy of your pledge.

Your community thanks you for your generosity!