

# NJECC LOGIN INSTRUCTIONS

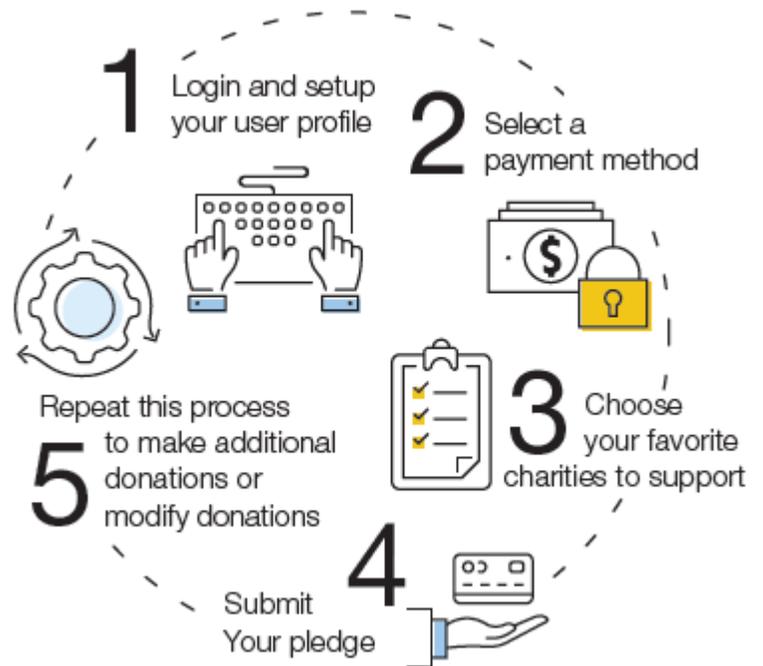
Get started! [www.charities.org/NJECC](http://www.charities.org/NJECC)



## Step 1: Login and Setup Your User Profile

1. Click "**Sign in**" from the top right corner of the site to register and create your account.
2. **Enter your employee information** as prompted on the screen, including your Employee ID and selecting your business unit/agency from the dropdown list.

**NOTE:** Your Employee ID number is the number your organization uses to identify employees. If you do not know your Employee ID number, you can access it on your paystub. Employees on the State Centralized Payroll system can login in to My NJ Portal: <http://www.nj.gov>. Organizations with independent payrolls should check with your NJECC Employee Coordinator.



3. **Create your login credentials** by entering your email address, along with your desired user name and password.
4. Click "**Register Account.**"
5. A **verification email** will be sent to the email address you provided. Open that email and click the link in the email to verify your account. After verifying your account, you will be able to log in to the NJECC giving portal to make your pledge.

**NOTE:** You should receive the verification email within a minute or less after registering your account. If you do not receive the email, please check your junk/spam folder. If you still do not see the email, please contact our donor services team at [donorservices@charities.org](mailto:donorservices@charities.org).

## Step 2: Payment Method and How Much to Donate

You may donate via payroll deduction. Enter the total amount of money you would like to pledge through the NJECC. In the next step you can allocate your pledge amount between charities.

**(NOTE: New Jersey state regulations require your Payroll Deduction Contribution to be a minimum of \$52 to designate to a specific organization. If this requirement is not met for each designated organization, your contribution will be considered undesignated and will be distributed among all organizations in proportion to their pledges.)**

The screenshot shows a form titled "Set up gift payments". It includes a section for "Choose and edit one or more gift payment methods" with a dropdown menu set to "Payroll" and a value of "\$200.00". Below this, there is a note about the minimum amount for payroll deduction. The form also has fields for "Amount Per Period" (\$10.00) and "Pay Periods" (20). A "TOTAL:" label at the bottom right shows "\$200.00". On the right side, there is a summary box "Your pledge so far:" showing "\$200.00 TOTAL GIFT" and a "CANCEL AND START OVER" button.

To donate via check, please use the paper pledge form, which can be accessed from the top navigation menu of the site.

## Step 3: Choose Your Favorite Charities to Support

1. Click the "Find a Charity" button for an alphabetical listing of charities included in the NJECC.
2. A pop-up box will appear. Use the keyword and federation search features to find a specific organization, or click through the alphabetical list. Click "Add" to add charities to your shopping cart and then click the orange "Add selected charities to designations" button.
3. The organization(s) you selected will now display on your list of designations. Now you can allocate your total pledge amount between the organizations you have added to your list of designations. To specify how much money to donate to each, use the slider tool or enter the exact amount in the donation box next to the charity.

The screenshot shows a "Charity picker" interface. It has a search bar "Search by Charity Name/Keyword" and a "Filter by Federation" dropdown. Below the search bar is a grid of charity logos including "A Gift For Learning", "A Better Place", "ACTION for Child Abuse", "Adopt-A-Youth", "Adopt-A-Youth Life", "Adopt-A-Youth and Aging", and "Adopt-A-Youth Senior Care". There is a "Find a Charity" button and a "1 - 8 of 142 items" indicator. At the bottom, there are "Selected Charities" and "Add to Designations" buttons.

## Step 4: Review and Submit Your Pledge

You will have one final chance to review your gift and designations, and will also be able to select whether your gifts remain anonymous or grant permission to have your contact information shared with the charity(ies) you supported through this campaign. Click "Finish" to submit your pledge.

### TAX RECEIPT:

*Within minutes of clicking "Finish," your pledge receipt will be emailed to you. Please keep a copy of that email for tax purposes.*

The screenshot shows a form titled "Where do you want your gift to go?". It displays "Total designated: \$200.00". Below this, there are two charity selection options with sliders and input boxes: "Southern Youth Law Center" with a 37% slider and a \$74 input box, and "Make a Difference Foundation of America" with a 63% slider and a \$126 input box. On the right side, there is a summary box "Your pledge so far:" showing "\$200.00 TOTAL GIFT" and "Designations:" with "SOUTHERN YOUTH LAW CENTER \$74.00" and "MAKE A DIFFERENCE FOUNDATION OF AMERICA \$126.00". A "CANCEL AND START OVER" button is at the bottom right.

## Step 5: Repeat this Process to Make Additional Donations or Modify Donations

If you would like to make additional donations or edit a donation, you may do so anytime during the campaign enrollment period.

1. Log into the pledge site and click "Make your pledge."
2. You will be given two options:
  - a. **Modify a gift from this campaign**
    - i. Choose this option if you would like to edit a pledge you already submitted. By choosing to modify a gift, you will open your existing pledge for edit. You will need to complete all steps of the pledge process to return the gift to a completed status, otherwise the gift will not be processed.
  - b. **Start a new gift and designations**
    - i. Select this option if you would like to make a new donation, using a different payment method than you used for your earlier designation.
3. Once you select an option, follow steps 1-4 from this guide to complete your pledge.

The screenshot shows a form titled "Choose your gift options". It asks the user to "Select one of the following to give:". There are two buttons: "Modify a Gift from This Campaign" with a pencil icon and "Start a New Gift and Designations" with a gift icon.

**Need help?** For assistance, please contact [donorservices@charities.org](mailto:donorservices@charities.org) or submit a support request online at [www.charities.org/support](http://www.charities.org/support).