**2019 UNITED WAY EPLEDGE GUIDE**

If you donated last year and wish to donate the same amount this year, you are not required to log into ePledge; your gift amount will remain the same for the 2019-2020 campaign year. If you are Bell Club, Goal Buster, or a Superintendent’s Leadership donor, you will need to update your ePledge donor gift category.

**If you wish to make an update to your gift or are a new donor, please complete the following steps:**

1. Log into your employee portal via dadeschools.net.
2. Once on the website, click on the United Way campaign banner.
3. You should now be on the M-DCPS United Way campaign ePledge homepage. Click on “Give Now.”
4. If you are a new donor or are a current donor and wish to change or increase your pledge, you will be prompted to choose between payroll deduction, credit card, cash or check.
5. If you are a member of any of the Leadership categories (Bell Club, Goal Buster or Superintendent’s Leadership Circle), please confirm your gift and select the appropriate category from the list provided.
6. If you designated all or a portion of your gift last year, you must complete a new designation form this year. You can find the form under Contact Us.
7. If you choose payroll deduction, you can either enter the amount you would like deducted per paycheck or enter the total annual pledge you wish to give.
	1. If you wish to make a gift using a credit card, you will be prompted to enter the total amount to be donated and to enter your personal information.
	2. If you wish to make a gift of cash or personal check, you will be prompted to enter the total amount to be donated and to enter your personal information. **Afterwards, you must provide your cash or check to your work location’s Employee Campaign Ambassador for processing.**
8. All of the giving method options on ePledge will ask to confirm your information and will automatically generate a confirmation email for your records and taxes.
9. If you have any questions about your pledge or how to make a designation, please click on the “Contact Us” tab of your ePledge homepage.
10. Always remember to “log off” after any visit to your ePledge home page.
11. If you wish to make adjustments to your pledge anytime during the campaign, you may log back in to make the adjustments.
12. If you have any questions or concerns you can contact us at mdcps-epledge@unitedwaymiami.org or 305-646-7133.