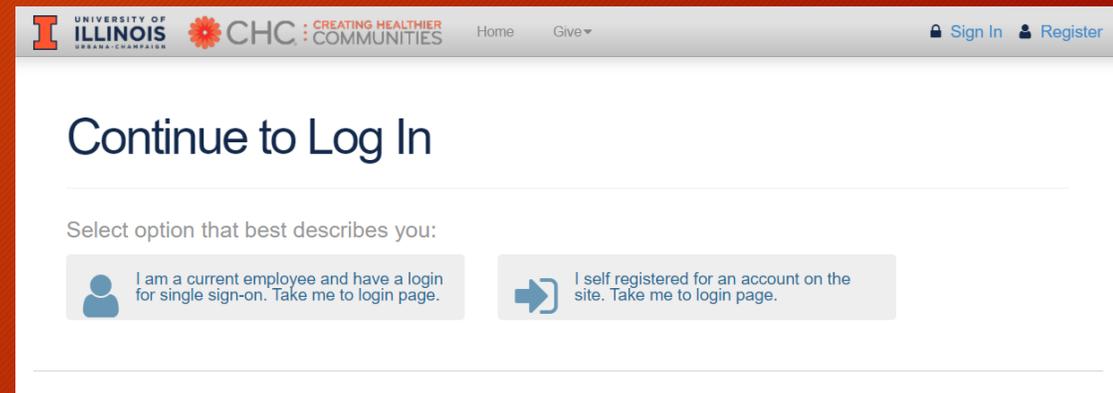
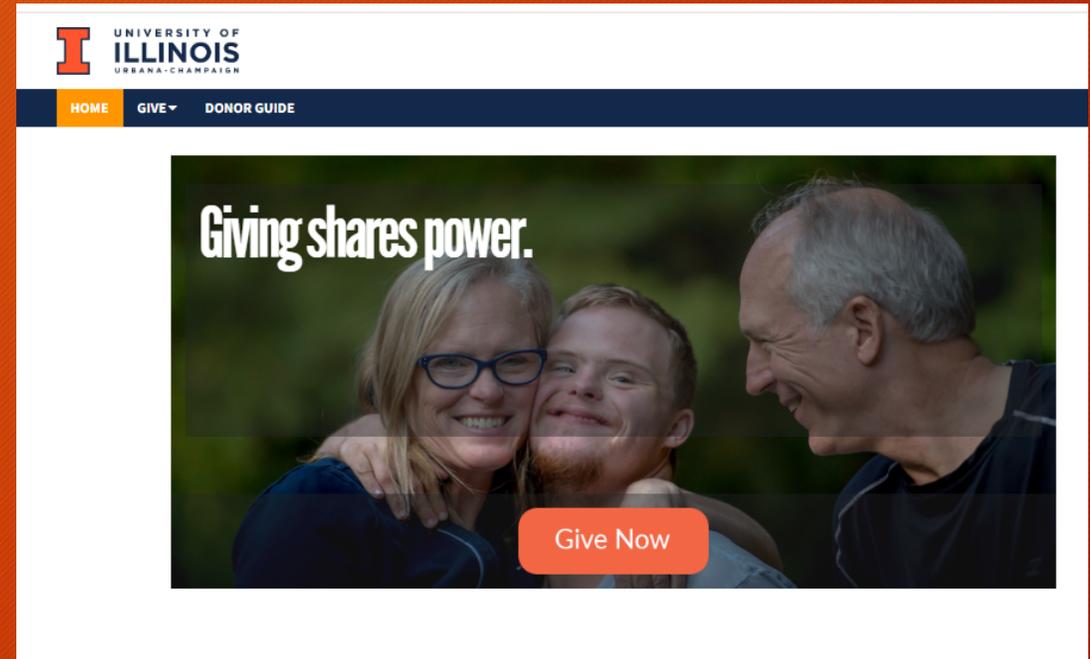


GivingMatters365 Employee Guide

Sign In

- If you have a university login, click Sign In in the top-right corner of the page, then choose the Single Sign-On option
- If you do not have a university login, click Register and fill out the form. Once you've verified your email address, come back to the site, click Sign In, and choose the Self Registered option.



Start your gift

- Click Give Now in the center of the page or from the Give section of the navigation bar.

The screenshot shows the University of Illinois URBANA-CHAMPAIGN website. At the top left is the university logo. The navigation bar includes 'HOME' and 'GIVE' with a dropdown menu containing 'Give Now' and 'My Giving History'. The main content area features a large banner with the text 'Giving shares power.' and a video player for 'Community Health Charities'. The video player has a play button and a 'Give Now' button at the bottom. The video content includes the text: 'Together we can improve the lives of *millions of people* affected by *disability or chronic disease*'.

Set up your payment method

- Select the amount to be deducted per period.
- Select the number of pay periods.
- Click continue when done.

The screenshot shows a web form titled "Set up gift payments" with a progress indicator at the top showing "1 SELECT PAYMENT METHOD" as the active step. The form includes a dropdown menu for "Payroll" with a total of "\$120.00". Below this, there is a text box for "Per Pay Period Amount" set to "\$ 5.00" (callout 1) and a radio button selection for "Pay Periods" with options "24" (selected) and "52" (callout 2). A "TOTAL:" label shows "\$120.00". At the bottom right, there is a "Continue >" button (callout 3). To the right of the form, a summary section titled "Your pledge so far:" shows a total gift of "\$120.00" and two payment methods: "PAYROLL \$5.00 x 24" and "COMMUNITY HEALTH CHARITIES". A "CANCEL AND START OVER" button is also present.

Choose where to send your gift

- Choose the amount you would like to designate to each charity
- The sum should equal the total at the top
- To view more charities, click the Local Charities button to bring up the Charity Picker.
- Click Continue when done.

Where do you want your gift to go?

Total designated:

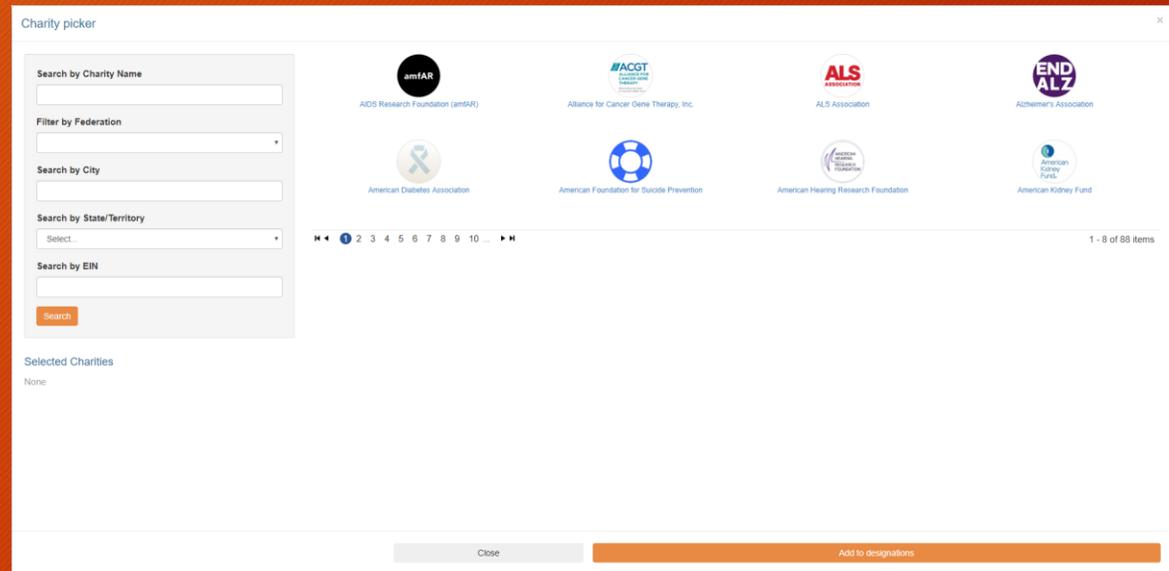
\$240.00

Select your designation preference below.

 American Cancer Society Illinois Division	\$ <input type="text" value="80"/>	
 Champaign Urbana Schools Foundation	\$ <input type="text" value="80"/>	
 Crisis Nursery	\$ <input type="text" value="80"/>	

The Charity Picker

- You can search for additional charities using the following:
 - Name
 - City
 - State
 - EIN
- Click on the charity that you want to give to, then click Add this charity.
- Repeat for as many charities as you'd like.
- When you're done, click Add to designations.



The screenshot shows a 'Charity picker' window with the following elements:

- Search Filters:**
 - Search by Charity Name:** A text input field.
 - Filter by Federation:** A dropdown menu.
 - Search by City:** A text input field.
 - Search by State/Territory:** A dropdown menu with 'Select...' as the current selection.
 - Search by EIN:** A text input field.
 - Search:** An orange button.
- Charity Grid:** A grid of eight charity logos with their names below them:
 - amfAR: AIDS Research Foundation (amfAR)
 - ACGT: Alliance for Cancer Gene Therapy, Inc.
 - ALS: ALS Association
 - END ALZ: Alzheimer's Association
 - American Diabetes Association
 - American Foundation for Suicide Prevention
 - American Hearing Research Foundation
 - American Kidney Fund
- Navigation:** A pagination bar showing '1 - 8 of 88 items' and navigation arrows.
- Selected Charities:** A section labeled 'Selected Charities' with the text 'None' below it.
- Buttons:** A 'Close' button and an 'Add to designations' button (highlighted in orange) at the bottom.

Contact Information Page

- Enter your contact information or correct any errors.
- Only the following fields are required. They should be filled in when the page loads:
 - First Name
 - Last Name
 - Email Address

The screenshot displays the 'Edit Profile' page with a navigation bar at the top showing steps 1, 2, 3 (USER PROFILE), and 4. The page is titled 'Edit Profile' and is currently impersonating a 'Test Donor'.

Contacting

- * Preferred Email: informationtechnology@healthcharities.org

Profile Information

- Prefix: [Dropdown menu]
- * First Name: Test
- Middle Name: Enter Middle Name
- * Last Name: Donor
- Suffix: Enter Suffix
- Home Phone: Enter Home Phone (xxx) xxx-xxxx
- Work Phone: Enter Work Phone (xxx) xxx-xxxx
- Cell Phone: Enter Cell Phone (xxx) xxx-xxxx

Your pledge so far:

- \$120.00** TOTAL GIFT

Payment Methods:

- \$120.00 PAYROLL \$5.00 x 24

Designations:

- \$120.00 COMMUNITY HEALTH CHARITIES

[CANCEL AND START OVER](#)

Review you gift

- If you choose to not share your name with your designated charities, your gift will be reported as anonymous donation.
- If do not wish to be contacted, you won't receive any communications from Community Health Charities.
- The email confirming your gift is unaffected by these options.

1 2 3 4 REVIEW GIFT

Review and complete gift

Please do not share my name with my designated charity

Please do not contact me

[← Previous](#) [Finish →](#)

Impersonating: Test Donor [Stop](#)

Your pledge so far:

\$120.00
TOTAL GIFT

Payment Methods:

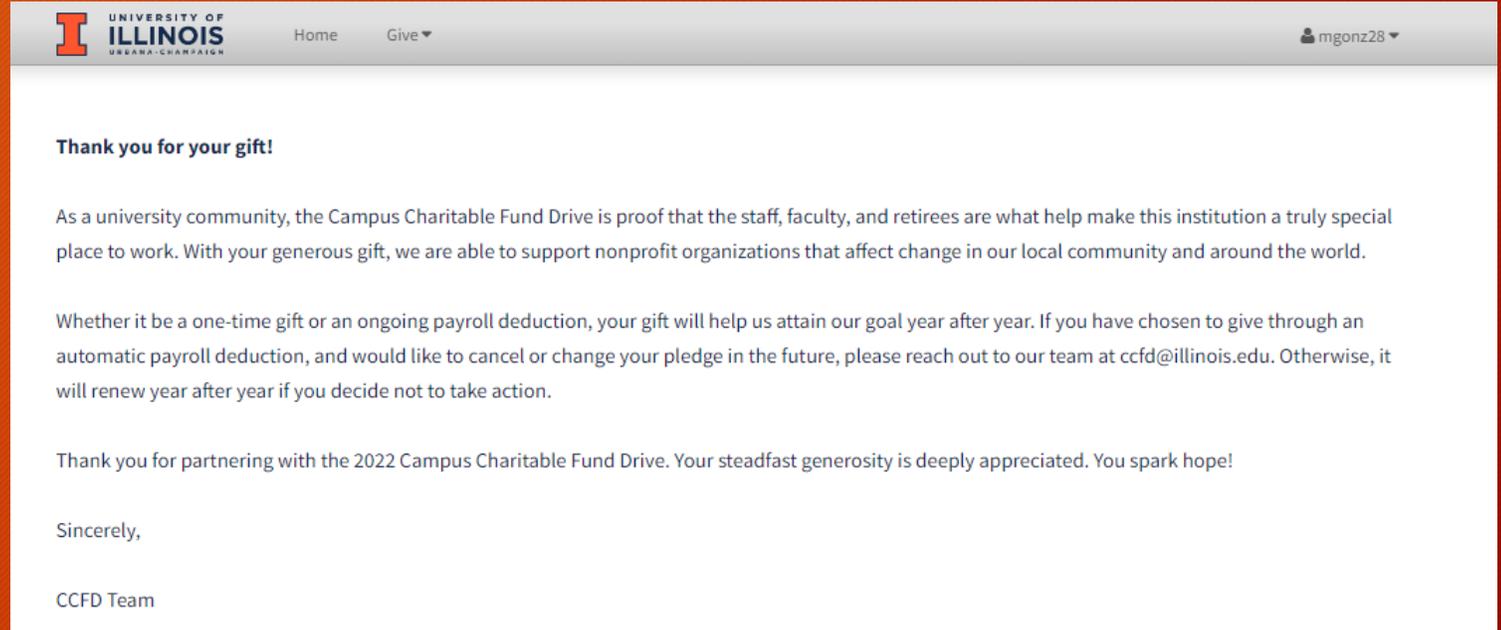
\$ **\$120.00**
PAYROLL
\$5.00 x 24

Designations:

♥ **\$120.00**
COMMUNITY HEALTH CHARITIES

Thank You Page

- Make sure you keep your password and welcome email safe
- You will automatically be logged out after a short period of inactivity
- That's it! You're all done! Thank you for your generosity!



The screenshot shows an email from the University of Illinois. The header includes the university logo, navigation links for 'Home' and 'Give', and a user profile for 'mgonz28'. The main body of the email contains a thank-you message for a gift, explaining the impact of the Campus Charitable Fund Drive and providing contact information for the CCFD team.

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN

Home Give ▾

mgonz28 ▾

Thank you for your gift!

As a university community, the Campus Charitable Fund Drive is proof that the staff, faculty, and retirees are what help make this institution a truly special place to work. With your generous gift, we are able to support nonprofit organizations that affect change in our local community and around the world.

Whether it be a one-time gift or an ongoing payroll deduction, your gift will help us attain our goal year after year. If you have chosen to give through an automatic payroll deduction, and would like to cancel or change your pledge in the future, please reach out to our team at ccfd@illinois.edu. Otherwise, it will renew year after year if you decide not to take action.

Thank you for partnering with the 2022 Campus Charitable Fund Drive. Your steadfast generosity is deeply appreciated. You spark hope!

Sincerely,

CCFD Team