

ONLINE GIVING INSTRUCTIONS

Creating Your Giving Account and Making A Donation

How to Log into the Giving Site

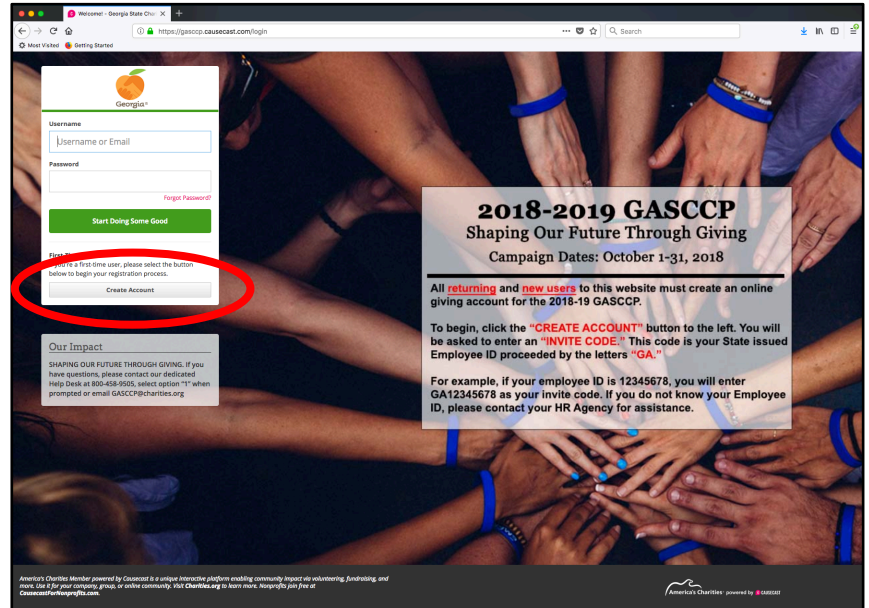
Visit www.gasccp.org and navigate to the “Donors Section” and click “Pledge Online” or click “Pledge Online” from the link in the middle of the page.

The screenshot shows the homepage of the Georgia State Charitable Contributions Program (GASCCP). At the top, there is a navigation bar with the following items: HOME, CONTACT US, FEEDBACK, and a search box. Below this is a secondary navigation bar with the following items: GASCCP HOME, PHOTO GALLERY, EVENTS CALENDAR, ABOUT GASCCP, DONORS SECTION (circled in red), and RESOURCE CENTER. The main content area features a large banner with a group of diverse children and the text "GASCCP Campaign! October 1 - 31, 2018 Click here to learn more!" and "SHAPING OUR FUTURE THROUGH GIVING!". Below the banner is a "HELPFUL LINKS" section with the following links: COORDINATOR REGISTRATION (GASCCP Coordinators - Register here), PLEDGE ONLINE (Georgia Tech), PLEDGE ONLINE (UGA), PLEDGE ONLINE (Agencies, Colleges & CSBs - circled in red), GASCCP CAMPAIGN RESULTS (How do I do? - Online Form Report), and HAVING TROUBLE LOGGING INTO THE GIVING PORTAL? (Complete this form to submit your request for an invite code). At the bottom of the page, there is a footer with the Georgia logo and the text "Provided by the Georgia Department of Administrative Services" and "HOME . CONTACT US . FEEDBACK .".

All **RETURNING** and **NEW** users to this website must create an online giving account for the **2018-19 GASCCP “Shaping Our Future Through Giving”** campaign.

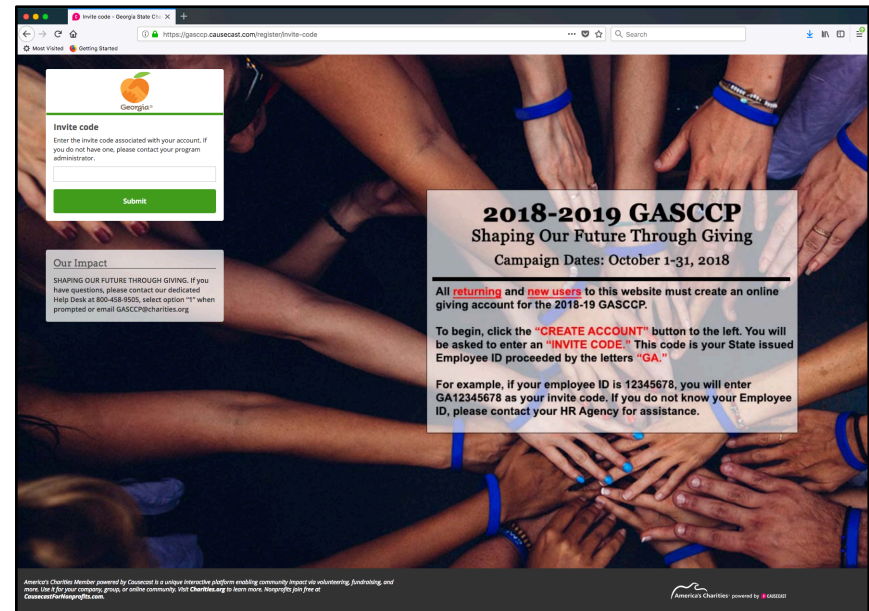
To Begin:

1. Click the **“CREATE ACCOUNT”** button to the left. You will be asked to enter an **“INVITE CODE.”**



2. This invite code is your State issued Employee ID preceded by the letters “GA.” For example, if your employee ID is “12345678,” you will enter “GA12345678” as your invite code.

Your employee ID is the same ID used to log in to the Employee Self Service portal. If you still need assistance with your employee ID, please contact your HR Agency.



If you have questions about your Employee ID while creating you online account, please contact your HR Agency for assistance.

- After entering your invite code and clicking “Submit,” a “Welcome Screen” will appear and prompt you to:
 - Create a Username and Password (**Passwords must be at least 8 characters long and contain one uppercase letter, one lowercase letter, one number and one special character (!@#%\$%^&*)**)
 - Click “Start Doing Some Good” to enter giving site
 - You may return to the site any time during the campaign using your username and password

NOTE: If you wish to receive e-mail notifications from the giving site, you must include a valid e-mail address when setting up your account.

To ensure you entered the correct e-mail address, you can check your profile once you have entered the site. Below are steps to assist you in updating your e-mail address once in the giving site.

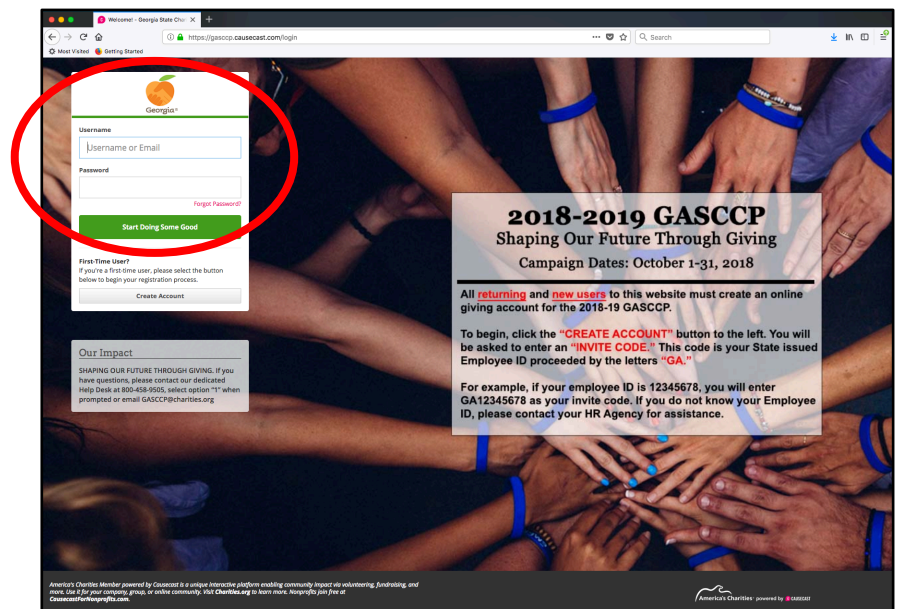
- Click the dropdown in the upper right corner of the giving site dashboard next to your name
- Select Profile
- Click Edit Profile (Located under the box where you can insert a picture)
- Insert your e-mail address
- You may also edit your time zone (use the dropdown menu under time zone – please select “Eastern Time (US and Canada) to configure to Eastern Time)
- Scroll to the bottom of the page and save your changes

EXISTING ACCOUNT: ALREADY HAVE AN ACCOUNT?

If you have already created an online giving account for the 2018-19 GASCCP “Shaping Our Future Through Giving” campaign, please follow the instructions below.

- Enter your username and password created when you first logged into the site. If you do not remember your password, please click on the “**Forgot Password?**” link.

For assistance recovering your password, email: GASCCP@charities.org, call (800) 458-9505, dial “2,” or visit www.charities.org/support.



Explore the Website

Once you are logged into our online giving site, you will see the Dashboard where you can give and stay in-the-know about charities and our employee giving news. You can access the following by using the navigation menu on the left:

Give:

Click on “Give” from the navigation menu to search for charities to donate to via recurring payroll deduction, credit card and Paypal.

Campaigns:

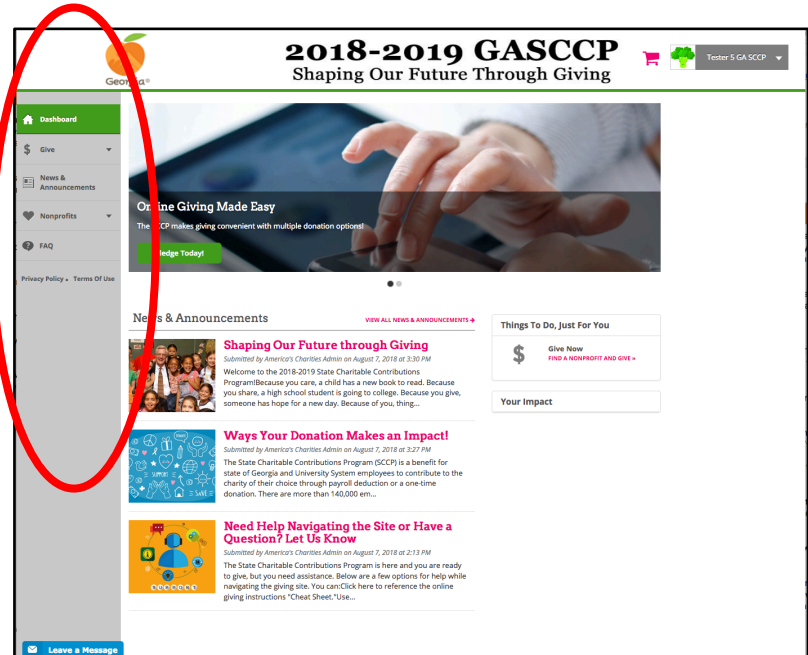
From October 1 – October 31, 2018, the **2018-19 GASCCP “Shaping Our Future Through Giving”** campaign will run online.

News & Announcements:

Check this part of the site regularly for special news and announcements.

FAQ & Online Support:

Have a question about how the campaign works? How donations work? Visit the FAQ section for answers, and if you still have a question use the Online chat tool (bottom left corner of the screen) for assistance.



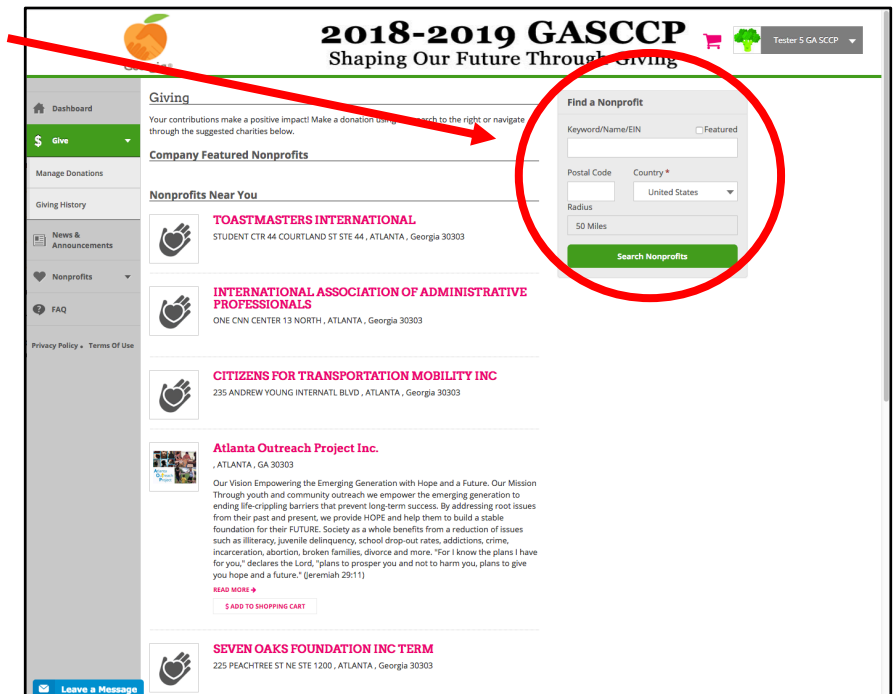
How to Donate Online

FIND A CHARITY

To begin your nonprofit search, use the “Give” or “Nonprofit” link from the left side navigation bar.

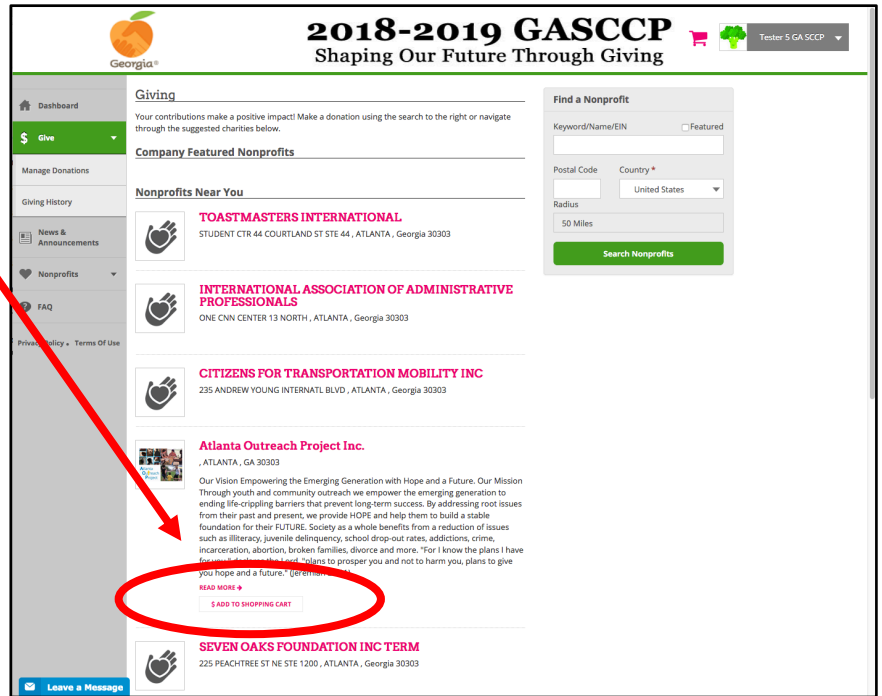


You can search for participating nonprofits by charity name, keyword, EIN number (listed at <http://gasccp.org/search-charities>) and by postal code, including charities nearest you by postal code and radius. Simply enter your search criteria in the “Find a Nonprofit” box on the right side of your screen. Your search result will appear once you click “Search Nonprofits.”



NOTE: By default, the charities displayed will list nonprofits near you at the top of the list, which is based on the postal code entered in your profile. To update your postal code, click on your name in the top right corner, select “Profile” and change your zip code.

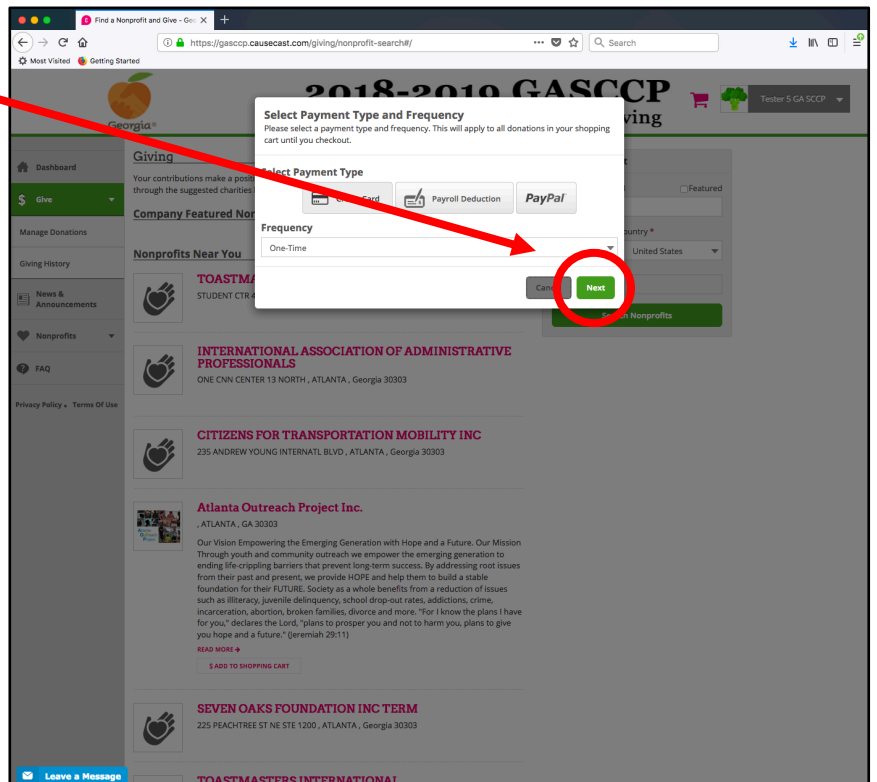
When you find a charity you want to support, click the **“Add to Shopping Cart”** link located under the charity name to start the pledge process.



ENTER YOUR PLEDGE PREFERENCES

Select your **Payment Type and Frequency**: Your giving options are recurring payroll deduction, card and PayPal transactions. Click your payment type and hit **“Next”** to continue.

See pages 10 and 11 for details on how to donate by PayPal.



Donation Details: A pop-up box will appear with **“Donation Details”** where you can enter your payment amount.

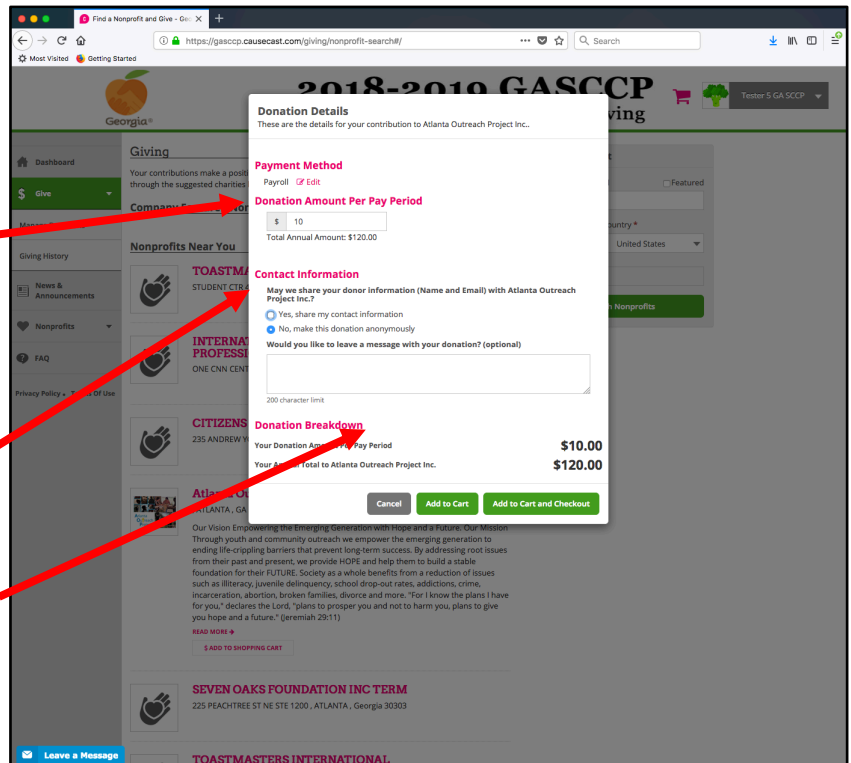
Under **“Add Donation Amount”** enter the amount you would like to pledge.

Add **“Contact Information”** to receive an acknowledgment from the charity.

Need to Cancel This Pledge?

Select **“Cancel,”** to cancel this pledge and start over.

If you are happy with your charity selections, click **“Add to Cart,”** to add additional charities, or **“Add to Cart and Checkout,”** to complete your pledge and proceed to your **“Checkout Summary”** page.



A Few Details

- **Support Multiple Charities:** To donate to multiple charities, click the **“Add to Cart”** button and your donation to the charity will be saved in your shopping cart. Once you are done selecting charities to support, click the **“Add to Cart and Checkout”** button to complete the pledge process. ALL the charities and the respective donations to each will display in a **“Shopping Cart”** for you to review before finalizing your transaction.
- **Payment Method:** Please note that the shopping cart functionality is for multiple gifts of the same payment method, i.e., all payroll gifts or all credit card donations. If you wish to donate by payroll and by credit card, those must be completed in separate shopping cart transactions. The online site cannot accept cash or paper checks. A paper pledge form must be used for these gifts.
- **Payment Frequency:** For payroll deductions, the payroll frequency listed is tailored to automatically mirror your pay frequency, e.g. monthly.
- **Contact Information:** To receive an acknowledgement from the charity, check **“Yes”** under **“Contact Information.”** You may include a short message with your donation, which will be provided to the charity.

CHECKOUT AND SUBMIT YOUR PLEDGE

Checkout: Once you select “Add to Cart and Checkout,” a “Checkout Summary” will appear, allowing you to edit your pledges and payment information before finalizing your pledge process. See examples below for the “Check Summary” based on recurring payroll deduction and credit card.

Example 1: Recurring Payroll Deduction

The screenshot shows the checkout summary for a recurring payroll deduction. The page title is "2018-2019 GASCCP Shaping Our Future Through Giving". The checkout summary table lists the following:

Benefiting Organization	Pay Period Amount	Total Pledged	Share Contact Info
Atlanta Outreach Project Inc.	\$10.00	\$120.00	No
Total:	\$10.00	\$120.00	

Payment Information: Payroll, Monthly, Total Occurrences: 12. Donation Breakdown: Pay Period Amount \$10.00, Total Pledged: \$120.00, Total Donated: \$10.00. Billing Information: Your donation will be automatically deducted from your payroll.

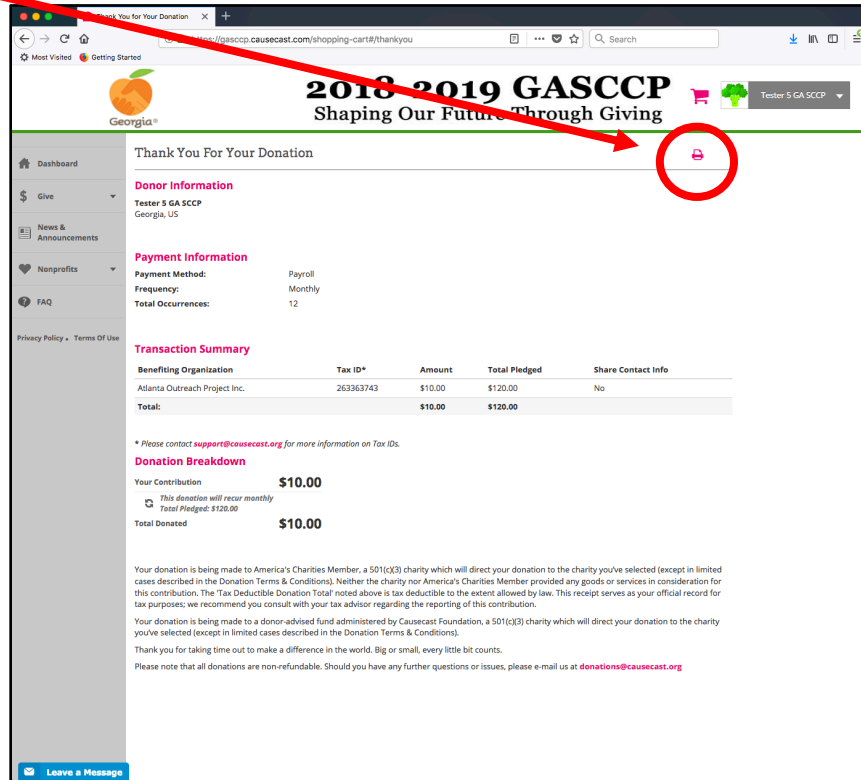
Example 2: Credit Card

The screenshot shows the checkout summary for a credit card payment. The page title is "2018-2019 GASCCP Shaping Our Future Through Giving". The checkout summary table lists the following:

Benefiting Organization	Amount	Total Pledged	Share Contact Info
Atlanta Outreach Project Inc.	\$10.00	\$10.00	No
Total:	\$10.00	\$10.00	

Payment Information: Credit Card, One-time. Donation Breakdown: Your Contribution \$10.00, Total Donated: \$10.00. Billing Information: Includes fields for First Name, Last Name, Card Number, Exp Date (09/18), Security Code, Billing Address, State/Province (Georgia), Postal Code (30301), and Country (United States).

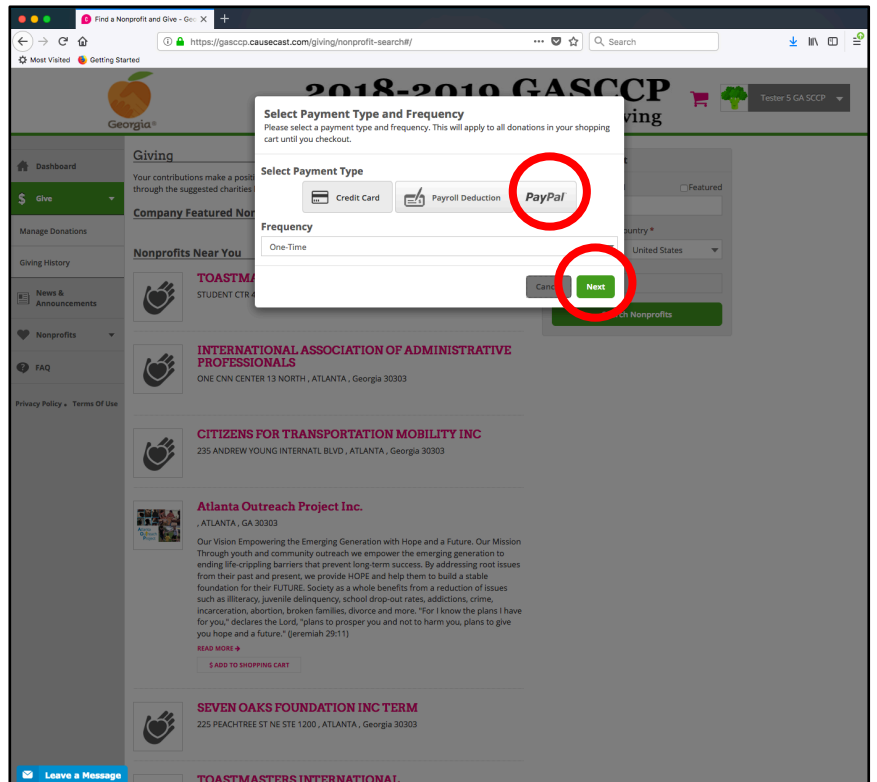
Donate: Once you click the “Donate” button your pledge is complete. You will be presented with a receipt of your pledge(s). From this page, you can print a copy of your receipt for your records.



For assistance recovering your password, email: GASCCP@charities.org, call (800) 458-9505, dial “2,” or visit www.charities.org/support.

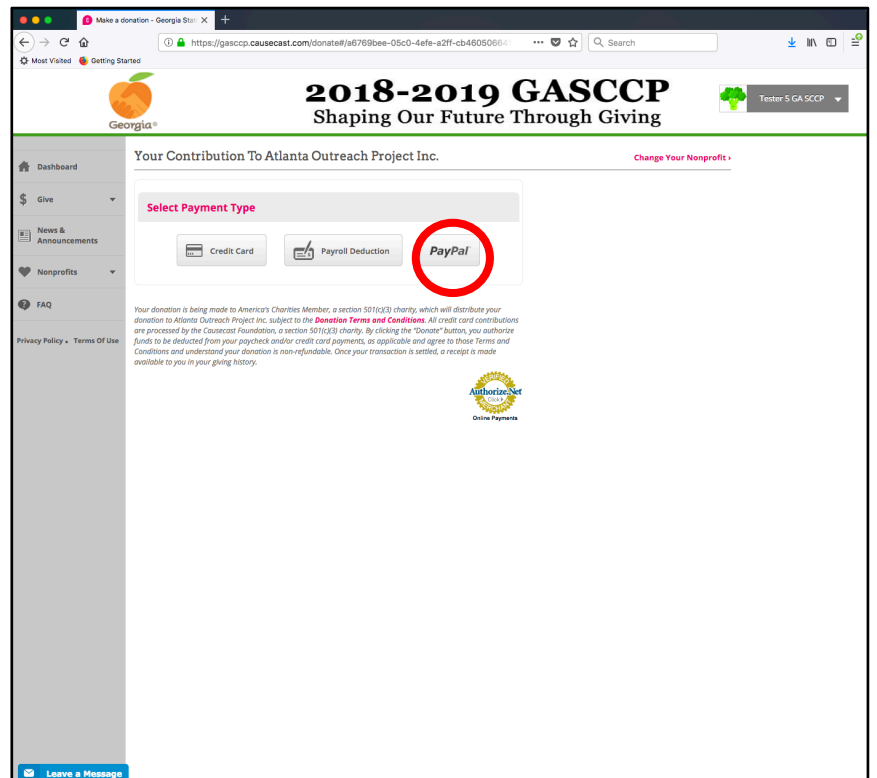
PayPal Donations: PayPal donations are handled outside of this giving website.

You will be redirected to the PayPal site, where you will login to complete your transaction.

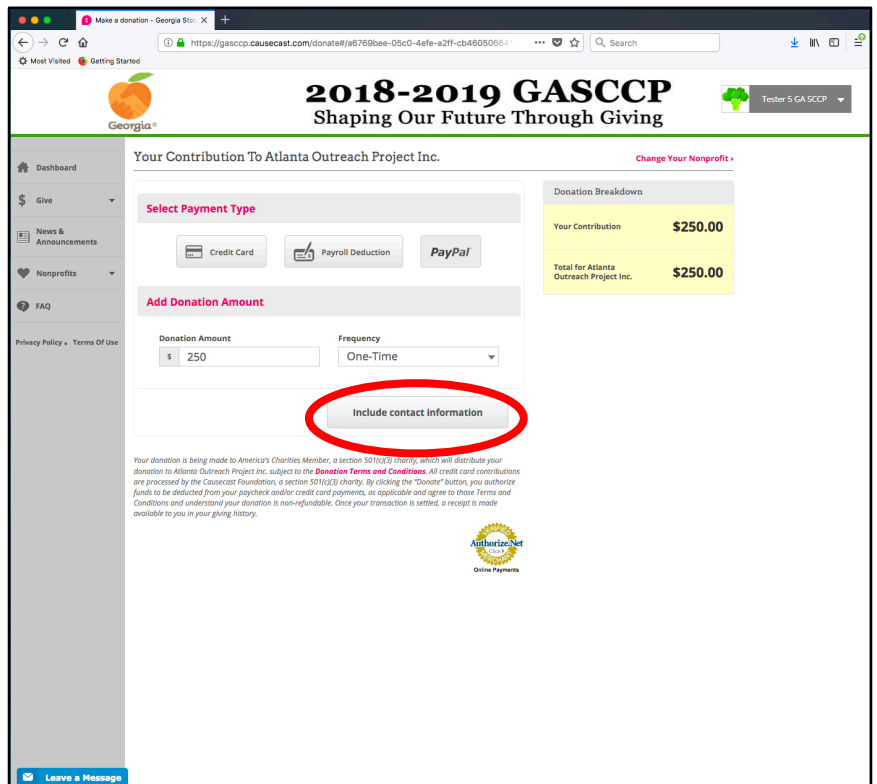


The giving site will step you through the PayPal giving process.

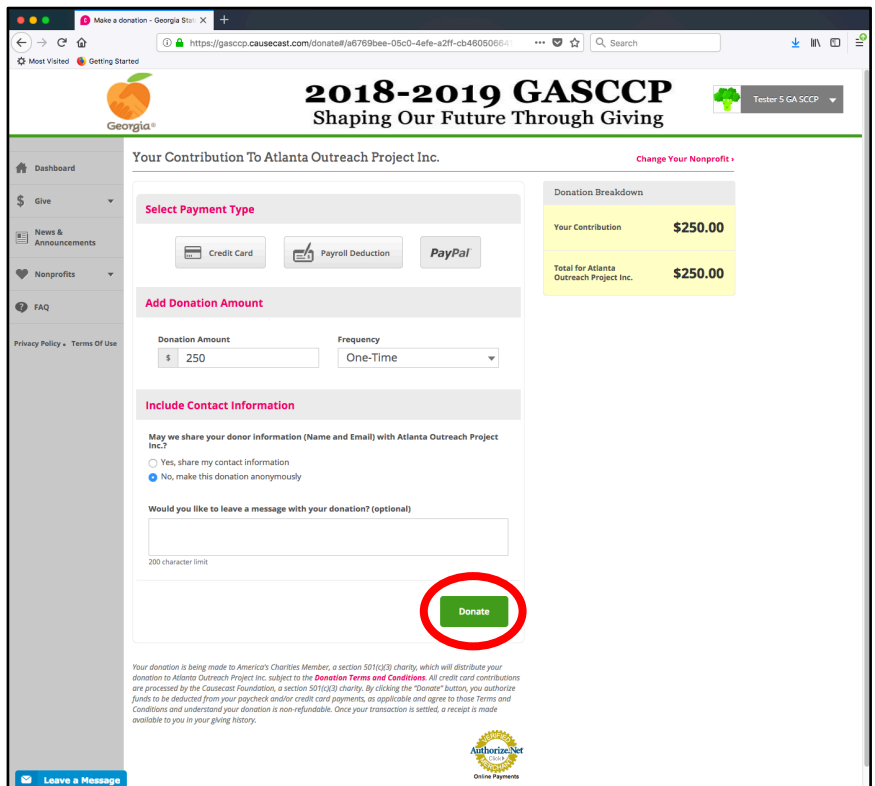
1. Click "PayPal"



2. Add your **“Donation Amount”** and select your frequency for the payment
3. Click **“Include Contact Information”** to continue and receive an acknowledgment from the charity



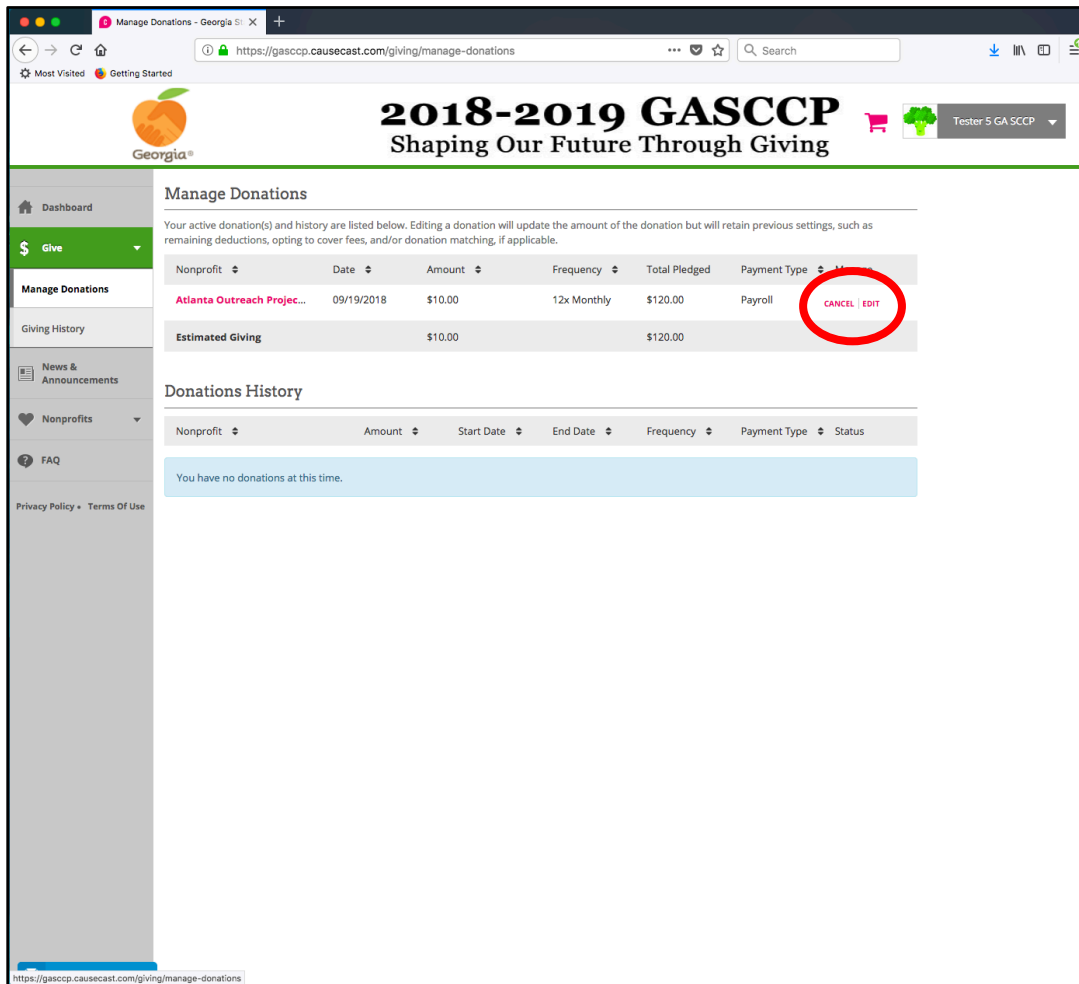
4. Select **“Donate”** to proceed to PayPal to complete your transaction.



For assistance recovering your password, email: GASCPCP@charities.org, call (800) 458-9505, dial “2,” or visit www.charities.org/support.

How to Edit My Pledge

Once you submit your pledge by payroll deduction, you can edit or cancel your pledge by clicking “Give” from the navigation menu and select “Manage Donations.” A list of charities you pledged to will display. Click “Edit” or “Cancel” next to the donation you would like to modify.



The screenshot shows the 'Manage Donations' page on the GASCCP website. The page header includes the Georgia logo and the text '2018-2019 GASCCP Shaping Our Future Through Giving'. The left sidebar contains navigation options: Dashboard, Give, Manage Donations, Giving History, News & Announcements, Nonprofits, FAQ, and Privacy Policy. The main content area is titled 'Manage Donations' and includes a table of active donations. A red circle highlights the 'CANCEL | EDIT' link for the 'Atlanta Outreach Project' donation.

Nonprofit	Date	Amount	Frequency	Total Pledged	Payment Type	Actions
Atlanta Outreach Projec...	09/19/2018	\$10.00	12x Monthly	\$120.00	Payroll	CANCEL EDIT
Estimated Giving		\$10.00		\$120.00		

Below the table is a 'Donations History' section with a message: 'You have no donations at this time.'

Credit card and PayPal transactions must be cancelled through your banking or credit card provider. For assistance recovering your password, email: GASCCP@charities.org, call (800) 458-9505, dial “2,” or visit www.charities.org/support.