

Making a Contribution via the United Way Online Giving Platform

1. Open the link: <https://donor.frontstream.com/Login.aspx?campaign=OCSD> and plug in your username and password, as provided in the kick off email on March 5, 2021. When you login for the first time, you will be prompted to change your password.



Please enter your username and password select Login.

Your **User name** is your EmployeeID. (ex. 9999)
Your **Password** is "Ocsd1\$" + your Employee ID. (ex. Ocsd1\$9999)

Your Must change your password upon first Login.

Login Information

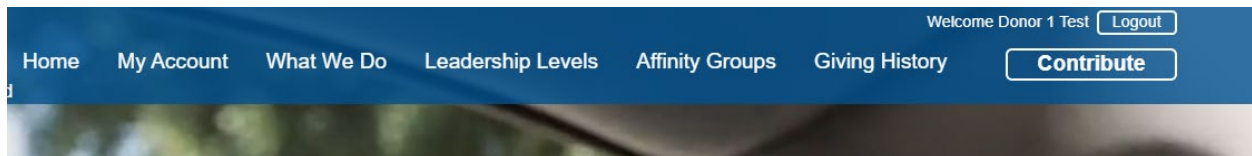
Username

Password

[Login](#)

[Forgot Password?](#)

2. At the top of your screen, you'll see several buttons. To update your personal information, select "my account." To learn more about United Way's work, leadership giving, and affinity groups, click into any of the tabs (what we do, leadership levels, and affinity groups). When you're ready to make your contribution, click "contribute."



3. Once in the contribution section, you'll first choose the type of gift you would like to make. Your options through the online platform are payroll deduction, direct debit/ACH, credit card or PayPal. Once you've made your selection, click "continue."

Step 1: Pledge Information Step 2: Donor Information Step 3: Review Step 4: Complete

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Last Year's Gift: \$

I would like to give to our community. My pledge will be made the following way:

Payroll Deduction

- Direct Debit / ACH
- Credit Card
- PayPal
- No Donation

Use the following United Way to continue with my pledge.

- United Way of the Midlands**
- I would like to direct my pledge to another community based on a zip code that I will provide.

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4. The following example will show the steps as if you are setting up a payroll deduction. The process for credit, PayPal and direct debit / ACH are very similar. For payroll deduction, you can choose to make a one-time contribution, or set up a recurring contribution for every pay period. (For the 2020-2021 OCSD United Way campaign, there are 23 pay periods, starting in May).

Once you've selected your contribution amount, in the "Invest Your Donation section" select one of the check boxes on the left – to either leave your gift unrestricted to United Way of the Midlands, or to designate it to one of our partner agencies. Then, click continue.

Step 1: Pledge Information Step 2: Donor Information Step 3: Review Step 4: Complete

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Please select from the following payroll deduction options. Your selection authorizes your payroll department to deduct your gift from your base pay each pay period beginning **May 15, 2021**. Thank you for your support!

Payroll Deduction
Payment
I would like to make a one-time payroll contribution of the following amount:
 \$

I would like to contribute the following amount per pay period:
 \$50.00 / pay period
 \$25.00 / pay period
 \$10.00 / pay period
 \$5.00 / pay period
 \$2.00 / pay period
 \$ / pay period

Invest Your Donation
 United Way of the Midlands
The best way to give and make a difference! Giving to United Way of the Midlands ensures that your gift will have the most impact in your community. By combining your gift with thousands of others United Way is able to achieve long term change in improving people's lives.
 I would like to direct my contribution using one or more giving options, including United Way focus areas and/or a specific partner. You can make your selection from a list on the next page.
Note: There is a **\$50 minimum** for each designation.

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5. The next screen will give you the choice to set up your pledge to automatically renew next campaign year, and to automatically increase it. This is optional – if you want to set it up select the appropriate increase and click continue. If you do not want to set up auto renewal, simply click continue.

Step 1: Pledge Information Step 2: Donor Information Step 3: Review Step 4: Complete

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If you would like your gift automatically renewed in next year's campaign, please indicate so below or click continue.

Auto Renew Election
 Please renew my pledge automatically next year
 Increase my pledge next year as follows:
Please renew my gift next year automatically, and increase by the following amount:
 \$50.00 / pay period
 \$25.00 / pay period
 \$10.00 / pay period
 \$5.00 / pay period
 \$1.00 / pay period
 \$ / pay period

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6. If you chose to designate your gift, you will see the below screen, with your total contribution noted in the first line. You can choose to designate it by percentage, or by dollar amount. Once you are happy with your designations, click continue.

Please choose how your total annual gift of \$575.00 is invested. You may give all of your donation to one organization or divide it among several.

Donation Distribution

I would like to invest my donation using:

Percentages of my donation Dollar amounts from my donation


% **United Way of the Midlands** ✕

The best way to give and make a difference! Giving to United Way of the Midlands ensures that your gift will have the most impact in your community. By combining your gift with thousands of others United Way is able to achieve long term change in improving people's lives.


% **Community Impact Fund**

United Way of the Midlands envisions a community where all members – children, youth, adults and seniors – achieve their potential. A gift to the Community Impact Fund is how our donors, volunteers, partners and community members join us in the fight to give everyone a chance to succeed.


% **Education**

 Helping children and youth achieve their potential through education. A gift to this focus area will help fund programs such as the Midlands Reading Consortium and other tutoring initiatives, parental engagement activities, summer learning, mentoring, scouting, and after-school programs.

% **Financial Stability**

 Helping families become financially stable and independent. A gift to Financial Stability will help fund programs such as emergency food and shelter, employment and permanent housing, as well as Volunteer Income Tax Assistance.

% **Health**

 A gift to Health will support programs such as WellPartners, United Way's dental and eye care clinics, and meals and activities for seniors.

% **Unallocated contributions will go to United Way of the Midlands**

The best way to give and make a difference! Giving to United Way of the Midlands ensures that your gift will have the most impact in your community. By combining your gift with thousands of others United Way is able to achieve long term change in improving people's lives.

% Total

[Find an agency](#)

7. Once you've completed your pledge information, you will see a screen similar to the below image, with a summary of your pledge. If it looks correct, click continue. If you need to make a revision, click details.

Step 1: Pledge Information Step 2: Donor Information Step 3: Review Step 4: Complete

[Add another pledge](#) [Continue](#)

This page summarizes your contribution. If you wish to make another pledge, please select "Add another pledge". Otherwise, click on "Continue".

Date	Status	Payment Type	Total	
	Pending	Payroll Deduction	\$575.00	details

[Add another pledge](#) [Continue](#)

8. Donors who contribute at least \$500 will be eligible for our affinity groups, which are optional to join, and are a great way to get more involved with United Way of the Midlands. Carefully read the items below and then select the box for any of the affinity groups you wish to join (if you are eligible). Please also enter your birth year, to help UWM staff confirm your eligibility. Please also enter your preferred recognition name into the Leadership Recognition line (or if you would prefer to remain anonymous, select that check box below). Then, click continue.

Step 1: Pledge Information **Step 2: Donor Information** Step 3: Review Step 4: Complete

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Please carefully review your information below. To make changes to your personal information, enter the information in the spaces provided and click the 'Continue' button to complete the process. To make changes to your contribution, click on the 'Back' button.

Acknowledgements

Always United: I would like to become a member of Always United, a group for late-career individuals and retirees. I have provided my personal contact information to receive newsletters, event invitations and volunteer opportunities.

Women In Philanthropy: I would like to become a member of Women In Philanthropy (\$500 minimum donation to United Way of the Midlands. Funds directed toward partner agencies are not eligible). Learn more at [WomenInPhilanthropy.com](#).

Young Leaders Society: I am either between the ages of 21 and 30 (\$500 minimum) or between 31 and 40 (\$1,000 minimum) and would like to become a member of Young Leaders Society. Learn more at [YLSMidlands.com](#). Please enter your birth year below if you would like to join YLS.

Birth Year:

Please release my name to the agency(ies) receiving my contribution.

Leadership Recognition

Preferred Recognition Name

I prefer to remain anonymous in publications.

I would like to include my spouse's gift for the purpose of qualifying for a leadership level.

9. The next section will have you confirm your personal information (address, contact info, etc.) Once you've reviewed and confirmed its accuracy, click continue.

Account Information

Username

Personal Information

Prefix (optional)

First Name

Middle Name (optional)

Last Name

Suffix (optional)

Nickname (optional)

Birth Date (mm/dd/yyyy) (optional)

EmployeeID

Home Contact Information

Home Email Address (optional)

or

Phone Number 1 (optional)

Phone Number 2 (optional)

Fax Number (optional)

Home Address

Home Country ▼

Home Address 1 (optional)

Home Address 2 (optional)

Home City (optional)

Home State ▼ (optional)

Home Zip Code (optional)

Work Contact Information

Work Email Address

or

Phone Number 1

Phone Number 2 (optional)

Fax Number (optional)

Work Address

Work Country

Work Address 1

Work Address 2 (optional)

Work City

Work State

Work Zip Code

Preferred Mailing Address

Home Work

10. Now that you've entered all of your information, review it one more time in step 3 to make sure everything looks good. When you're ready, hit "submit contribution." This will make your pledge official in the system and will allow HR and United Way of the Midlands to move forward with processing.

Step 1: Pledge Information Step 2: Donor Information **Step 3: Review** Step 4: Complete

Please review your entire contribution below, using the "Edit" buttons to make any changes. If you are satisfied, please click "Submit Contribution" to complete this process. You will then have the opportunity to print your receipt.

Thank you, Donor 1, for contributing to support the Live United movement.

Personal Information

Name Donor 1 Test

Home Address

Home Phone

Home Email

Work Address 1818 Blanding Street, Columbia, SC 29201 US

Work Phone

Work Email HCarnes@uway.org

Acknowledgements

Always United: I would like to become a member of Always United, a group for late-career individuals and retirees. I have provided my personal contact information to receive newsletters, event invitations and volunteer opportunities.

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Please release my name to the agency(ies) receiving my contribution.

Transaction

Status Pending
Per Pay Period

Payment Type **Payroll Deduction**

Pledge \$575.00

Payment Detail \$25.00 x 23 pay periods = \$575.00

Total Annual Amount \$575.00

100.00 % **United Way of the Midlands**

Auto Renew Election

You do not wish to automatically renew this pledge next year.