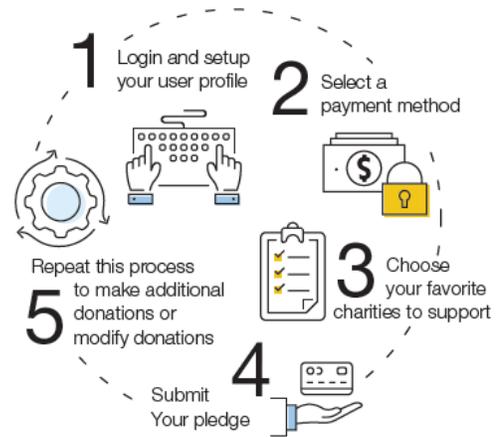


MAKE YOUR PLEDGE IN FIVE EASY STEPS!

Need Help? For assistance, please contact MCC@charities.org.



Step 1: Login and Setup Your User Profile

- To get started, visit <https://mcc.maryland.gov> and click the “Give Now” button. You will be directed to the online giving portal for The Maryland Charity Campaign (MCC).
- Click “Sign In” from the top right corner of the site. Reference the chart below for credentials to enter based on your agency. If you need assistance with your Username and Password/Unique Code, visit <https://impact.ac/2019MCCloginhelp> to contact the MCC Help Desk or email MCC@charities.org.

| Agency: | Username (Not Case Sensitive): | Password/Unique Code (Case Sensitive): | Example for John Doe: | |
|---|-----------------------------------|---|---|---|
| IWIF | FirstInitial+LastName+Unique Code | IWIF_Person ID | Username: Code: JDoeIWIF_1234567 | Password/Unique Code: IWIF_1234567 |
| MTA | FirstInitial+LastName+Unique Code | MTA_Employee ID | Username: Code: JDoeMTA_1234567 | Password/Unique Code: MTA_1234567 |
| SHA | FirstInitial+LastName+Unique Code | SHA_EIN (Employee Identification Number) | Username: Code: JDoeSHA_1234567 | Password/Unique Code: SHA_1234567 |
| MAIF | FirstInitial+LastName+Unique Code | MAIF_Employee (Paycom) ID | Username: Code: JDoeMAIF_1234567 | Password/Unique Code: MAIF_1234567 |
| MENV | FirstInitial+LastName+Unique Code | MENV_Employee ID | Username: Code: JDoeMENV_1234567 | Password/Unique Code: MENV_1234567 |
| Universities: Bowie, Coppin, Salisbury, Towson, UMBC, UMCP, USMO, Univ of MD Baltimore | FirstInitial+LastName+Unique Code | U_University ID | Username: Code: JDoeU_1234567 | Password/Unique Code: U_1234567 |
| USM Foundation | Work Email | Work email (all lowercase) | Username: Code: jdoe@maryland.gov | Password/Unique Code: jdoe@maryland.gov |
| Retiree | FirstInitial+LastName+Unique Code | RET_Pension ID | Username: Code: JDoeRET_1234567 | Password/Unique Code: RET_1234567 |
| OTHER AGENCIES | FirstInitial+LastName+Unique Code | Employee ID (W or P Number) | Username: Code: JDoeW_1234567 or JDoeP_1234567 | Password/Unique Code: W_1234567 or P_1234567 |

- Once you are logged in, your username will display in the upper right corner of the screen.
- Click **“Pledge Now”** to start the pledge process.

Donors WITH Giving History:

If you participated in the MCC in 2018, your pledge history has already been loaded into the giving site. If you would like to support a new nonprofit this year, then you can select the **“Start a New Gift and Designation”** option. Alternatively, you can easily renew (or edit) your gift from last year by clicking **“Renew a Gift from Last Year”** to proceed.

If you choose to renew a gift, on the next screen you will have the option to keep your donation at the same dollar amount as 2018 or edit the amount. Once you have made your gift selections, click **“Make Changes”** to complete your transaction.

Whether you renew a gift from last year or start a brand new gift this year, you will next be asked to **“Edit your profile.”** Information you enter will be provided to the nonprofits you support through this campaign so they can acknowledge your gift upon your request.

Select **“Continue”** when you have finished updating your contact information.

Note: If any prior year donations are not reflected in your giving history, it may be due to one of the following reasons:

- Donations by check are not reflected in pledge history, as they are not renewable donations. Please start a new paper pledge donation to donate by check.
- Prior donations to a charity that is not eligible in the current campaign year is not included in pledge history as these donations are not renewable. Charities that are not listed may not have applied or may not be eligible to participate.

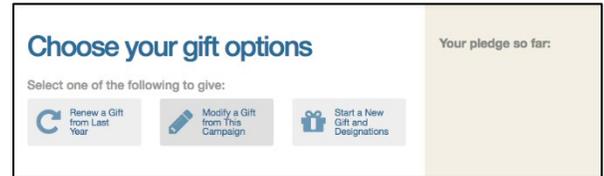
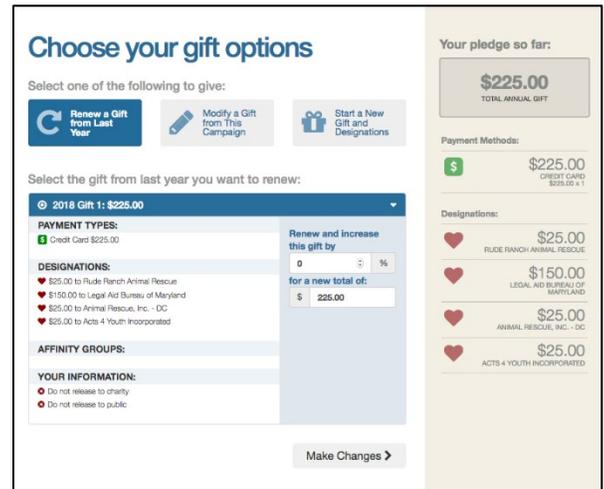
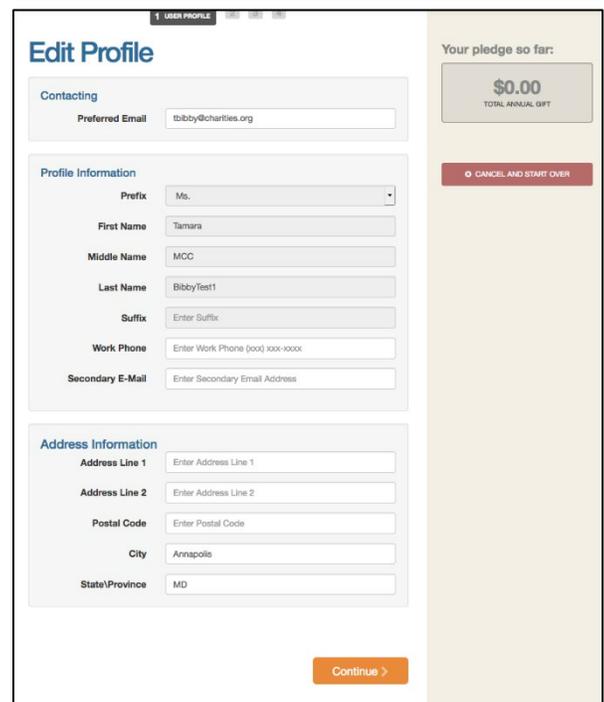
To obtain pledge history, please contact Donor Support Services by any of the following methods:

- Option 1** = Email: MCC@charities.org
- Option 2** = Phone: (800) 458-9505, dial “1” when prompted
- Option 3** = Live Chat and Donor Support Services Portal: www.charities.org/support

Donors WITHOUT Giving History:

After clicking **“Pledge Now”** from the landing page, you will be asked to **“Edit your profile.”** If you opt in at the end of the giving process, information you enter will be provided to the nonprofits you support through this campaign so they can acknowledge your gift.

Select **“Continue”** when you have finished updating your contact information.

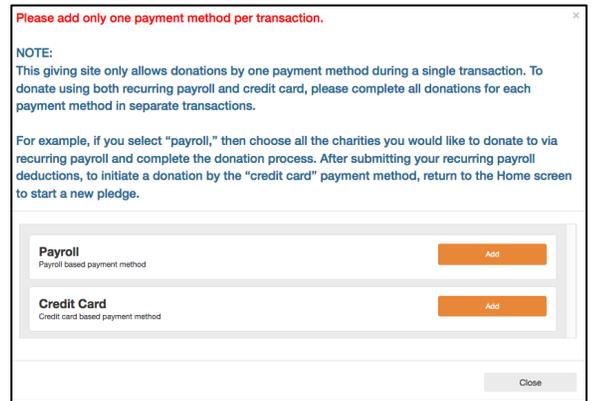




Step 2: Select a Payment Method

You may support your favorite nonprofits online via the following payment methods (*If you would like to donate via check, please use the paper pledge form.*):

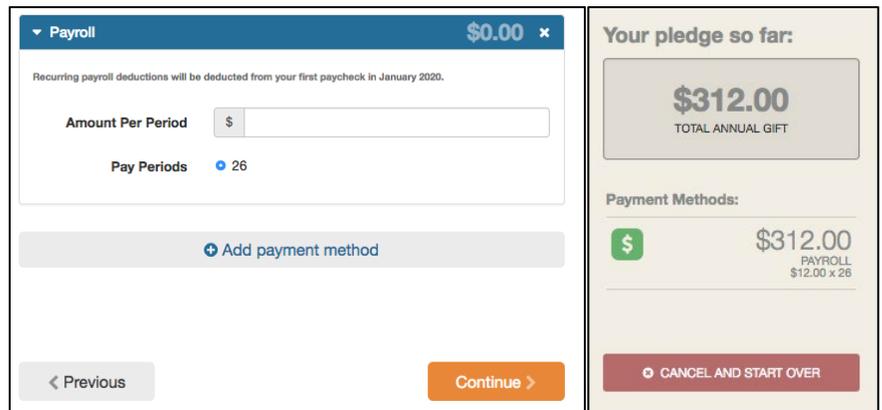
- Payroll Deduction
- Credit Card
- Click **“Add”** to choose a payment method. You will then see a screen prompting you to set up your gift payment frequency and amount based on the payment method you selected.

NOTE: To donate using multiple payment methods, please complete all donations for each payment method in separate transactions. For example, if you select “Payroll Deduction,” then choose all the charities you would like to donate to by payroll deduction and complete the donation process. After you submit your payroll deductions donations, then go back and select the “Credit Card” payment method, choose the charities you would like to support by credit card, and complete the donation process for those charities.



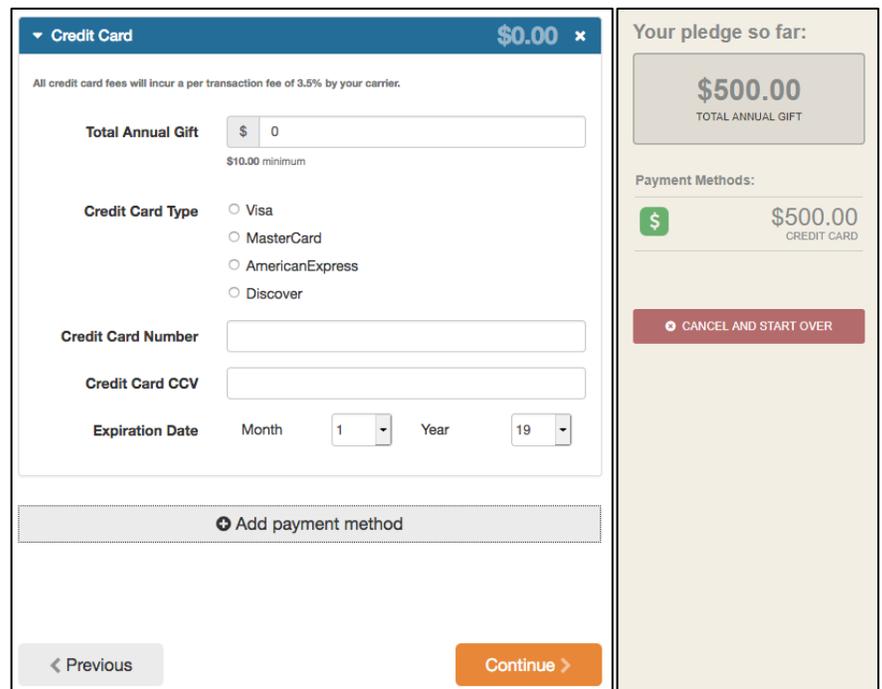
Payroll Deduction:

1. The amount you enter is the amount you would like deducted from your paycheck each pay period.
2. Once you enter an amount, it will automatically use the number of pay periods to calculate your total annual gift. That information will display on the right side of your screen under the **“Your Pledge So Far”** section.
3. In the next step, you will allocate the total annual gift amount between your designated charities.



Credit Card:

1. The amount you enter is the total annual gift amount you would like to donate. That information will display on the right side of your screen under the **“Your Pledge So Far”** section.
2. In the next step, you will allocate that total annual gift amount between your designated charities.



Once you have finished entering your payment method preferences, click **“Continue”** to find charities to support.

You can always return to this step later in the process to adjust the total amount you would like to donate.

Step 3: Choose Your Favorite Charities to Support

Note: If any prior year donations are not reflected in your giving history, it may be due to one of the following reasons:

- Donations by check are not reflected in pledge history, as they are not renewable donations.
- Prior donations to a charity that is not eligible in the current campaign year is not included in pledge history as these donations are not renewable. Charities that are not listed may not have applied or may not be eligible to participate.

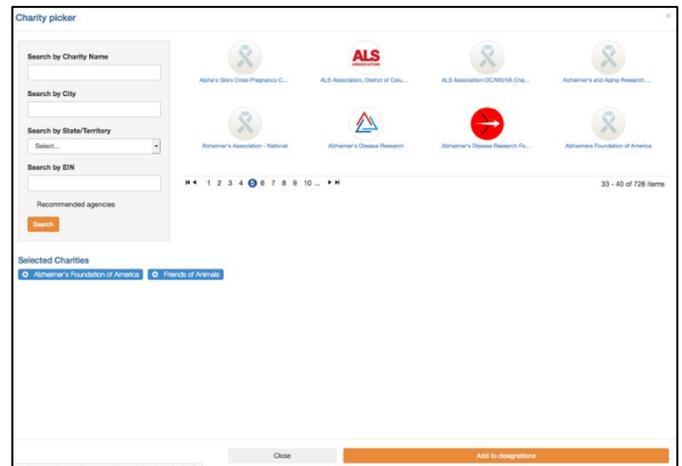
To obtain pledge history, please contact Donor Support Services by any of the following methods:

Option 1 = Email: MCC@charities.org

Option 2 = Phone: (800) 458-9505, dial "1" when prompted

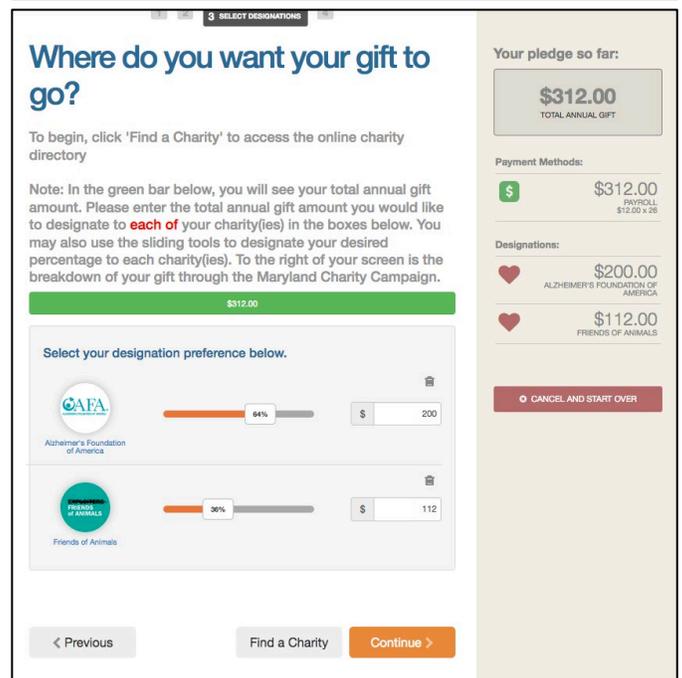
Option 3 = Live Chat and Donor Support Services Portal: www.charities.org/support

- To find charities to support, click the **"Find a Charity"** button.
- A pop-up box will appear. Use the charity name, city, state/territory, and EIN search features to find a specific organization, or click through the alphabetical list.
- You can select as many charities to support as you would like. As you find charities you want to support, click **"Add"** and they will appear highlighted in blue under **"Selected Charities."**
- Click the orange **"Add to Designations"** button. The organization(s) you selected will now display on your list of designations.
- Next, you will have the opportunity to 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.



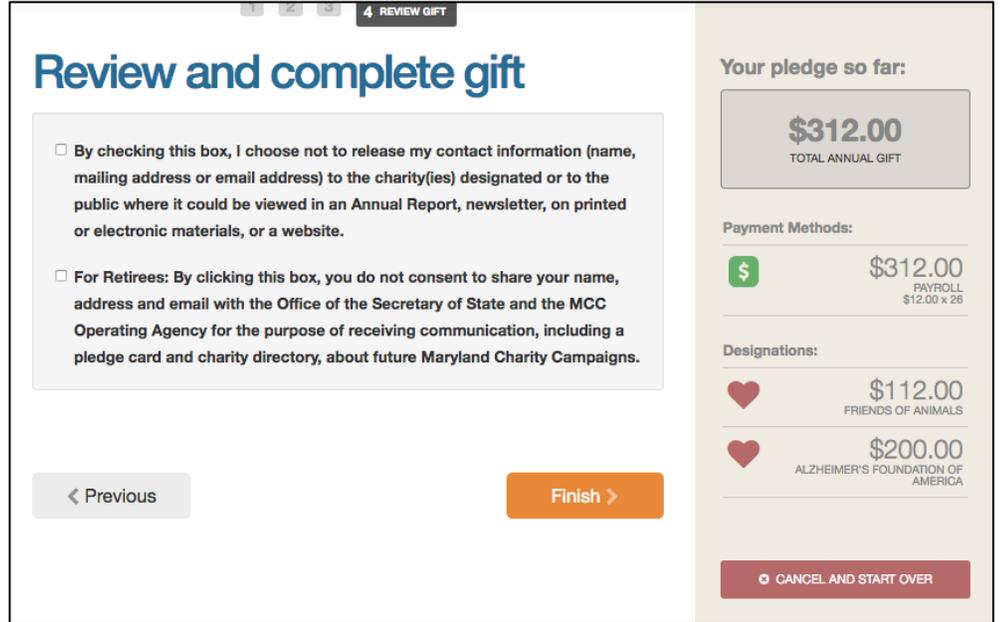
To adjust the total annual amount you would like to pledge, click the **"Previous"** button to return to the payment method screen. The charities you selected will all remain saved on your list until you are ready to submit your pledge.

When you have finished allocating your donation between charities, click "Continue."



Step 4: Submit Your Pledge

1. 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 the Campaign.
2. Click **“Finish”** to submit your pledge.



The screenshot shows a web interface for reviewing a gift. At the top, there are navigation tabs labeled 1, 2, 3, and 4 REVIEW GIFT. The main heading is 'Review and complete gift'. Below this, there are two checkboxes with associated text:

- By checking this box, I choose not to release my contact information (name, mailing address or email address) to the charity(ies) designated or to the public where it could be viewed in an Annual Report, newsletter, on printed or electronic materials, or a website.
- For Retirees: By clicking this box, you do not consent to share your name, address and email with the Office of the Secretary of State and the MCC Operating Agency for the purpose of receiving communication, including a pledge card and charity directory, about future Maryland Charity Campaigns.

At the bottom left, there is a 'Previous' button. At the bottom right, there is an orange 'Finish' button. On the right side of the interface, there is a summary section titled 'Your pledge so far:' which shows a total annual gift of \$312.00. Below this, it lists 'Payment Methods:' with a payroll deduction of \$312.00 (\$12.00 x 26). Under 'Designations:', it lists two charities: Friends of Animals (\$112.00) and Alzheimer's Foundation of America (\$200.00). At the bottom right, there is a red button labeled 'CANCEL AND START OVER'.

Step 5: Repeat Process to Make Additional Donations or to Modify Your Gift

If you would like to make additional donations or edit your pledge, you may edit your payroll donations anytime during the campaign enrollment period. To change or cancel a credit card donation, please contact your credit card provider.

1. Log into the pledge site and click **“Pledge Now.”**
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 payroll deduction pledge you already submitted. By choosing to modify a gift, you will open your existing pledge for edit. You **MUST** complete all steps of the pledge process to return the gift to a completed status, **otherwise the gift will not be processed**. Modifications to credit card donations must be made through your credit card provider.
 - b. **“Start a new gift and designations”**
 - i. Select this option if you would like to make a new credit card or new payroll donation.
3. Once you select an option, follow steps 1-4 from this guide to complete your pledge.

Need Help? For assistance, please contact MCC@charities.org.