Ways to Give

2 Ways to Donate: Online Giving is Encouraged!
- **Online:** recurring payroll deduction and one-time and recurring credit card
- **Pledge Form:** recurring payroll deduction, check, cashier’s check, money order, etc.

Donating Online: It’s easy!

Visit the Maryland Charity Campaign website, [http://mcc.maryland.gov](http://mcc.maryland.gov). Campaign materials, instructions, Frequently Asked Questions (FAQs), and a link to the online platform, also known as the giving portal, are available here.

Create an account: You must create an account to donate online. Once you click on the “Create Account” button, you will be prompted for your “Invite Code.” If you donated online last year, do not use the Invite Code. Instead, use the username and password that was created previously.

If this is your first time pledging through the MCC’s giving portal, you need to create an account using your MCC Invite Code. Your Invite Code is printed on the pledge form provided by your Campaign Coordinator. *(Your Workday # is your Invite Code. If you do not have W#, reference the table below.)*

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Invite Code:</th>
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<tbody>
<tr>
<td>IWIF</td>
<td>Person ID</td>
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<tr>
<td>MDOT</td>
<td>Employee ID</td>
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<tr>
<td>MAIF</td>
<td>Employee (Paycom) ID</td>
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<tr>
<td>MENV</td>
<td>Employee ID</td>
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<tr>
<td>UM College Park &amp; Towson</td>
<td>University ID</td>
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<tr>
<td>Other Agencies</td>
<td>Payroll ID</td>
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**ONLINE GIVING - TWO EASY STEPS:**

1. Input your Invite Code (Your Workday # is your Invite Code. If you do not have W#, see above.)
2. 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 the MCC giving site.
   - You may return to the site any time during the Campaign using your username and password.

**Already have an account or donated online last year?**

Click the “Give Now” button from the MCC website, [mcc.maryland.gov](http://mcc.maryland.gov) to begin your pledge. You will be prompted to 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.

Please 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. Here are the easy steps to do so:

1. Edit your user profile.
2. Click the dropdown in the upper right corner of the giving site dashboard next to your name.
3. Select Profile.
4. Click Edit Profile. (Located under the box where you can insert a picture).
5. Insert your e-mail address here.
6. You may also edit your time zone (use the dropdown menu under time zone – please select New York to configure to Eastern Time).
7. Scroll to the bottom of the page and save your changes.
THE FOLLOWING IS AN EXAMPLE OF HOW THE HOMEPAGE WILL LOOK ONCE YOU ARE LOGGED IN:

Once you are logged into the giving portal, click “Give” from the navigation menu on the left. Then you can search for charities and pledge. (Please see screen shots below for assistance.)

- Search for a participating MCC nonprofit by charity name, keyword, MCC Agency Code (this is the EIN of the charity which is listed in the MCC Giving Guide) and by postal code, including charities nearest you by postal code and radius. (Screen Shot #1)
- When you find a charity you would like to support, click the “Add to Shopping Cart” link located under the charity name to start the pledge process.
Select the payment type and frequency for your gift. *(Screen Shot #2)*

A pop-up box will appear with "Donation Details" where you can edit your payment method (your giving options are recurring payroll deduction or one-time and recurring credit card) for the charities in your "Cart." Under "Add Donation Amount," enter the amount you would like to pledge *(this is the amount that will be deducted each pay period)*, add "Contact Information" to receive an acknowledgment, and "Checkout." Or if you would like to donate to more than one charity, click "Add to Cart" to add additional charities to your "Shopping Cart." *(Screen Shot #3)*

- You are able to select an unlimited number of charities and select the method of payment and donation amount for each charity. ALL of the charities and the respective donations to each will display in a "Shopping Cart" for you to review before finalizing your transaction. *(Follow Screen Shots #1 - #3 to proceed)*

- For payroll deductions, the payroll frequency listed is tailored to automatically mirror your pay frequency, e.g., biweekly, monthly.

- 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.

- To donate to additional 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 "Checkout" button to complete the pledge process. 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 carts.
• A “Checkout Summary” will appear, allowing you to edit your pledges and payment information. (Screen Shot #4)

• 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. (Screen Shot #5)
Once you have submitted your payroll deduction pledge, you can edit or cancel your pledge by clicking “Give” from the navigation menu and select “Manage Donations.” A list of charities you have pledged to will display. Click “Edit” or “Cancel” next to the donation you would like to modify. *(Screen Shot #6)*

From the “Give” navigation menu, you can also track your giving history by payroll deduction under “Manage Donations.” On the “Manage Donations” page, you will see “Donation History.” Your “Donation History” provides a quick snapshot of how much you have given in previous MCC Campaigns. You may access this information while the Campaign is still open. *(Screen Shot #6)* If you need additional information once the Campaign has closed, please contact America’s Charities at mcc@charities.org or by calling 800-458-9505, dialing “1” when prompted.

From the “Give” navigation menu, you can also track your giving history by credit card under “Giving History.” *(Screen Shot #7)*

The online site cannot accept cash or paper checks. A paper pledge form must be used for checks only (no cash accepted).

**REMEMBER:** When you make an online pledge, **DO NOT** submit a paper pledge form. Receipt of an online transaction and a paper pledge form will result in double pledging. Both will be counted. If you make a mistake and submit both, contact America’s Charities at mcc@charities.org or by phone at (800) 458-9505, dialing “1” when prompted.

If you need to make any changes to your donation or need assistance, please contact America’s Charities at 800-458-8505, dialing “1” when prompted or by email at mcc@charities.org.
How to Give Using a Paper Pledge Form

Proper completion of the paper pledge form will ensure that pledges are processed quickly and accurately. If any sections of the pledge form are incomplete, the pledge cannot be processed.

- MCC Charity Code must be provided. This is the charity’s EIN. Codes are listed in the MCC Giving Guide and are searchable online.
- Up to six charities per page may be designated on the pledge form. If a donor wishes to give to more than six charities, please use an additional pledge form and check the box on the top right corner of the first page indicating that there are more than six charities.
- Please be sure that the correct pay period box has been checked for payroll deduction gifts and that all information is accurate and that total gift amount is entered correctly.
- The pledge form must be signed and dated.
- Please keep a copy of your pledge form(s) or take a picture for your records.
- A pledge/donation acknowledgement/receipt will be sent to the address you provided on the pledge form upon completion of the Campaign. For payroll deduction, your year-end paystub will also satisfy IRS requirements. You can browse the MCC Giving Guide and pledge online at http://mcc.maryland.gov.

If you need to make any changes to your donation or need assistance, please contact America’s Charities at 800-458-8505, dialing “1” when prompted or by email at mcc@charities.org.