

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>. 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.)

Agency:	Invite Code:
IWIF	Person ID
MDOT	Employee ID
MAIF	Employee (Paycom) ID
MENV	Employee ID
UM College Park & Towson	University ID
Other Agencies	Payroll ID

You may also request an Invite Code by calling 571-458-1072 or clicking here: <http://bit.ly/InviteCodeMCC>

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 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.

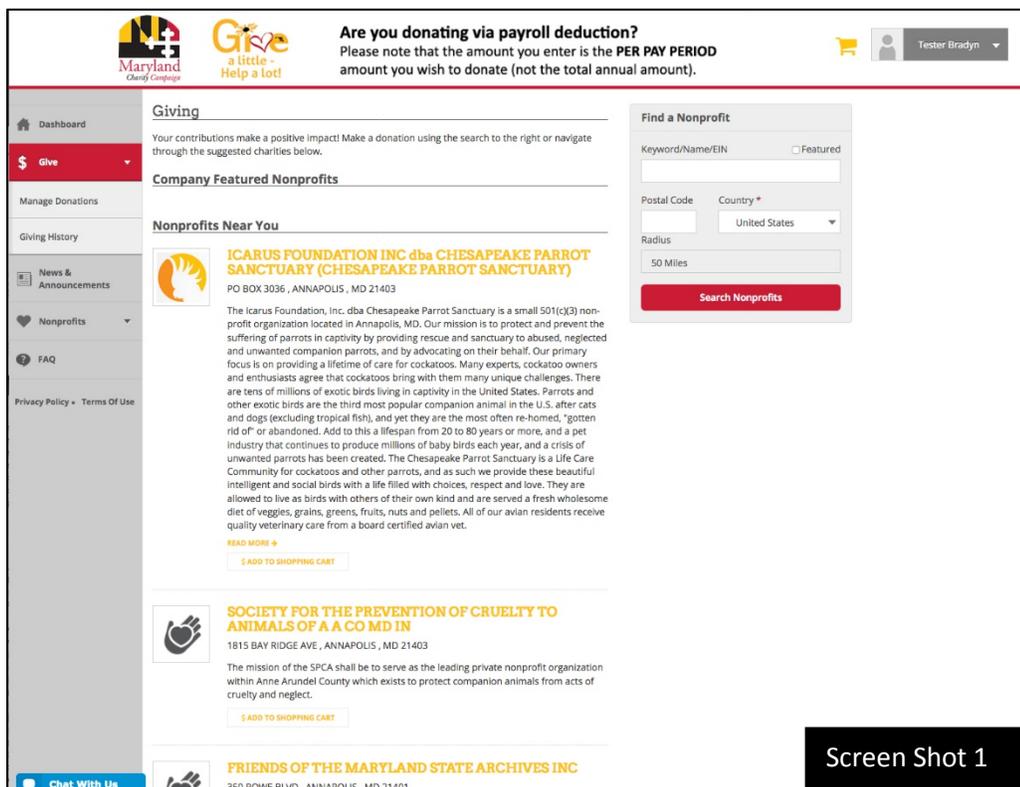
THE FOLLOWING IS AN EXAMPLE OF HOW THE HOMEPAGE WILL LOOK ONCE YOU ARE LOGGED IN:

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.)*



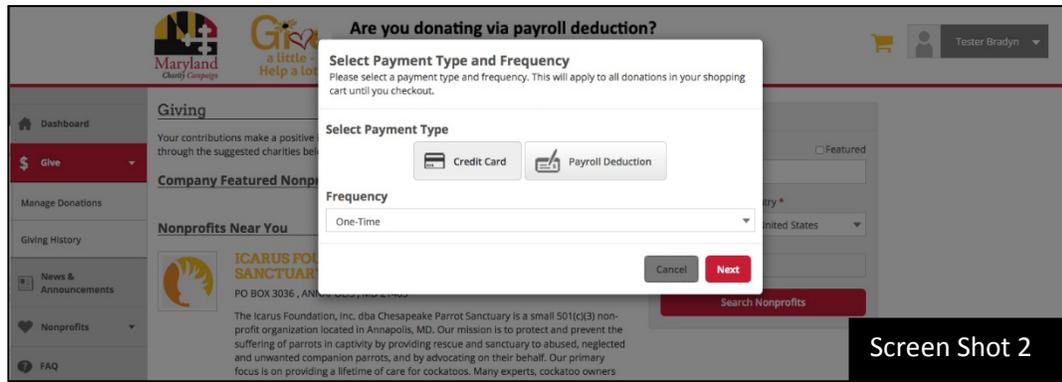
Homepage appearance when logged in

- 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.

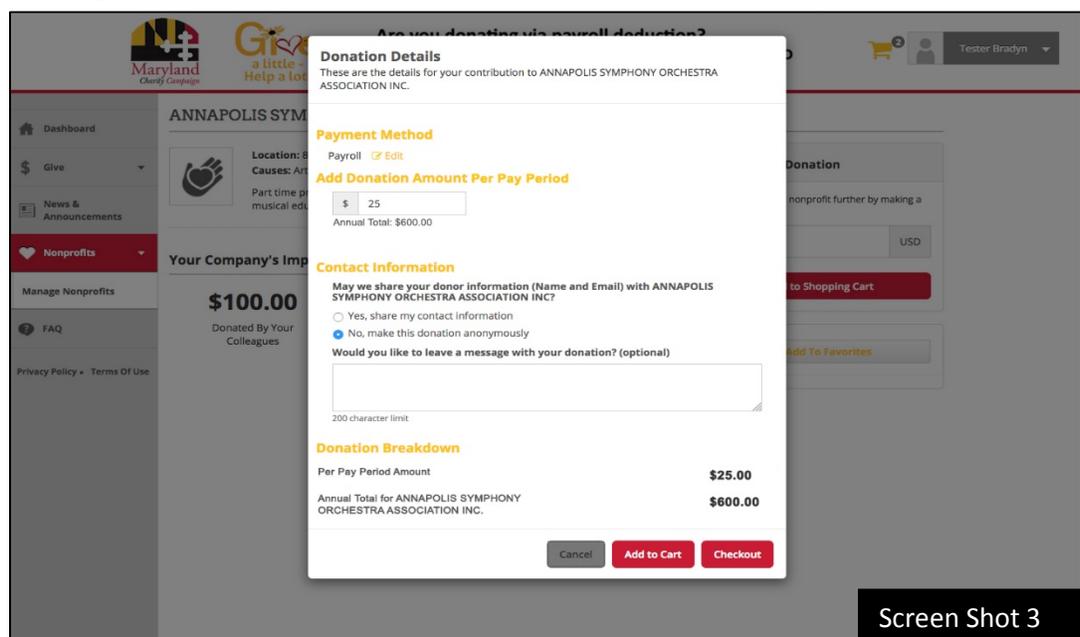


Screen Shot 1

- 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)**

Are you donating via payroll deduction?
Please note that the amount you enter is the **PER PAY PERIOD** amount you wish to donate (not the total annual amount).

Checkout Summary

Benefiting Organization	Amount	Match Amount	Annual Amount	Share Contact Info
ICARUS FOUNDATION INC dba C...	\$10.00	\$0.00	\$240.00	No
ANNAPOLIS SYMPHONY ORCHES...	\$25.00	\$0.00	\$600.00	No

Payment Information [Edit](#)

Payment Method: Payroll
Frequency: Semi-Monthly

Billing Information
Your donation will be automatically deducted from your payroll.

Donation Breakdown

Per Pay Period Amount	\$35.00
Annual Total for ANNAPOLIS SYMPHONY ORCHESTRA ASSOCIATION INC.	\$840.00

[Donate](#)

Your donation is being made to America's Charities Member, a section 501(c)(3) charity, which will distribute your donation to your selected organizations subject to the [Donation Terms and Conditions](#). All credit card contributions are processed by the Causecast Foundation, a section 501(c)(3) charity. By clicking the "Donate" button, you authorize funds to be deducted from your paycheck and/or credit card payments, as applicable and agree to those Terms and Conditions and understand your donation is non-refundable. Once your transaction is settled, a receipt is made available to you in your giving history.

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)**

Thank You For Your Donation

Donor Information
Tester Bradyn
Maryland, US

Payment Information

Payment Method: Payroll
Frequency: Semi-Monthly

Transaction Summary

Benefiting Organization	Amount	Match Amount	Annual Amount	Share Contact Info
ICARUS FOUNDATION INC dba CHESAPEAKE PARROT SANCTUARY (CHESAPEAKE PARROT SANCTUARY)	\$10.00	\$0.00	\$240.00	No
ANNAPOLIS SYMPHONY ORCHESTRA ASSOCIATION INC	\$25.00	\$0.00	\$600.00	No

Donation Breakdown

Per Pay Period Amount	\$35.00
Annual Total for ANNAPOLIS SYMPHONY ORCHESTRA ASSOCIATION INC.	\$840.00

Your donation is being made to America's Charities Member, a 501(c)(3) charity which will direct your donation to the charity you've selected (except in limited cases described in the Donation Terms & Conditions). Neither the charity nor America's Charities Member provided any goods or services in consideration for this contribution. The "Tax Deductible Donation Total" noted above is tax deductible to the extent allowed by law. This receipt serves as your official record for tax purposes; we recommend you consult with your tax advisor regarding the reporting of this contribution.

Your donation is being made to a donor-advised fund administered by Causecast Foundation, a 501(c)(3) charity which will direct your donation to the charity you've selected (except in limited cases described in the Donation Terms & Conditions).

Thank you for taking time out to make a difference in the world. Big or small, every little bit counts.

Please note that all donations are non-refundable. Should you have any further questions or issues, please e-mail us at donations@causecast.org

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.

Are you donating via payroll deduction?
Please note that the amount you enter is the **PER PAY PERIOD** amount you wish to donate (not the total annual amount).

Manage Donations
Your active donation(s) and history are listed below. Editing a donation will update the amount of the donation but will retain previous settings, such as opting to cover fees or donation matching, if applicable.

Nonprofit	Date	Amount	Frequency	Yearly Total	Payment Type	Manage
ICARUS FOUNDATION INC dba ...	05/07/2018	\$10.00	Semi-Monthly	\$240.00	Payroll	CANCEL EDIT
ANNAPOLIS SYMPHONY ORCHE...	05/07/2018	\$25.00	Semi-Monthly	\$600.00	Payroll	CANCEL EDIT
Estimated Giving		\$35.00		\$840.00		

Donations History

Nonprofit	Amount	Start Date	End Date	Frequency	Payment Type	Status
Bishop Walsh School	\$1.00	11/06/2017	11/06/2017	Semi-Monthly	Payroll	Cancelled
ICARUS FOUNDATION INC dba ...	\$25.00	03/07/2018	03/07/2018	Semi-Monthly	Payroll	Cancelled
MARYLAND RIGHT TO LIFE FOU...	\$20.00	03/07/2018	03/13/2018	Semi-Monthly	Payroll	Cancelled
ANNAPOLIS MARITIME MUSEU...	\$25.00	03/13/2018	03/13/2018	Semi-Monthly	Payroll	Cancelled
SOCIETY FOR THE PREVENTION ...	\$10.00	05/07/2018	05/07/2018	Semi-Monthly	Payroll	Cancelled

Screen Shot 6

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

Are you donating via payroll deduction?
Please note that the amount you enter is the **PER PAY PERIOD** amount you wish to donate (not the total annual amount).

Manage Giving

Giving Summary

\$1.00 donated

1 nonprofits benefited

Giving Activity

Nonprofit	Date	Amount	Payment Type	
WARRIOR CANINE CONNECTION INC	12/29/2017	\$1.00	Credit Card	View Receipt

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.