# DONOR INSTRUCTIONS

Need help? For assistance, please contact mcc@charities.org.

Ways to Donate
Online: Recurring payroll deduction, one-time credit card, debit card, or electronic check

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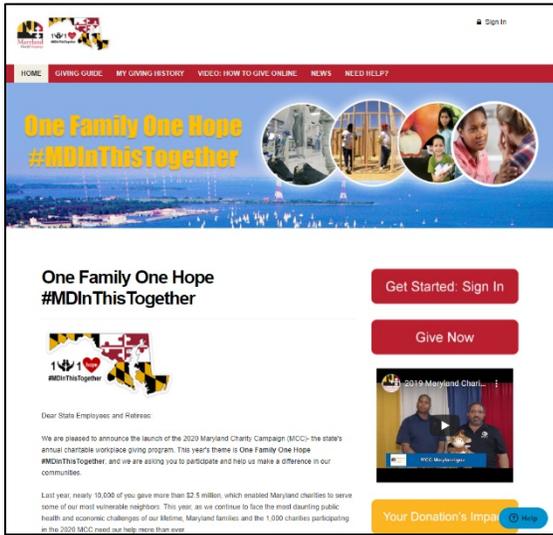
## MAKE YOUR PLEDGE IN FIVE EASY STEPS!

1 Login and setup your user profile

2 Select a payment method

3 Choose your favorite charities to support

4 Submit Your pledge

5 Repeat this process to make additional donations or modify donations

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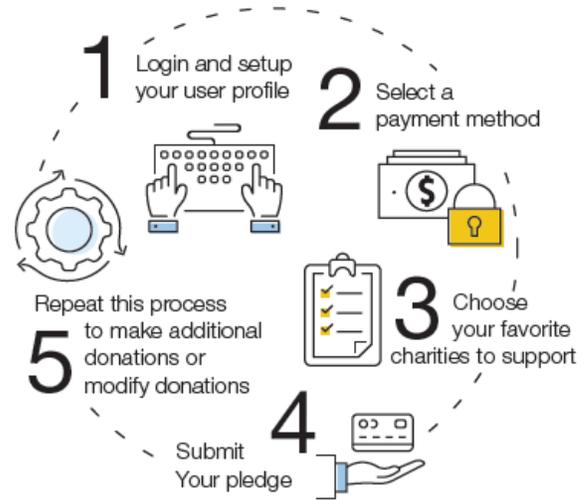
HOW TO GIVE ONLINE

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 the **"Get Started: Sign In"** button.
- New for the 2020 MCC, each donor will create a new account.
- Click the appropriate link to register.
- To begin creating your account, enter a username, a work email address, and a password and the click the **Sign-Up** button.
  - This new account process ensures that the username is unique and that the email address has not already been validated for an existing user.
  - Once these validations are complete, the donor will be given a message that an email has been sent to the email address associated with the new account.
   - You will need to confirm the email address by following the instructions in the email.
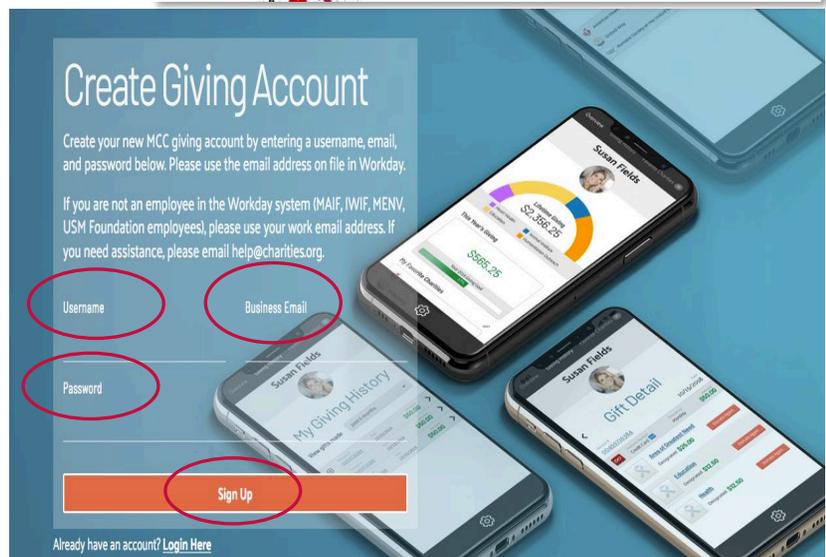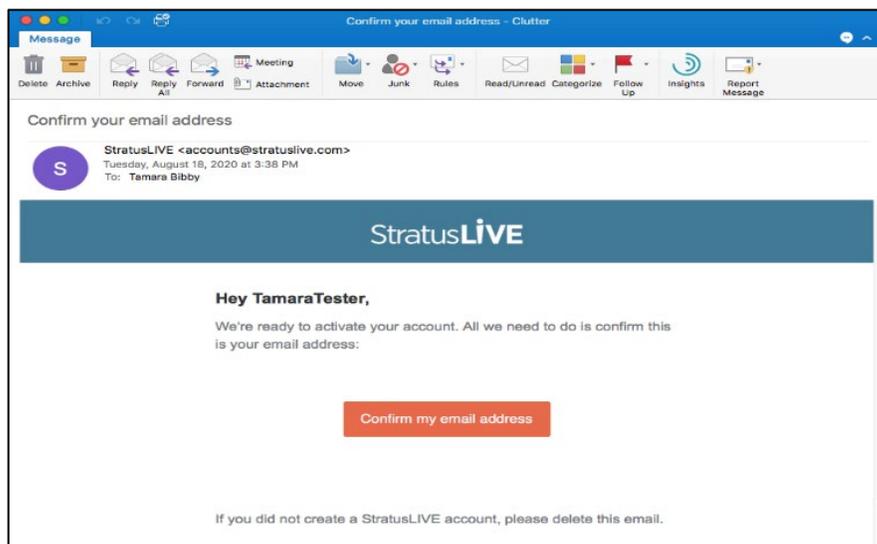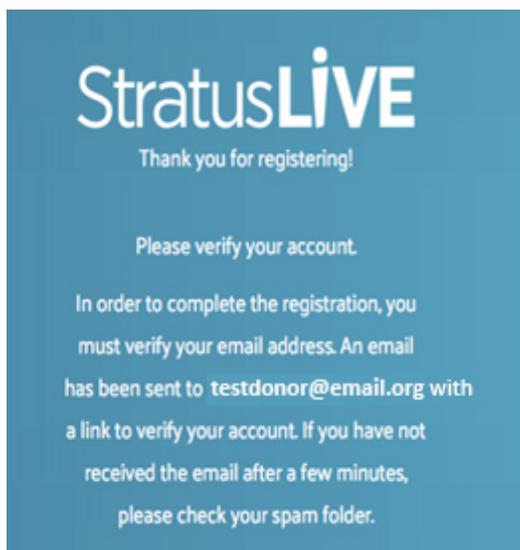
- Once you have confirmed the email address, the next time you log in to the site, you may click the **"Give Now"** button from the MCC giving site, then click the "**Login Here**" link at the bottom and enter your username or email address and your password, and you will be logged in and redirected back to the Giving site.
- Once you are logged in, your username will display in the upper right corner of the screen.

Donors *WITH* Giving History:

If you participated in the MCC in 2019, 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 2019 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.
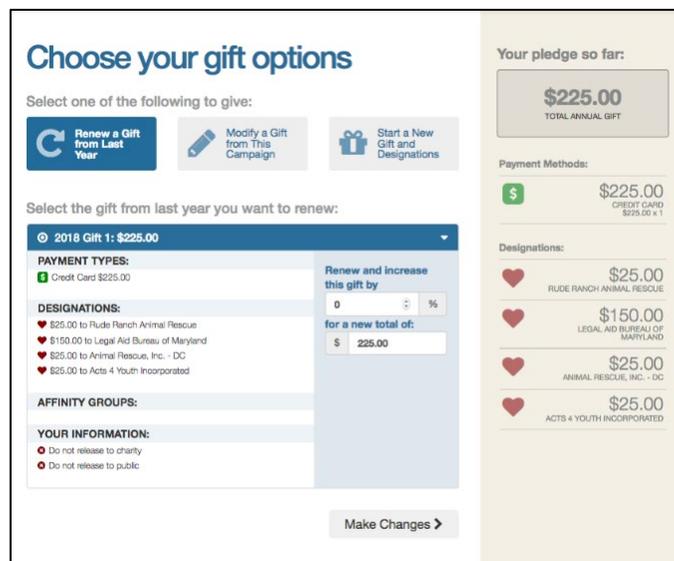
Select **"Continue"** when you have finished updating your contact information.

Note: If any prior year donations are not reflected in your giving history, it may be due to one of the following reasons:
   a. 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.
   b. 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 "Give 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 or Debit Card**
- **Electronic Check**

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," choose all the charities you would like to support via 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 or Debit 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.

Electronic Check:

1. The amount you enter is the *total annual gift* amount you would like to donate.
2. For information on how to locate banking information, click the icon next to "Bank Account".
3. Be sure to check the box at the bottom to authorize the transaction.

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:
   a. Donations by check are not reflected in pledge history, as they are not renewable donations.
   b. 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.

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To find charities to support:
   1. Click the **"Find a Charity"** button.
   2. 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.
   3. 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**."
   4. Click the orange "**Add to Designations**" button. The organization(s) you selected will now display on your list of designations.
   5. 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.
   6. If you do not designate a charity your donation will be considered as undesignated funds. Undesignated funds are donations received that were not designated to a specific MCC charity by a donor and/or are moneys raised during special events. The Executive Order requires that undesignated funds be distributed proportionally among the participating charities based upon the percentage of funds designated to each 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."
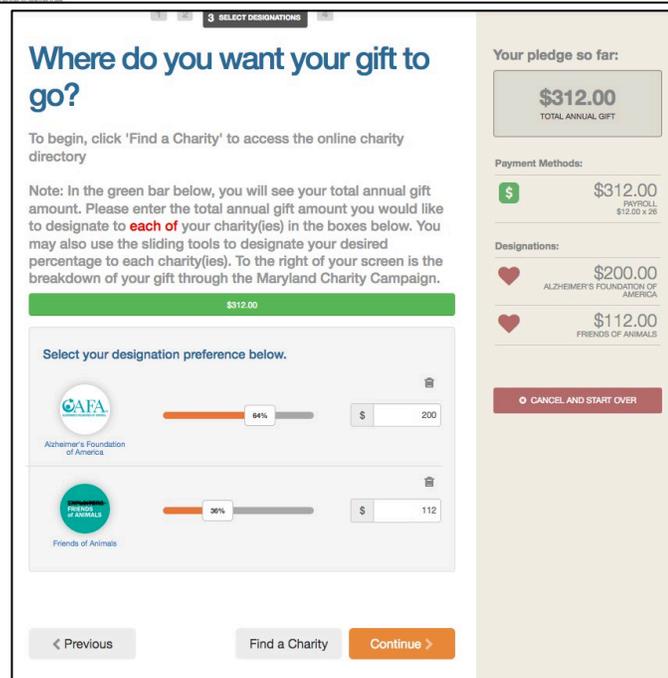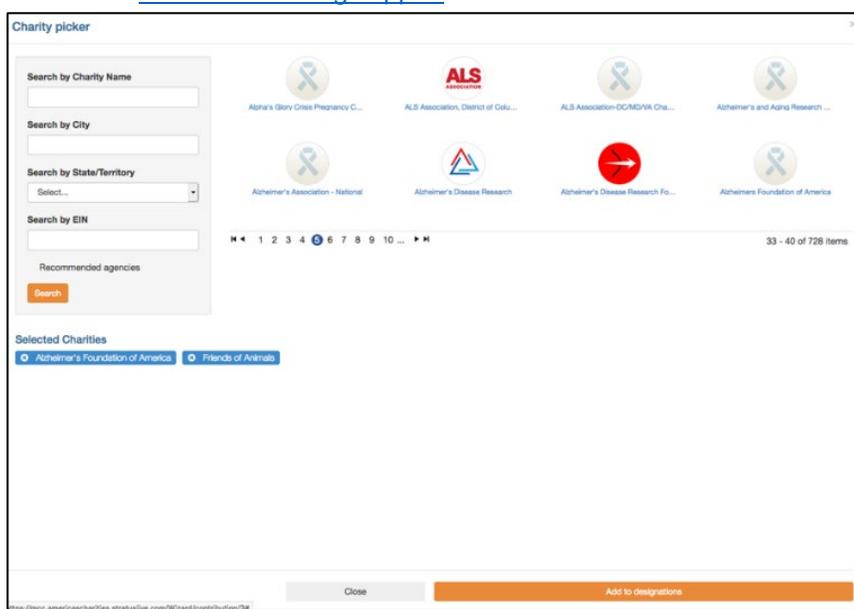
Step 4: Submit Your Pledge

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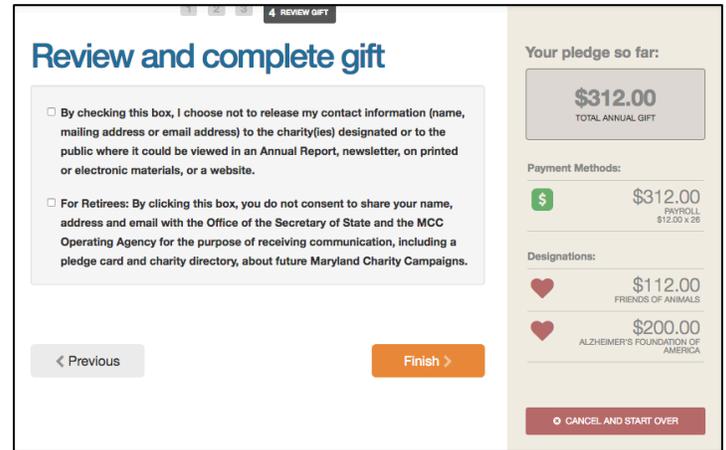
Step 5: Repeat Process to Make Additional Donations or to Modify Your Gift

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 "**Continue.**"
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 designation"**
      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.

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