

# Ways to Give

## 2 WAYS TO DONATE!

- **Online:** payroll deduction and one-time credit card
- **Pledge Form:** (payroll deduction, check, cashier's check, money order, etc.)

### How To Donate Online:

**Step 1:** Visit the Maryland Charity Campaign (MCC) website, <http://mcc.maryland.gov> and click the "Give Now" button.

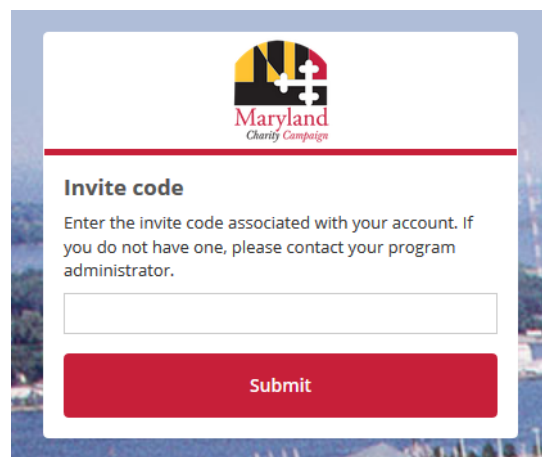
**Step 2:** Log into the giving site.

#### **FIRST-TIME USERS:**

If this is your first time participating in the MCC, you must create an account to donate online.

1. Input your Invite Code. (Your Workday # is your Invite Code. If you do not have W#, see below.) Your Invite Code is printed on the pledge form provided by your Campaign Coordinator. You may also request an invite code at <http://impact.ac/MCCcode>.

Agency:	Invite Code:
IWIF	Gov E-mail
MDOT	Badge #
MENV	Employee ID
UM College Park	University ID
UMBC	Campus ID
UMUC	.Edu E-mail



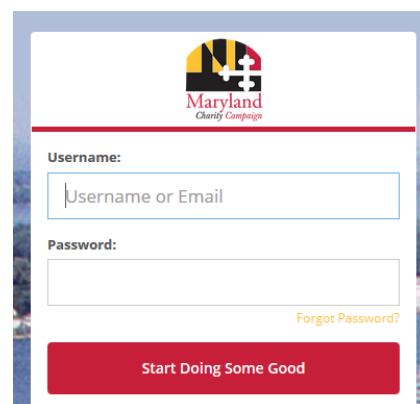
2. A "Welcome Screen" will appear and prompt you to:
  - Create a Username and Password (Passwords must be at least 8 characters long and contain one uppercase letter, one lowercase letter, one number and one special character (!@#\$%^&\*).
  - Click "Start Doing Some Good" to enter the MCC giving site.
  - You may return to the site any time during the campaign using your username and password.

#### **EXISTING ACCOUNT: ALREADY HAVE AN ACCOUNT OR DONATED ONLINE LAST YEAR?**

1. 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. For assistance recovering your password, email: [help@charities.org](mailto:help@charities.org), call (800) 458-9505, (dial "1" when prompted), or visit [www.charities.org/support](http://www.charities.org/support).
2. Once you have logged into the site and are ready to start the pledge process, click "Give" from the navigation menu on the left or under the "Things to do, Just for you" tab.

**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. Click the dropdown in the upper right corner of the giving site dashboard next to your name
2. Select Profile.
3. Click Edit Profile. (Located under the box where you can insert a picture).
4. Insert your e-mail address here.
5. You may also edit your time zone (use the dropdown menu under time zone – please select New York to configure to Eastern Time).
6. Scroll to the bottom of the page and save your changes.



### Step 3: Find a Charity

1. Click “Give” from the navigation menu on the left. You can 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.
2. When you find a charity you want to support, click the “Add to Shopping Cart” link located under the charity name to start the pledge process.

The screenshot shows the Maryland Charity Campaign website. On the left is a navigation menu with links: Dashboard, Give, Manage Donations, Giving History, News & Announcements, Nonprofits, FAQ, and Privacy Policy - Terms Of Use. The main content area is titled 'Giving' and includes a search bar with the text 'Your contributions make a positive impact! Make a donation using the search to the right or navigate through the suggested charities below.' Below the search bar are two sections: 'Company Featured Nonprofits' and 'Nonprofits Near You'. The 'Nonprofits Near You' section lists two charities: 'COURT APPOINTED SPECIAL ADVOCATE-CASA-PRINCE GEORGES COUNTY INC' and 'UNIVERSITY OF MARYLAND COLLEGE PARK FOUNDATION INC'. Each charity listing includes a heart icon, the charity name, location, and an 'ADD TO SHOPPING CART' button. On the right side of the page is a 'Find a Nonprofit' search form with fields for Keyword/Name/EIN, Postal Code, Country (set to United States), and Radius (set to 50 Miles), along with a 'Search Nonprofits' button.

### Step 4: Enter Your Pledge Preferences

- **Donation Details:** 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 credit card. 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 then select “Checkout” (to complete your pledge) or “Add to Cart” (to place additional charities to your charity shopping cart).
  - **Unlimited Charities:** You are able to support an unlimited number of charities. To donate to multiple 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. ALL of the charities and the respective donations to each will display in a “Shopping Cart” for you to review before finalizing your transaction.
  - **Payment Method:** 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 cart transactions. The online site cannot accept cash or paper checks. A paper pledge form must be used for these gifts.
  - **Payment Frequency:** For payroll deductions, the payroll frequency listed is tailored to automatically mirror your pay frequency, e.g. biweekly, monthly.
  - **Contact Information:** 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.

The screenshot shows a 'Donation Details' pop-up box for HOME BUILDERS CARE FOUNDATION INC. The box contains the following sections: 'Payment Method' with 'Payroll' selected and an 'Edit' link; 'Add Donation Amount' with a text input field containing '\$ 10'; 'Contact Information' with a question 'May we share your donor information (Name and Email) with HOME BUILDERS CARE FOUNDATION INC?' and two radio button options: 'Yes, share my contact information' and 'No, make this donation anonymously' (which is selected); a question 'Would you like to leave a message with your donation? (optional)' with a 200 character limit text area; and a 'Donation Breakdown' table showing 'Your Contribution' as \$10.00 and 'Total given to HOME BUILDERS CARE FOUNDATION INC' as \$10.00. At the bottom are three buttons: 'Cancel', 'Add to Cart', and 'Checkout'.

## Step 5: Checkout and Submit Your Pledge

- **Checkout:** Once you select “Checkout,” a “Checkout Summary” will appear, allowing you to edit your pledges and payment information.
- **Donate:** 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.
- **Edit Pledge:** Once you submit your pledge, you can edit or cancel your pledge by clicking “Give” from the navigation menu and select “Manage Donations.” A list of charities to whom you pledged will display. Click “Edit” or “Cancel” next to the donation you would like to modify.
- **Track Your Giving:** You can track your giving by payroll deduction under the “Manage Payroll Donations” from the navigation menu on the left. Your giving history from the left navigation menu provides a quick snapshot of how much you have given. You may access this information while the campaign is still open. **If you need additional information after the campaign closes, please contact America’s Charities at [mcc@charities.org](mailto:mcc@charities.org) or by calling 800-458-9505, dialing “1” when prompted.**

**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](mailto:mcc@charities.org) or by phone at (800) 458-9505, dialing “1” when prompted.

**Maryland Charity Campaign**

**Checkout Summary**

**Checkout Summary**

Benefiting Organization	Amount	Match Amount	Yearly Total	Share Contact Info
HOME BUILDERS CARE FOUNDAT...	\$10.00	\$0.00	\$240.00	No
COURT APPOINTED SPECIAL ADY...	\$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**

Your Contribution **\$35.00**  
This donation will recur semi-monthly  
Yearly Total: \$840.00  
Total Donated **\$35.00**

[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.

**Maryland Charity Campaign**

**Thank You For Your Donation**

**Donor Information**  
Christina Tester  
Maryland, US

**Payment Information**  
Payment Method: Payroll  
Frequency: Semi-Monthly

**Transaction Summary**

Benefiting Organization	Amount	Match Amount	Yearly Total	Share Contact Info
HOME BUILDERS CARE FOUNDATION INC.	\$10.00	\$0.00	\$240.00	No
COURT APPOINTED SPECIAL ADVOCATE -CASA- PRINCE GEORGES COUNTY INC.	\$25.00	\$0.00	\$600.00	No

**Donation Breakdown**

Your Contribution **\$35.00**  
This donation will recur semi-monthly  
Yearly Total: \$840.00  
Total Donated **\$35.00**

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](mailto:donations@causecast.org)

**Maryland Charity Campaign**

**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
HOME BUILDERS CARE FOUND...	08/09/2017	\$10.00	Semi-Monthly	\$240.00	Payroll	<a href="#">Cancel</a>   <a href="#">Edit</a>
COURT APPOINTED SPECIAL AD...	08/09/2017	\$25.00	Semi-Monthly	\$600.00	Payroll	<a href="#">Cancel</a>   <a href="#">Edit</a>
<b>Estimated Giving</b>		<b>\$35.00</b>		<b>\$840.00</b>		

**Donations History**

Nonprofit	Amount	Start Date	End Date	Frequency	Payment Type	Status
You have no donations at this time.						

## 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 this Giving Guide and are also searchable online.
- Up to six charities may be designated on a pledge form per page. If you wish 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 more than six charities are being donated to.
- Please be sure that the correct pay frequency/period box has been checked for payroll deduction and is accurate and that total gift amount is entered correctly.
- The pledge form must be signed and dated.
- You have the option of making an in memoriam/in honor of gift. Please ensure all required information has been completed.
- Keep a copy of your pledge form or to take a picture for your records.

**A pledge/donation acknowledgement/receipt will be sent to the address provided by the donor on the pledge form. 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>.**