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](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](http://impact.ac/MCCcode).

<table>
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<tr>
<th>Agency</th>
<th>Invite Code</th>
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<tbody>
<tr>
<td>IWIF</td>
<td>Gov E-mail</td>
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<tr>
<td>MDOT</td>
<td>Badge #</td>
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<tr>
<td>MENV</td>
<td>Employee ID</td>
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<td>UM College Park</td>
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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.

**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 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.
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 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 or by phone at (800) 458-9505, dialing “1” when prompted.
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.