



**Step 1:** If you have pledged online before, click “no” and enter your username and password. If you forgot your username and/or password, click “recover” in the upper right corner of the screen to have them emailed to you.



If this is your first time pledging online, click “yes.” In the box that pops up, select your division (location where you work). You can search by name, unit number, or address, or click “show” on the blue bar to scroll through a list of divisions.

Click the circle next to your division to move on to the next step.

Fill in all fields to complete your registration.

**MAKE A PLEDGE**

HAVING PROBLEMS WITH THE PLEDGE FORM?

**Step 2:** Select a pledge type.

Depending on your choice, you will be prompted to enter payroll deduction, credit/debit card, or e-check information. When all fields are complete, click “go to next step.”

## SELECT A PLEDGE TYPE

click to edit  
COMPLETE

## YOUR PERSONAL INFORMATION

CURRENT

YOUR NAME YOUR AGENCY

EDIT MY PROFILE

DISCLOSURES

No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.

Employee ID Number

Please use your payroll identification number. Required for Payroll Deduction.

WORK PHONE

format: 123-456-7890 ext 1234

GO TO PREV STEP

GO TO NEXT STEP

## RELEASE OF INFORMATION OPTIONS

PENDING

## CHARITY SELECTION AND ALLOCATION

PENDING

## YOUR PERSONAL INFORMATION

click to edit  
COMPLETE

## RELEASE OF INFORMATION OPTIONS

CURRENT

RELEASE OF INFORMATION TO CHARITIES

- YES - release information I provide to charities.  
 NO - I do not want to release any information to charities.

TRIBUTE OPTION

- I do not want to make a tribute pledge.  
 In Honor Of  
 In Memory Of

GO TO PREV STEP

GO TO NEXT STEP

## CHARITY SELECTION AND ALLOCATION

PENDING

## DIGITAL SIGNATURE AND COMMENTS

PENDING

## RELEASE OF INFORMATION OPTIONS

click to edit  
COMPLETE

## CHARITY SELECTION AND ALLOCATION

CURRENT

EXPAND SECTIONS BY CLICKING ON THE + SYMBOL

### CHARITIES LISTED BY FEDERATION

FEDERATION LIST

SEARCH MODE

ADD UNDESIGNATED

ADD WRITE IN CHARITY

NO SEARCH FILTERS ALL RESULTS DISPLAYED

MORE SEARCH OPTIONS

### + AMERICA'S CHARITIES

(there are 46 charities within this federation)

### + AMERICAN HEART ASSOCIATION

(there are 1 charities within this federation)

### + BLACK UNITED FUND OF ILLINOIS

(there are 42 charities within this federation)

### + COMMUNITY HEALTH CHARITIES OF ILLINOIS

(there are 55 charities within this federation)

### + COMMUNITY SHARES OF ILLINOIS

(there are 35 charities within this federation)

**Step 3:** Enter your employee id number or social security number. This information is required to process your pledge correctly.

**Step 4:** Decide whether you want to release your address and/or email to the charities you select, or if you would like your donation to remain anonymous.

You also have the option to donate "In honor of" or "In memory of" someone.

**Step 5:** Select charities by clicking the green plus signs to expand each federation list or click "search mode" to search by cause or keyword.

To select a charity, click the blue "add to pledge" box on the right of each line.

ORG CODE  
910-0000

ADD TO  
PLEDGE

**DIGITAL SIGNATURE AND COMMENTS** PENDING

**CHARITY SELECTION AND ALLOCATION** CLICK TO RE-ALLOCATE

**Step 6:** Scroll down to allocate funds to your selected charities. Click “go to next step” when you have allocated your entire pledge.

**Step 7:** Use your mouse to digitally sign your pledge (it does not have to be legible).

Click “complete this pledge” to finish.

You will receive an email receipt. You can also login in anytime to print a receipt and view past pledges.

If you have any difficulty with the pledging system, contact Keri Hathhorn at [khathhorn@cs-il.org](mailto:khathhorn@cs-il.org) or (312) 994-5885.