1957-2022

Caring for California

SINCE 1957

Our Promise
CALIFORNIA STATE EMPLOYEES
GIVING AT WORK

66 YEARS

CALIFORNIA STATE EMPLOYEES GIVING PORTAL
HOW TO GUIDE

Did you register last year?

IF SO, GREAT!

Once you click Donate now to your favorite nonprofit(s) on your **Cal Employee Connect** User Profile, it will automatically take you to the login page of the Our Promise Online Giving Portal.

It has been a whole year since logging into the ePledge site, so you may not remember your User ID and/or Password. That's ok! Click on the **Forgot User ID/ Password** button and you can reset it.

LOGIN   FORGOT USER ID OR PASSWORD?

join **Our Promise**
in three easy steps

This year, setting up your monthly charitable gift is as easy as 1-2-3 with the **Our Promise Online Giving Portal**.

1 To get started, be sure that you've signed up for an account with **Cal Employee Connect** first. Login between October 1st and December 31st, 2022 to find the "ePledge Site" button on your **User Profile page**. Complete the registration process on the new **Our Promise Online Giving Portal**.

Cal Employee CONNECT

Register to access ePledge portal.

2 Then ask yourself, "What am I passionate about?" Find one of the many certified nonprofits listed in the **Nonprofit Guide** (NPG), or search online at **OurPromiseCA.org/find-nonprofit**. You may also give to ANY nonprofit with a valid 501(c)(3).

3 After you've explored causes that you're passionate about, decide how much you'd like to donate per monthly pay period. Login to your new **Our Promise Online Giving Portal** account to complete your e-Pledge.

Here you can indicate which nonprofit(s) you wish to support and how much you wish to donate monthly or make a one-time gift. If you are an existing donor, you'll be able to make changes, make a one-time gift, or cancel your payroll deductions.

CONGRATULATIONS!

YOU ARE NOW
CARING FOR CALIFORNIA!

VISIT OurPromiseCA.org/**2022-campaign** **FOR MORE**

CREATE YOUR
OUR PROMISE ACCOUNT

▶ **CONNECT**

From your home page, click **USER PROFILE** and then select the **Our Promise ePledge Site** button.

NOTE

If you haven't signed up yet for Cal Employee CONNECT you'll need to do that first.

Cal Employee CONNECT

Home   Earnings   W-2   Help & Feedback   JOHN D DOE ▼

👤 User Profile

👤 Portal Information

User Name	JDDOE23 ✐Change
Email Address	jdoe1956@gmail.com ✐Change
Last Logged In	08-11-2020 09:05:56 AM
Password Last Changed	08-10-2020 07:07:33 PM
Date Joined	Invalid date
User Profile Last Modifed	Invalid date

🏢 Employee Information

Employee Name	JOHN D DOE
Address	300 CAPITOL MALL
	SACRAMENTO CA
Zip Code	95814
Employee ID	9999-9999-9
Position Number	051-340-1000-001

ℹ️ Our Promise Campaign

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Our Promise
CALIFORNIA STATE EMPLOYEES
GIVING AT WORK

Donate now to your favorite nonprofit(s)

Our Promise   ✕

You will now be redirected to the **Our Promise** website in another browser tab.

Note: You will need the following Employee ID to enroll.

9999-9999-9   📋 Copy

Click "Go To Our Promise" to confirm that you would like to open the Our Promise website. Otherwise, click "Cancel".

Go To Our Promise   Cancel

A pop-up will appear, allowing you to copy your **Employee ID** number. After you click the **Copy** button, select **Go To Our Promise**. A new tab will open. Paste your Employee ID in the designated box.

Employee ID*

☐ I'm not a robot   reCAPTCHA
                                   Privacy - Terms

SUBMIT

▶ REGISTER

Please enter your information to create your account. Steps will include:

- Creating a User ID and Password.
- Entering your *home* address, email, and phone (as your work info may change).
  We use this information in case we need to contact you about your designations.

Register/Create Account for Our Promise ePledge

* Home email	

Name

Prefix:	*First:	Middle:	*Last:	Suffix:

* User ID:

* Password:

* Re-enter Password:

Home Address (do not enter work address)

Address Line 1:

CREATE ACCOUNT

You will receive a verification code in the home email address you provided. *Please check your junk box/spam folder if you don't see it in your inbox.* Use this code to enter into the popup box asking for your verification code on the CA State Employees Giving Portal.

WELCOME TO CA STATE EMPLOYEES GIVING PORTAL

Employee ID*

[ ] I'm not a robot — reCAPTCHA — Privacy - Terms

SUBMIT

Enter your new User ID and Password to log in.

You can return to this portal any time throughout the year to view your donation information!

DID YOU GIVE LAST YEAR?

NO — If you did **NOT** give last campaign year, skip this page and proceed to STEP ❸.

YES

STEP ❷

EXISTING DONORS

If you have been contributing through Our Promise, **THANK YOU!**

Your account information will populate in the new online giving portal so you can

REVIEW your existing donation and your designated nonprofits/amounts.

Designation Details

Agency Name	Amounts or Percentage
Adopt America Network	$200.00
Total Designated	$200.00
Total Undesignated	$400.00
Total Pledge	**$600.00**

In this example, the employee donates $50/month for a yearly total of $600. They have designated $200 of the total to the nonprofit "Adopt America Network." The remaining undesignated amount of $400 will automatically go to their local United Way.

CHOOSE YOUR ACTION

MAKE ONE-TIME GIFT

REVIEW/CHANGE CURRENT DONATION

CANCEL ALL DONATIONS

EXIT

MAKE A ONE-TIME GIFT

Just confirm on the next screen and you're all done.

You have chosen to continue on as an Our Promise donor.

Thank you for Caring for California.

REVIEW/CHANGE CURRENT DONATION(S)

• Increase/decrease your total donation,

• Add/remove nonprofit organizations, and/or

• Adjust the amount(s) designated.

Payroll donation changes are effective

on your December 31st pay warrant.

This selection will take you to STEP ❸

CANCEL ALL DONATIONS

Simply confirm on the next screen.

Payroll donation cancellations will be effective

after the last pay period in December 2022.

MAKE YOUR OUR PROMISE PLEDGE

Through the CA State Employees Giving Portal, you can:

- **Donate** through a monthly payroll deduction *minimum only $5/month per nonprofit;*
- Make a **one-time gift**; or
- **Decline** to give at this time.

PLEASE SELECT YOUR PLEDGE TYPE

Payroll Deduction

One Time Gift

Deduction amount per pay period: (Deductions begin in January, 2021) $60.00

Pay Periods Per Year: 12

Total Annual Pledge: $720.00

▶ DETERMINE YOUR MONTHLY DEDUCTION

Decide how much you'd like to donate **per pay period** and enter it here.

Your **Total Annual Pledge** will be automatically calculated.

▶ SELECT YOUR NONPROFIT(S) *optional*

▼ SELECT NONPROFITS

Select the nonprofit(s) you would like to give to. U...

Total Pledge	$0.00
Total Designated	$0.00
Total Undesignated	$0.00

Your Total Pledge amount will reflect the "Total Annual Pledge" amount from above.

As you select your nonprofits and enter your TOTAL ANNUAL pledge amount for each one, the amounts will automatically accumulate in the **Total Designated** box.

Any funds that remain **Undesignated** at the end of your nonprofit selection(s) will go to your local United Way office.

NONPROFITS

You can donate to any valid 501(c)(3) nonprofit of your

To select a nonprofit, Please enter a nonprofit name ANNUAL amount you would like to contribute to minimum of $5/month PER nonprofit you selec

Nonprofit Keyword Search

Use the **Nonprofit Keyword Search** to find the nonprofit you'd like to support.

Use the search bar to access our database of nearly 2,000 certified nonprofits across the state. You can enter the nonprofit's name, part of its name, or its OP CODE#.

boys girls			SEARCH

Result: (1-10 of 120)

Name	OP Code		
Boys & Girls Club Diablo Valley	14943	🗋	+
Boys & Girls Club of Greater Haverhill	977	🗋	+
Boys & Girls Club of Greater Shasta	988317	🗋	+

When you find your desired nonprofit, click the **+** sign and enter the total ANNUAL amount you'd like to contribute in the Designation Amount field.

Click **+** to confirm amount for that nonprofit.

ADD ANY WRITE-IN NONPROFIT(S) *optional*

If your preferred nonprofit is not listed in our guide, and they have a current 501(c)(3) filing, visit **Guidestar.org** to find the tax ID/EIN to easily complete this section.

ADD WRITE-IN

Need help finding your nonprofit's information? Go

Annual Amount

Nonprofit Name

Once you've entered your nonprofit's information, click **ADD** to include it in your Total Designated donations.

REVIEW

Check all of your selections and the annual Total Designated amount. If everything is correct, scroll down and click **CONFIRM** . You'll see a final summary screen to print for your records and also receive confirmation at your home email address.

All your designations will go into effect December 31st.
You can use your new CA State Employees Giving Portal account to log in to make changes at any time.

YOU ARE DONE!   **Thank you for Caring for California!**

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