



# 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.



# QUESTIONS?

Call our Donor Services Hotline at [1-888-863-6466](tel:1-888-863-6466) or email us at [OurPromiseCA@uwccr.org](mailto:OurPromiseCA@uwccr.org).

# 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 5th and December 31st, 2023 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](https://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](https://OurPromiseCA.org) FOR MORE INFORMATION

# STEP 1

## 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.

The screenshot shows the 'User Profile' page with two main sections: 'Portal Information' and 'Employee Information'. A blue arrow points from the 'Our Promise Campaign' section to a pop-up window. The pop-up displays the employee ID '9999-9999-9' and a 'Copy' button. Another blue arrow points from the pop-up to the 'Employee ID\*' input field on the 'Our Promise' registration form.

| Portal Information         |   |
|----------------------------|---|
| User Name                  | JDDOE23 <a href="#">Change</a>            |
| Email Address              | jdoe1956@gmail.com <a href="#">Change</a> |
| 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 Modified | Invalid date                              |

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

**Our Promise Campaign**

[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](#)

**Employee ID\***

I'm not a robot

[SUBMIT](#)

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.

## 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.

The registration form includes the following fields and labels:


- \* Home email: [Text Input]
- Name: Prefix: [Text Input], \*First: [Text Input], Middle: [Text Input], \*Last: [Text Input], Suffix: [Text Input]
- \* User ID: [Text Input]
- \* Password: [Text Input]
- \* Re-enter Password: [Text Input]
- Home Address (do not enter work address): Address Line 1: [Text Input]

A blue arrow points from the 'Home Address' label to a blue button labeled '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\* [Text Input]

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?**

**YES**

**NO**

If you did NOT give last campaign year, skip this page and proceed to STEP 3.

**STEP 2**

# 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              |
| <b>Total Pledge</b>   | <b>\$600.00</b>       |



*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.

### CANCEL ALL DONATIONS

Simply confirm on the next screen.

Payroll donation cancellations will be effective after the last pay period in December 2022.

This selection will take you to **STEP 3**

### STEP 3

## 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)

Pay Periods Per Year:

Total Annual Pledge:

### ▶ 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. Use the dropdown menu to select one or more nonprofits.

|                    |        |
|--------------------|--------|
| 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 choice.

To select a nonprofit, Please enter a nonprofit name and the **ANNUAL** amount you would like to contribute to that nonprofit. The minimum amount is a minimum of \$5/month PER nonprofit you select.

**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#.

| 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](http://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!**

**Together, we are United  
in Giving for California!**

**Thank You!**

