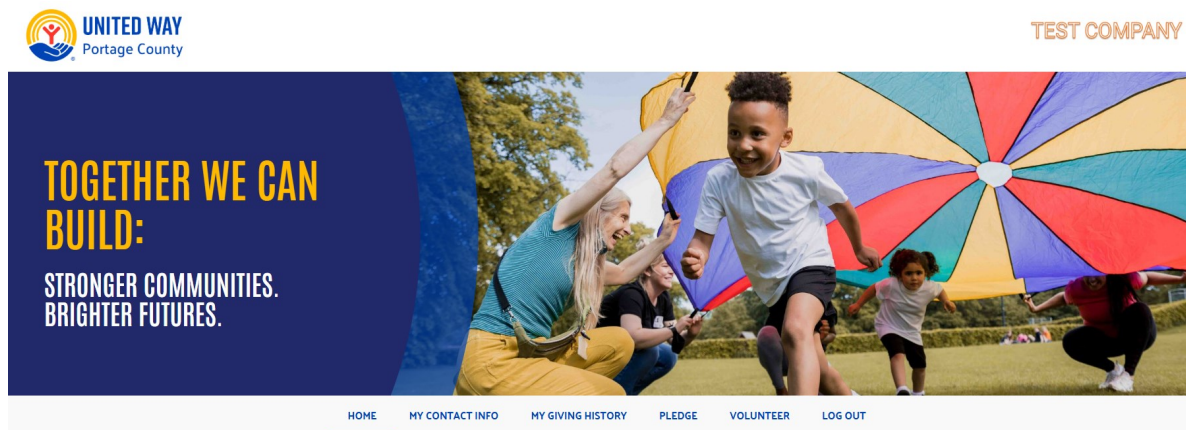


# e-Pledge Administrator Overview

## Donor View - Homepage

You may use United Way's standard messaging on the homepage or customize it to your company. Information about the sweepstakes is included on this page. Your logo will appear in the top right corner of the page.



## HELLO ANN, WELCOME TO EPLEDGE

When community members come together, incredible things happen. Thanks to the generosity of donors like you, individuals and families in Portage County are gaining access to high-quality programs that open doors to stability, wellness, and opportunity.

Your support helps ensure every neighbor has what they need to thrive — from a safe place to call home and food on the table to trusted support during life's most uncertain moments. These critical resources help families stay stable today and avoid crisis tomorrow.

Together, we're creating brighter futures — for this generation and the next — by investing in long-term solutions and lifting up our most vulnerable neighbors.

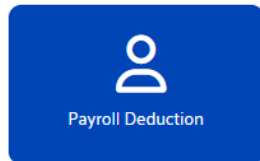
And there's more — your generosity goes even further. With a gift of \$52 or more, you'll receive a **GIVE & GET UNITED Coupon Book** and be automatically entered into the **LIVE UNITED – GIVE UNITED Sweepstakes**. Learn more at [UnitedWayPoco.org/Sweepstakes](https://UnitedWayPoco.org/Sweepstakes).

**Because when we come together, we can build stronger communities and brighter futures.**

[DONATE NOW](#)

## Donor View - Pledge Page

Please select your pledge type



Automated Clearing House



Cash



Check



Bill Me



*I Choose Not To Give At This Time*

Deduction Start Date:

Jun 01, 2026

Deduction Per Pay Period:

\$0.00

Pay Periods Per Year:

26

Number Of Deductions To Make:

26

Total Annual Pledge:

\$0.00

[> Designations](#)

The above payment options and payroll settings can be customized to fit your company's needs.

Donors who wish to designate their gift can click on *Designations* to view a list of our partner programs and neighboring United Ways. They may also write-in the name of any other United Way (please include zip code).

After clicking *Confirm* the donor will receive an automatic thank you email. This message can be customized for your company or you may use the standard messaging from our CEO.

## Donor Menu Items

Donors can also view other menu items to update their contact info, review their giving history, or find out about volunteer opportunities in Portage County.

HOME MY CONTACT INFO MY GIVING HISTORY PLEDGE VOLUNTEER LOG OUT

## Switching to e-Admin View

In the E-ADMIN Portal you will be able to easily track and manage your company's campaign.

Click on E-ADMIN on the top menu to switch to the admin view.

*Please note: If you are administering a campaign that includes separate departments or company locations, click on CHANGE ORGANIZATIONS to switch between them.*



In the e-admin view you will have access to different menu options.

HOME E-PLEDGE SET-UP SURVEY CAMPAIGN STATUS EMPLOYEES REPORTS SPECIAL EVENT TRACKING LOG OUT

CHANGE ORGANIZATIONS DONOR

## E-Pledge Set-Up Survey

Please take a moment to complete this survey—it provides all the essential details United Way staff need to efficiently set up your company’s ePledge campaign. Your prompt response will help ensure a smooth and timely set-up process.

Reminder: United Way needs to have all set-up details (including a full employee list, if applicable) at least two weeks before your campaign kicks off.

## Campaign Status

The *Campaign Status* page will give you an overview of your campaign.

### CAMPAIGN STATUS

Name	Campaign Type	Total	Goal	# Emps	# Donors	Participation Rate	# Responses	% Responses	Average Gift	Gift per Capita	
Test Company	Empl	\$0.00	\$0.00	20	0	0%	0	0%	\$0.00	\$0.00	Q

Clicking on the magnifying glass will change the page to a history view of the past four years.

### UNITED WAY CAMPAIGN

Year	Campaign Type	Total	Goal	# Emps	# Donors	Participation Rate	# Responses	% Responses	Average Gift	Gift per Capita
2025	Empl	\$0.00	\$0.00	20	0	0%	0	0%	\$0.00	\$0.00
2024	Empl	\$0.00	\$0.00	20	0	0%	0	0%	\$0.00	\$0.00
2023	Empl	\$0.00	\$0.00	20	0	0%	0	0%	\$0.00	\$0.00
2022	Empl	\$0.00	\$0.00	20	0	0%	0	0%	\$0.00	\$0.00

# Employees

On the *Employees* page you can search for an employee, enter a pledge for them, or view/edit an existing pledge.

*\* Please contact us at the United Way office if you do not see the employee's name listed. We can assist with adding new employees.*

## EMPLOYEE GIVING MANAGEMENT

### Test Company - Company

1234 Main St  
Stevens Point, Wisconsin 54481

 Test Company

Campaign Year


2025

Search for employee

(Type *\*all* to see a full employee list)

test donor



Manage	Name	Pledge	Payment	Pledge Type	Payment Type	Received	e-Payment Verification	Gift
\$ 	Donor, Test	N/R	\$0.00					

Click on the \$ next to the employee's name to enter a pledge for them.

After you have submitted their pledge, click the *Return* button at the bottom of the confirmation page to return to your admin account.

### For your records...

Reference Number:	17129-268946
Pledge Type:	Payroll Deduction
Deduction Start Date:	Jun 01, 2026
Pay Periods Per Year:	26
Number of Deductions:	26
Deduction Per Pay Period:	\$2.00
Total Current Pledge:	\$52.00

☒ Send me an email confirmation

Thank you for your payroll deduction pledge. United Way of Portage County does not provide goods or services in return or exchange for this contribution.

RETURN

After a donor's pledge has been entered, there will be options on the *Employees* page to:

- Resend the confirmation email
- Delete the transaction
- Update the transaction

Campaign Year





2025

Search for employee

(Type *\*all* to see a full employee list)

test donor



Manage	Name	Pledge	Payment	Pledge Type	Payment Type	Received	e-Payment Verification	Gift
\$ 	Donor, Test	\$52.00	\$0.00	Payroll Deduction	*None			  

# Reports

Various reports are available on the *Reports* page. Please be sure to share the Payroll Report with your payroll department.

Select the desired report, click *Submit* and then *Refresh* to display the updated report under *My Outputs* at the bottom of the page. Click on the report to download.

## WEB REPORTS

☒ **Payroll Report**  
 Use this report to pull information for payroll deductions. Note this will only show payroll transactions

☐ **Pledge Response Report**  
 Lists response status for all employees. Includes comparison to previous year gift.

☐ **Previous Year Transaction Report**  
 Contains a complete list of all pledge transactions for the previous campaign year.

☐ **Transaction Report**  
 Contains a complete list of all pledges to date, including any paper forms that have been processed

☐ **Who has not responded**  
 View who has not yet participated in the campaign

SUBMIT

## MY OUTPUTS

Click *Refresh* to load the report below, then click the link to download.

REFRESH

☐ Show Outstanding

<input type="checkbox"/>		Job Number	Job	Names	Date	#Pages	Size	Type	Status	Description
<input type="checkbox"/>	🔄	303092	Payroll Report	<a href="#">Test Company - Pledge Transaction Report</a>	04/23/2025 11:16:21 AM	0	0.7 KB	csv	Ready	

DELETE

CANCEL

# Special Event Tracking

This screen will give you a quick status of each special event.

*\*Please contact us if you are interested in setting up a customized online special event. Employees can conveniently pay via credit card and coordinators can easily track participation on the e-admin portal.*

*\*Please note: Online raffles are not allowed in the state of Wisconsin*

## WORKPLACE SPECIAL EVENT TRACKING

^ EVENT FILTERS

Campaign Year  
 2024

Events Listed By:  
☒ Group ☐ Sort Field

	Event	# Donors	Quantity	Amount	Goal
Workplace Special Events					
	T-shirt Sale	2	2	\$20.00	\$0.00
	Bake Sale	6	10	\$50.00	\$500.00
	Mini Golf	0	0	\$0.00	\$500.00
	Total	8	12	\$70.00	\$1,000.00
	Grand Total	8	12	\$70.00	\$1,000.00

# Special Events Tracking Report

You can run a more detailed report on this page. The report will include donor names and transaction details. The report can be downloaded in either PDF or CSV format.

## WORKPLACE SPECIAL EVENTS TRACKING REPORT

Campaign Year  
 2024

Campaign Account  
 All Campaigns

Transactions Created  
 From  
 Apr 01 2024 To  
 Apr 23 2025

Events Listed By:  
☒ Group ☐ Sort Field

Show Report Type  
 Acrobat (PDF) Format

SUBMIT CANCEL

Once submitted, the Special Events Tracking Report will be available under *My Outputs* on the bottom of the *Reports* page.