

LIVE UNITED

#### **About Give at Work**

Give at Work is an online giving tool that makes giving easy and managing your campaign more effective! This secure, web-based pledging process eliminates the need for paper pledge forms, tracks campaign data in real-time, and delivers effective campaign management reports.

# Step 1

Contact your Mail Server Administrator to ensure the email address <a href="mailto:pledge@uwsme.org">pledge@uwsme.org</a> is allowed through firewalls.

## Step 2

Complete the registration form by visiting <u>uwsme.org/GAWregister</u>.

#### Step 3

After you register, your Relationship Manager will be in touch with your custom URL and next steps.

## Step 4

Share the link with employees and inspire giving! (Don't forget an internal communications plan in support of your campaign. We provide sample emails at <a href="https://www.uwsme.org/campaign">www.uwsme.org/campaign</a>.)

## Step 5

Once the campaign closes, access a payroll file from the admin site and provide to your organization's payroll department.

#### **Questions?**

Contact us at pledge@uwsme.org.

#### **Benefits:**

- Lowers expenses and staff time with a "greener" option
- Provides efficient accounting for your payroll system
- Offers a secure campaign website
- Automates pledge confirmations
- Decreases errors with secure transactions
- Deploys real-time electronic reporting