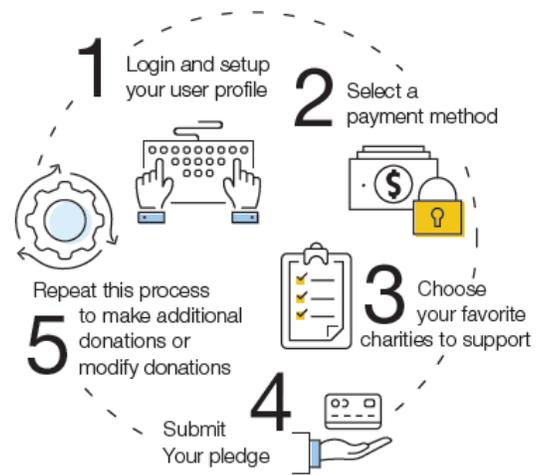


## MAKE YOUR PLEDGE IN FIVE EASY STEPS!



### Step 1: Login and Setup Your User Profile

1. Click "Sign In" from the top right corner of the site and enter the following credentials to log in:  
Username: Employee Email Address  
Ex: John.Doe@summitfunding.net or john.doe@summitfunding.net  
Password: Birthday in MMDDYYYY format.  
Ex: 01201949

**Please note: Your username is not case sensitive. Do not include spaces.**

2. Once you are logged in, your username will display in the upper right corner of the screen.
3. Click "Give Now" to start the pledge process.
4. First, you will be asked to "Edit your profile." Information you enter will be provided to the nonprofits you support through this campaign so they can acknowledge your gift.
5. Select "Continue" when you have finished updating your contact information.

**NOTE:** Once you have logged into the pledge site using the unique URL that was emailed to you, you may return to the site anytime by visiting [www.charities.org/SummitHeroes](http://www.charities.org/SummitHeroes) and entering the username and password you created.

### Step 2: Select a Payment Method

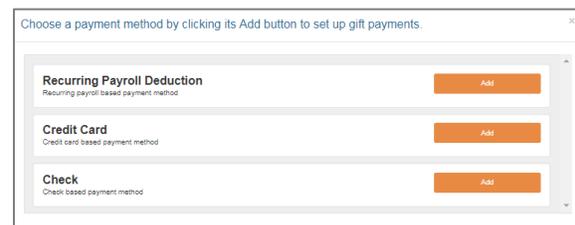
#### Step 2: Select a Payment Method

1. You may support your favorite nonprofits via the following payment methods:

**a. Check**

If paying by check, **please make your check payable to: "America's Charities - Fiscal Agent"** and retain a copy for your records. After you submit your check donation online, you will receive a confirmation email summarizing your pledge. **Print a copy of that email and return it along with your check to:**

Summit Funding, Inc.  
ATTN: Ashley Abreu  
PO Box 15820  
Sacramento CA 95852



**b. Credit Card:**

This will be a one-time or recurring credit card gift. All credit card fees will incur a per transaction fee of 3.5% by your carrier. Credit card transactions are immediate. In the event of an error, you will need to contact your credit card company to cancel the transaction.

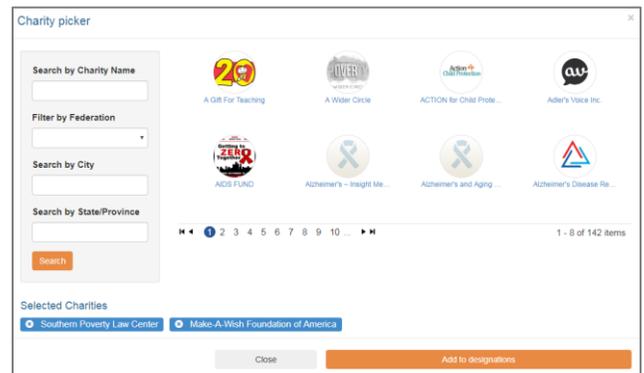
**c. Recurring Payroll Deduction:**

**Available May 20, 2019.** This will be a recurring payroll gift. Your donation will be deducted from each paycheck beginning June 25, 2019.

2. Click “Add” to choose a payment method. You will then see a screen prompting you to set up your gift payment frequency and amount based on the payment method you selected.
3. As you enter the payment method(s) and total amount you would like to pledge, that information will display in the right hand column under the section titled, “Your pledge so far.”
4. Once you have finished entering your payment method preferences, click “continue” to find charities to support.

### Step 3: Choose Your Favorite Charities to Support

1. To find charities to support, click the “Find a Charity” button.
2. A pop-up box will appear. Use the keyword, federation, city, and state search features to find a specific organization, or click through the alphabetical list.
3. You can select as many charities to support as you would like. As you find charities you want to support click “Add” and they will appear highlighted in blue under “Selected Charities.”



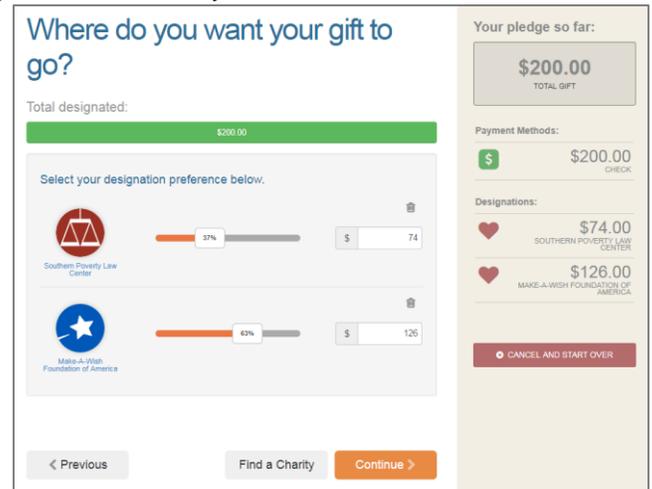
4. **Write-in a Charity:** If the charity you would like to support is not listed on the giving site, you may write in a charity. Select “Write-in” from the last page of the charity list. If you type “write” in the keyword box it will filter to the “write-in” option for you. All write-in charities are screened by America’s Charities for IRS 501(c)3 non-profit status. Only IRS 501(c)3 charitable organizations can receive designated funds. Approved charities will be available for your contribution within 7-10 business days. If the select charity cannot be verified, you will be contacted by America’s Charities for more information regarding the select charity. Upon 4 failed attempts to vet the charity, you will be asked to redirect your donation to a vetted charity or make your donation directly to that charity.
5. Click the orange “Add to designations” button. The organization(s) you selected will now display on your list of designations.

- Next, you will have the opportunity to allocate your total pledge amount between the organizations you have added to your list of designations. To specify how much money to donate to each, use the slider tool or enter the exact amount in the donation box next to the charity.

### Change Donation Amount or Charity Designation:

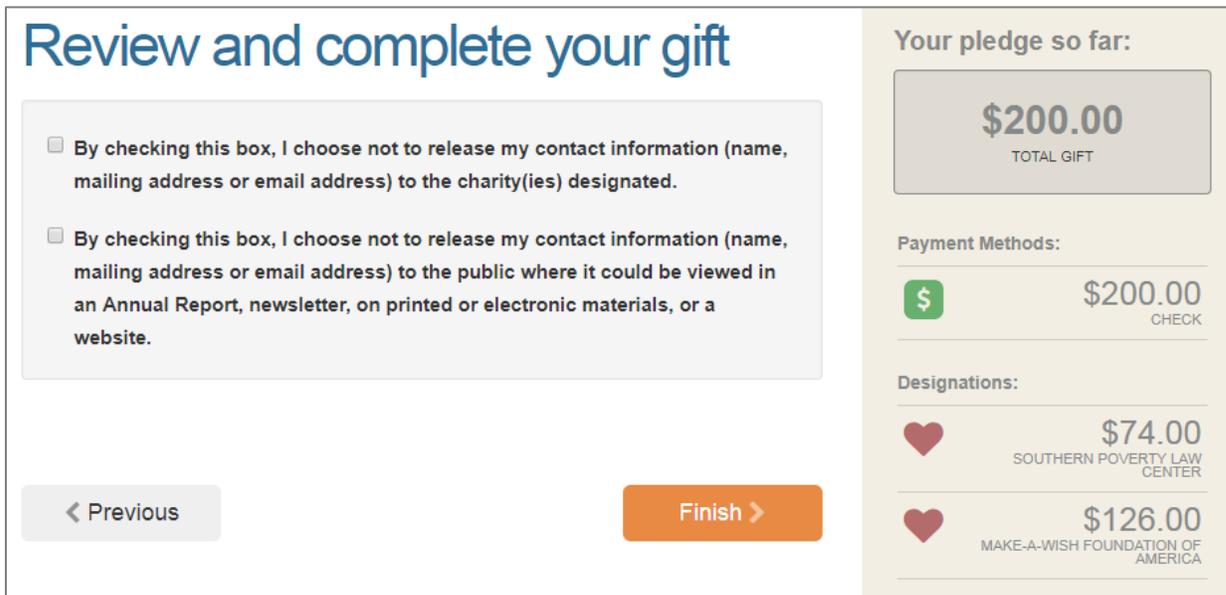
The total donation amount you selected during the payment method step will be allocated between the charities you have selected. To adjust the total amount you would like to pledge, click the “Previous” button to return to the payment method screen. The charities you selected will all remain saved on your list until you are ready to submit your pledge.

- When you have finished allocating your donation between charities, click “Continue.”



## Step 4: Submit Your Pledge

- You will have one final chance to review your gift and designations, and will also be able to select whether your gifts remain anonymous or grant permission to have your contact information shared with the charity(ies) you supported through this campaign.
- Click “Finish” to submit your pledge.



## Step 5: Repeat Process to Make Additional Donations or to Modify a Gift

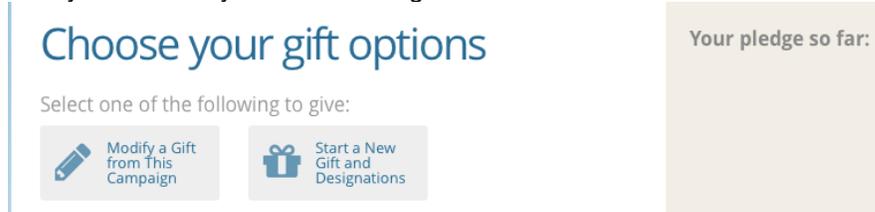
If you would like to make additional donations or edit a donation, you may do so anytime during the campaign enrollment period.

- Log into the pledge site and click “Make your pledge.”
- You will be given two options:
  - Modify a gift from this campaign**
    - Choose this option if you would like to edit a pledge you already submitted. By choosing to modify a gift, you will open your existing pledge for edit. You will need to complete all steps of

the pledge process to return the gift to a completed status, otherwise the gift will not be processed.

**b. Start a new gift and designations**

- i. Select this option if you would like to make a new donation, using a different payment method than you used for your earlier designation.



3. Once you select an option, follow steps 1-4 from this guide to complete your pledge.

**Need help?** For assistance, please contact [donorservices@charities.org](mailto:donorservices@charities.org) or submit a support request online at [www.charities.org/support](http://www.charities.org/support).