EPLEDGE PLATFORM GUIDE
How to Set Up, Launch, and Manage It
2025

This guide helps you set up, launch, and manage an ePledge platform. If your workplace implements it, we have documents with instructions for users and information for you to reference. Use the checkboxes and bubbles to track your progress.

INSTRUCTIONS

These steps assist you as you coordinate with your workplace and us to use ePledge.

1. Notify United Way that your workplace wants to use ePledge.
Begin by confirming with your workplace that it is using ePledge. **To start using ePledge, please tell us, at least, 15 business days before your workplace campaign kicks off.** If your workplace already has ePledge, please tell us, at least, ten business days before your kickoff.

Select the options that apply to your workplace.

- ☐ It's our first time using ePledge.
- ☐ We have an existing ePledge.
- ☐ We don't know if we have ePledge.

2. Provide United Way with these items.
These items allow us to create or update your ePledge.

Your Workplace Logo
It should be a maximum of **220 pixels wide**.

Contact Information about Colleagues Overseeing Your ePledge
These people can access detailed reporting on pledges, including sensitive donor information. Include their:

- **Names** (both first and last).
- **Email** addresses.

Payroll Deduction Frequency
Select the choices that apply to your workplace. Employees are paid:

☐ Weekly (**52**).
☐ Every other week (**26**).
☐ Twice a month (**24**).
☐ Once a month (**12**).
☐ **Other**: _____.

Payment Authorizations
Your workplace or its payroll department must decide if employees selecting payroll deduction will authorize their payments in only one of the two options.

☐ **Immediate Electronic Authorization** via Email
☐ **Hard-copy** Signature Option

Employees receive an email confirming receipt of their pledge but not their payroll deduction authorization.

3. Have your workplace IT department whitelist the ak.org domain.
To "whitelist a domain" means the people in charge of your workplace's server security system have verified the trustworthiness of the domain. **Whitelisting the ak.org domain is important.** It allows communication between your workplace and our ePledge.

4. Launch ePledge.
Notify colleagues three business days before your workplace campaign kicks off.

Determine who is launching your ePledge.
Will your workplace launch ePledge, or would you like United Way to launch it?

We can streamline your launch and encourage pledging on your workplace's behalf. **We can send an email to your colleagues from our platform that announces ePledge.** For us to do that, we must receive their first and last names as well as their email addresses. If you have employee ID information and work locations, please share that too.

If your workplace launches ePledge, announce it before your workplace campaign.

☐ Include or embed the ePledge URL, which we will provide, in your notification.
☐ Provide instructions on how to use it. Refer to the ePledge user instructions.
☐ Send the notification via:
    o Email message.
    o Digital communication, like a post on SharePoint, Teams, etc.

QUESTIONS?

Contact our development team to schedule a demo or ask questions. You can reach them at development@ak.org or (907) 263-3814.