

MAKE YOUR PLEDGE IN FIVE EASY STEPS!



Step 1: Login and Setup Your User Profile

The Snohomish County Employee Giving Campaign utilizes a Single Sign-On (SSO) log in method, meaning you can access our online giving portal by logging in with your Snohomish County computer account credentials.

Enter the following URL into your browser:

<https://snohomishcounty.americascharities.stratuslive.com/>

If you are already logged into your corporate account, you will automatically be logged into the giving portal. If you are not yet logged into your corporate account, you will need to enter your corporate account username and password in order to access the giving portal.

Step 2: Select a Payment Method

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

- a. **One-Time Payroll Deduction**
- b. **Recurring Payroll Deduction**
- c. **Check**

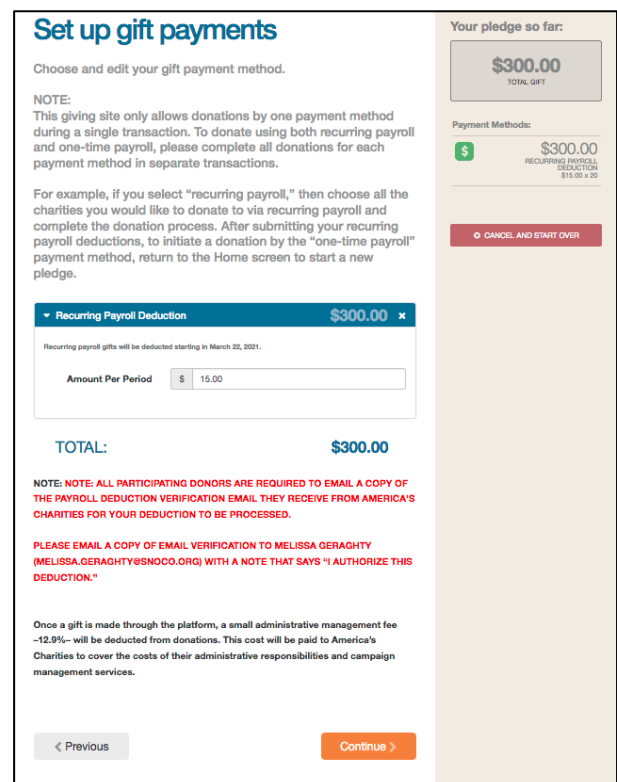
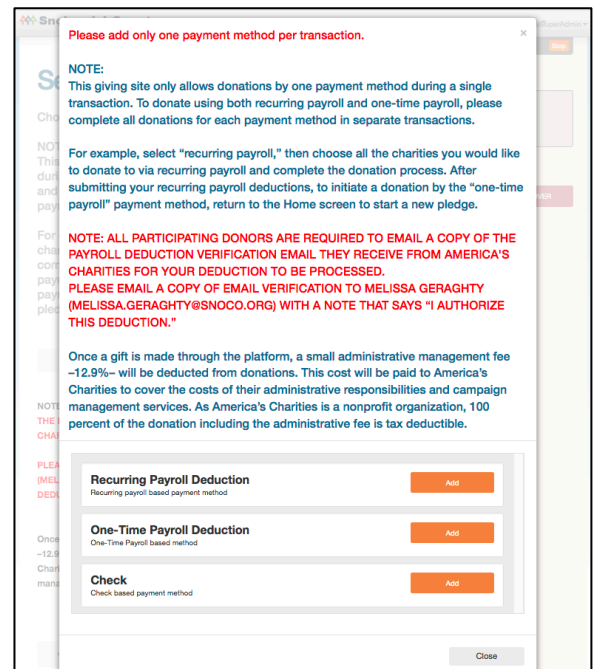
Once a gift is made through the platform, a small administrative management fee –12.9%– will be deducted from donations.

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.

NOTE: To donate using multiple payment methods, please complete all donations for each payment method in separate transactions. For example, if you select “Recurring Payroll Deduction,” then choose all the charities you would like to donate to via recurring payroll deduction and complete the donation process. After you submit your recurring payroll deductions donations, to initiate a donation by the “One-Time Payroll Deduction” payment method, return to the Home screen to start a new pledge.

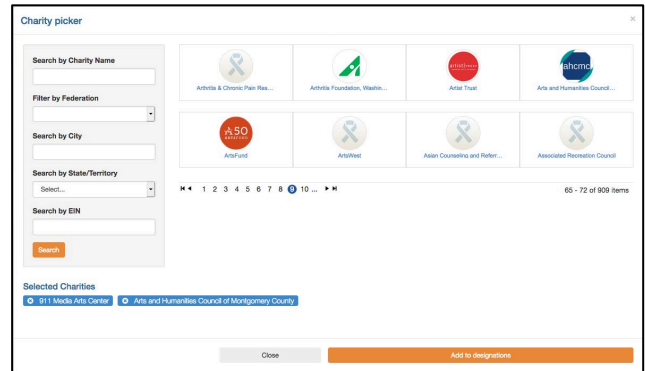
3. As you enter the payment method(s) and amount you would like to pledge, that information will display in the right hand column under the section titled, “Your pledge so far.”

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.

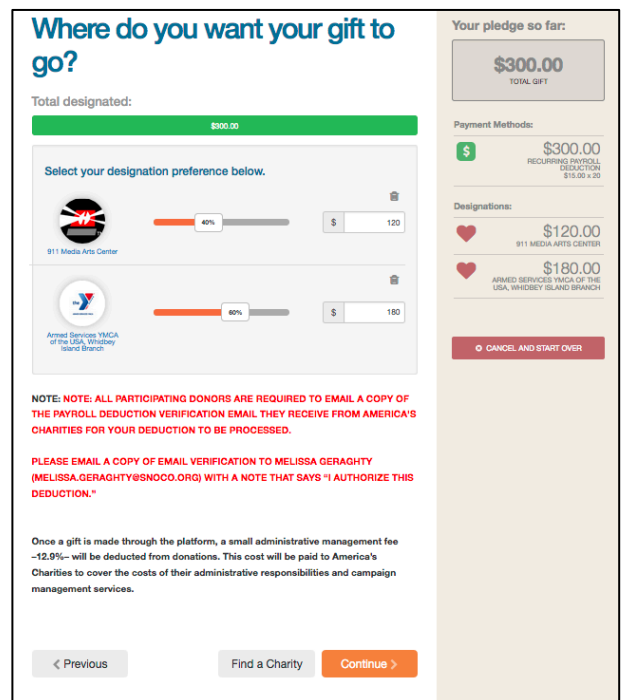
5. Click the orange “Add to designations” button. The organization(s) you selected will now display on your list of designations.

6. 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.

7. 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.

Review and complete gift

By checking this box, I choose not to release my contact information (name, mailing address or email address) to the charity(ies) designated.

By checking this box, I choose not to release my contact information (name, mailing address or email address) to the public where it could be viewed in an Annual Report, newsletter, on printed or electronic materials, or a website.

NOTE: NOTE: ALL PARTICIPATING DONORS ARE REQUIRED TO EMAIL A COPY OF THE PAYROLL DEDUCTION VERIFICATION EMAIL THEY RECEIVE FROM AMERICA'S CHARITIES FOR YOUR DEDUCTION TO BE PROCESSED.

PLEASE EMAIL A COPY OF EMAIL VERIFICATION TO MELISSA GERAGHTY (MELISSA.GERAGHTY@SNOCO.ORG) WITH A NOTE THAT SAYS "I AUTHORIZE THIS DEDUCTION."

Once a gift is made through the platform, a small administrative management fee -12.9%- will be deducted from donations. This cost will be paid to America's Charities to cover the costs of their administrative responsibilities and campaign management services.

< Previous
Finish >

Your pledge so far:

\$300.00

TOTAL GIFT

Payment Methods:

\$ **\$300.00**
RECURRING PAYROLL DEDUCTION \$10.00 X 24

Designations:

♥ **\$120.00**
811 MEDIA ARTS CENTER

♥ **\$180.00**
ARMED SERVICES YMCA OF THE USA, WHEDDY ISLAND BRANCH

⊘ CANCEL AND START OVER

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From: America's Charities <info@charities.org>
Sent: Thursday, October 24, 2019 12:25 PM
Subject: Thank you for your contribution!

Sample Confirmation Email to Send to Melissa Geraghty.



America's Charities
14150 Newbrook Dr Suite 110
Chantilly, VA 20151

Gift From: _____ Date: 10/24/2019
Gift ID: _____

Thank you for your generous contribution. You have helped to make your community and the world a better place to live and work for all of us. Collectively, our pledges will make a difference in the lives of thousands of individuals who rely on the charities that participate in our campaign.

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Payment Method	Amount
Recurring Payroll Deduction (Payments: \$10.00 X 24)	\$240.00
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Designation	Amount
Charity A	\$72.00
Charity B	\$168.00
Total Gift Amount	\$240.00

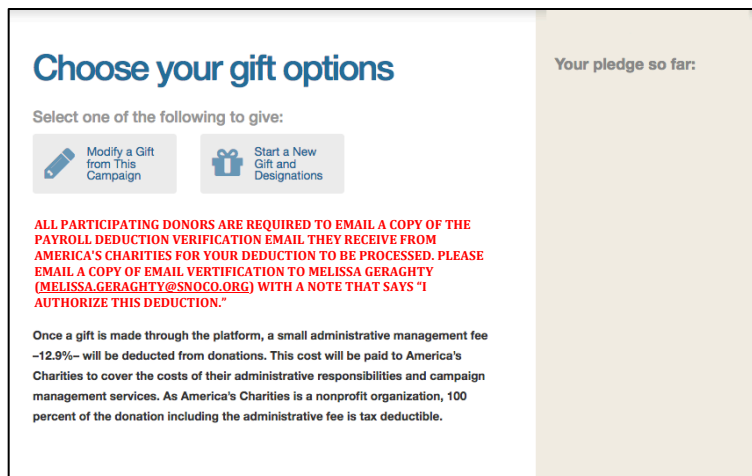
*Please print or save this message for your personal records.
Please retain this document as a tax receipt for your charitable contribution. Your gift is fully tax deductible for the year in which the donation transaction occurs to the extent allowed by law. For additional tax information, please consult with a tax professional.
Thank you for your support. If you did not initiate this pledge through the giving portal, or should you have any questions about your charitable donation, please contact the Help Desk at Help@charities.org or call (800) 458-9505, select option 2.
Note: The Donor Services team is available Monday through Friday from 9 a.m. to 5 p.m. (Eastern).

Powered By: StratusLIVE

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.


1. Log into the pledge site and click ‘Make your pledge.’
2. You will be given two options:
 - a. **Modify a gift from this campaign**
 - i. 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.



Choose your gift options

Select one of the following to give:

 Modify a Gift from This Campaign

 Start a New Gift and Designations

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Once a gift is made through the platform, a small administrative management fee -12.9%- will be deducted from donations. This cost will be paid to America's Charities to cover the costs of their administrative responsibilities and campaign management services. As America's Charities is a nonprofit organization, 100 percent of the donation including the administrative fee is tax deductible.

Your pledge so far:

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

Need help? For assistance, please contact help@charities.org or submit a support request online at www.charities.org/support.