MSU CCC Online Pledge Form Instructions

To submit your pledge online, follow these instructions to fill out the online form.

1. Click here and log in to the EBS Portal using your MSU Net ID and password.

2. From your Home tab in the Portal, click on your ESS tab.  
   Note: ESS tabs vary by employee position type. The way your tab displays in the portal will reflect your current type of position (e.g., ESS Salary, ESS Faculty, etc.).

3. In ESS, click the University Information tab/link.
4. Click on the **MSU CCC Pledge Form** link under University Information.

5. Note: To find volunteers from your unit who are able to help you, click the “Show Volunteer Info” link under Employee Data at the top of the form.
6. Fill out the Pledge Form, keeping the following things in mind:
   a. Begin by entering the total amount you would like to pledge for the year in the **TOTAL GIFT AMOUNT** field, or choose the “No Thank You” option. The MSU Contribution Level is populated based on this information.
   b. Choose a payment method. Please note:
      i. Payroll deductions will not begin until January of next year.
      ii. For cash or check donations, make the appropriate selection and submit your pledge, then follow the instructions on the confirmation screen.
      iii. A new site has been created for MSU to handle donations being paid by credit card, which has a minimum $5 donation.
      iv. Donations that have a payment option of “Bill Me” will be processed by the Capital Area United Way (CAUW).
   c. If you would like to continue your pledge for future years, check the box next to “Please renew my gift each year” in the Payment Method section. If this option is chosen, you will receive an email reminder of your pledge each year and no
action is needed unless you want to change it. Your pledge will continue for the
same amount and the same designations.

d. If you choose to designate your donation, please see Options 1, 2, and 3 on the
form. For Options 2 and 3, a minimum $50.00 donation is needed for each
organization chosen.
   i. Use the drop down feature by clicking in the box next to the code, to see a
      list of the organizations.
   ii. Option 3 can be used if you don't see the organization listed you want to
donate to.
   iii. Please fill in all the requested information so your donation reaches your
chosen organization.
   iv. To get more information on the specific organizations, click on “More
Organizations Information” or see the Giving Options web page.

e. If you are not sure that you have designated your entire gift, you can calculate
how much you have remaining by clicking on the Calculate button next to the
“Remaining amount to Designate” box.

f. Check the box at the bottom of the form to receive e-newsletters from Capital
Area United Way with information about how your designation is helping out the
local community.

7. When you are done, click the Submit Form button at the bottom center of the screen to
process your pledge.

8. A confirmation screen will appear.
   a. To change your form, click the Modify Form button on the left side of the screen.
      This will bring up the screen you have just submitted.
   b. Click View Form PDF to view the form in print format.
   c. Click Exit to return to the University Information tab.