



OCDSB employees can now make their United Way donation through e-Pledge. e- Pledge is a secure, fast and easy way to make your donation.

Just follow these 10 easy steps! Click NEXT to move to the next screen:

1. **Click on the link** in the email sent to you or go to <https://uwco.ca/ocdsb>
2. **Enter your OCDSB email address** in the location provided.  
If you are a previous epledge user, simply input your OCDSB email address and password and your donor profile will open. If you do not remember your password, follow the instructions regarding do not remember password and a new email link will be sent to you.
3. **For New Epledge Donors** - If you have NOT previously provided your email address to the United Way, you will be a new registrant and a profile page will pop-up for your completion. Follow the instructions to complete the profile. Be sure to indicate your school or department from the drop-down list, add a password, and click 'Register'. (A confirmation of registration will be sent to you by email.)

If you have previously provided an email address to the United Way, once you've entered your email address and the verification code, you will have a partially completed profile, and the system will send you an email will be sent to you to confirm your identity.

Click on the '[here](#)' to confirm your identity. Another email will be sent to you to set up your password. Once your password has been established, you are logged in.

4. **Verify your profile information** – your department or school may need to be populated from the drop-down list.
5. **Select 'Pledge Now'** and choose your pledge type (payroll deduction, PayPal (one-time), Credit Card (one time), or Credit Card (monthly). Remember that payroll deduction uses pre-tax dollars.
6. **Specify the amount** of your pledge and the **number of pay periods**. Employees who work 12 months should select 26 pays; employees who work 10, 10.5 or 11 months should select 20 pays.
7. **Designate the Education Foundation, Cathy Nevins Memorial Fund or another charity** - if you wish to designate your gift to a specific charity, scroll down and click the box. You will find our Education Foundation and the Cathy Nevins Memorial Fund towards the bottom of the page.
8. **Share your information?** - Indicate whether you consent to the sharing of your name and/or the amount with the designated charity. This allows the charity to know who its donors are.
9. **Verify your donation** request.
10. **Confirm your request**. (A confirmation email will be sent to you.)



**11. Log out and know that you have made a difference!**

Questions? If you have questions you can contact Cynthia Donkers at [Cynthia.donkers@ocdsb.ca](mailto:Cynthia.donkers@ocdsb.ca) or Michele Giroux at [Michele.giroux@ocdsb.ca](mailto:Michele.giroux@ocdsb.ca)