
INTERNAL CAMPAIGN IGNITE GUIDE

BUSINESS SUCCESS



**United Way
for Southeastern Michigan**

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Introduction

Welcome to United Way for Southeastern Michigan’s internal electronic Ignite campaign! We’ve put this guide together to walk you through the Ignite Portal Site and help you accomplish what you need to do.

If you have questions that are not answered by the information in the guide, please reach out to the Workplace Giving Support Inbox at WorkplaceGiving@UnitedWaySEM.org, and a Business Success team member will be happy to help.

How to Make a Pledge

Thank you for your contribution! Please note that if you had a recurring payroll pledge last year, it has been carried over to this year. You can modify that gift by selecting Modify a Gift from This Campaign when you complete step 3 below.

Please follow the steps listed below to start a new gift:

1. Navigate to the Ignite Portal Site, and click “Sign In” in the upper right corner. You should have received a link to your company’s site at the start of the campaign – if you can’t find it, please send us an email at WorkplaceGiving@UnitedWaySEM.org and we will be happy to send it to you.



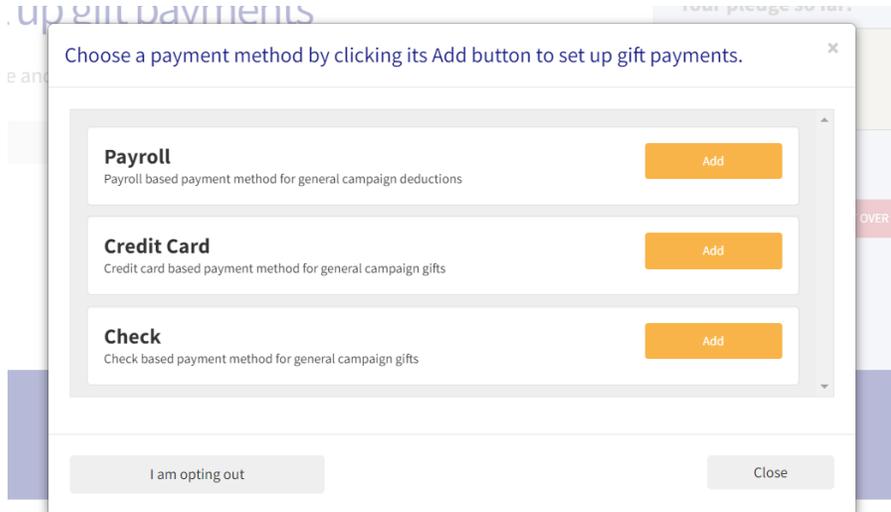
2. Sign in.



3. Select "Give" then "Give Now" from the blue bar at the top of the screen. Alternatively, you can click the yellow "Give Now" button towards the bottom of the screen.



4. A pop up will appear to choose the payment method.



Click the yellow "Add" button to the right of your desired payment method. You can make all your pledges at once, or you can always come back later and start a new gift if you decide to participate in an event.

5. Enter your payment amount. The pledge calculator on the right will update in real time as you enter your gift.

- a. For payroll pledges, select the number of pay periods (for one-time gifts, select 1, for regular deductions select 26). The overall total amount and the amount per pay period will calculate automatically and display on the right-hand side of the screen.

1 SELECT PAYMENT METHOD 2 3 4

Set up gift payments

Choose and edit one or more gift payment methods

- ▲ Payroll \$150.00 ✕
- ▼ Credit Card - Throwback Photo Competition \$10.00 ✕

The cost to participate in the Throwback Photo Competition guessing is \$16.

Amount \$ 10

Credit Card Type

- Visa
- MasterCard
- AmericanExpress
- Discover

Credit Card Number xxxxxxxxxxxxxx

Credit Card CCV xxx

Expiration Date Month 1 Year 21

TOTAL: \$160.00

[+ Add payment method](#)

Your pledge so far:

\$160.00
TOTAL GIFT

Payment Methods:

- \$ 150.00
PAYROLL
\$5.77 x 26
- \$ 10.00
CREDIT CARD - THROWBACK PHOTO
COMPETITION

[CANCEL AND START OVER](#)

6. Once you have entered your payment amount, click the yellow “Continue” button at the bottom of the screen to proceed.

TOTAL: \$150.00

[+ Add payment method](#)

[Continue >](#)

7. Drag the designation bar until 100% of the gift is designated, then click the yellow “Continue” button.

1 **2 SELECT DESIGNATIONS** 3 4

Where do you want your gift to go?

Total designated: \$160.00

Select your designation preference below.

100%

← Previous
Find a Charity
Continue >

Your pledge so far:

\$160.00
TOTAL GIFT

Payment Methods:

\$

\$150.00
PAYROLL \$5.77 x 26

\$

\$10.00
PAYROLL - THROWBACK PHOTO COMPETITION \$10.00 x 1

Designations:

♥

\$160.00
UNITED WAY FOR SOUTHEASTERN MICHIGAN

✕ CANCEL AND START OVER

8. You can add in any contact information you would like to provide on this screen, or you can go ahead and click the yellow continue button to skip this step.

Edit Profile

Contacting

Preferred Email

Profile Information

Prefix

First Name

Middle Name

Last Name

Suffix

Home Phone

Work Phone

Cell Phone

Secondary E-Mail

Job Title

Gender

Ethnicity

Date of Birth

Address Information

Address Line 1

Address Line 2

City

State/Province

Postal Code

Your pledge so far:

\$160.00
TOTAL GIFT

Payment Method:

\$

\$150.00
PAYROLL \$5.77 x 26

\$

\$10.00
PAYROLL - THROWBACK PHOTO COMPETITION \$10.00 x 1

Designations:

♥

\$160.00
UNITED WAY FOR SOUTHEASTERN MICHIGAN

✕ CANCEL AND START OVER

← Previous
Continue >

9. Review your gift and select whether you want your information released or not. Once satisfied, click the yellow "Finish" button.

1 2 3 4 REVIEW GIFT

Review and complete gift

Do not release my information to charity

Do not release my information to public

← Previous

Finish →

Your pledge so far:

\$160.00
TOTAL GIFT

Payment Methods:

\$ \$150.00
PAYROLL
5.77 x 26

\$ \$10.00
PAYROLL - THROWBACK PHOTO
COMPETITION
\$10.00 x 1

Designations:

♥ \$160.00
UNITED WAY FOR SOUTHEASTERN
MICHIGAN

CANCEL AND START OVER

10. That completes the giving process! You should receive a confirmation email for your gift shortly.

If you have any questions that were not answered in this guide, please reach out to WorkplaceGiving@UnitedWaySEM.org and a Business Success team member will be in touch to help.