

A group of diverse children in a classroom, smiling and holding up a large sign that says "UNITED WAY VOLUNTEERS" and several colorful gift boxes. One box has the word "READ" written on it. Two adults are standing behind them, also smiling.

E-PLEDGE CHECKLIST

Thank you for running a United Way of Greater Richmond & Petersburg employee giving campaign. Below is a list of items needed to set up your e-Pledge website where employees will pledge a gift to United Way. Please submit this information 4 weeks before your campaign start date.

- **Welcome Letter from the Local Government Leader.** This letter will be displayed on the e-Pledge home page upon login.
- **Welcome Email from the Employee Campaign Manager.** This email will be sent with login information to each employee. You may also use the same welcome letter from the Local Government Leader in this email.
- **e-Pledge Technical Approval Form.** Complete the electronic e-Pledge Agreement at <https://epledge.yourunitedway.org/register> to initiate your e-Pledge portal set up.
- **Employee File.** This includes employee's first and last names, employee ID, email address, work location, number of pay periods and home address so they can receive an acknowledgement of their gift.
- **Miscellaneous.** If you wish to include additional images on your e-Pledge home page, please email the images in .jpeg or .png format.