



Employee Giving Campaign Donor Giving Guide

Get started! <https://lgima.americascharities.stratuslive.com>

Step 1: Login and Setup Your User Profile

1. Click "Sign in" from the top right corner of the site and enter the following credentials to log in:

Username = your LGIMA email
Password = LGIMA2019

Please change your password immediately upon initial login, using the drop down menu located next to your username.

2. Click "Give Now" to start the pledge process.
3. First, you will be asked to "Edit your profile." Information you enter will be provided to the nonprofits you support through this campaign so they can acknowledge your gift upon your request.
4. Select "Continue" when you have finished updating your contact information.

Step 2: Select a Payment Method

1. You may support your favorite nonprofits via Credit Card.
2. Click "Add" to choose credit card as your payment method.



- Next, you will be prompted to enter your donation amount and credit card information.
- As you enter the amount you would like to donate, that information will display in the right hand column under the section titled, “Your pledge so far.”
- Once you have entered your payment method and payment information, click “continue” to find charities to support.

Step 3: Choose Your Favorite Charities to Support

- To find charities to support, click the “Find a Charity” button.
- A pop-up box will appear. Use the keyword, city, and state search features to find a specific organization, or click through using the alphabetical list.
- 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.”
- “Write in” a charity:** If the charity you would like to support is not listed, either select “Write-in” from the last page of the charity list or enter “Write in” under the “Charity Name” search field to request your favorite charity be included as an option for you to support. 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 charity cannot be verified, you will be contacted by America’s Charities for more information regarding the 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.
- Once you have selected charities to support, click the orange “Add selected charities to designations” button. The organization(s) you selected will now display on your list of designations.

- 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. As you allocate your pledge between the charities, the designation summary section on the right will automatically populate to reflect how much money you have chosen to allocate to each 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.

Where do you want your gift to go?

Total designated: \$200.00

Select the "Find a Charity" button to add your favorite charities to this list. Then use the slider or enter the donation amount for each charity designation below.

Charity	Percentage	Amount
Feeding America	8%	\$16
Make-A-Wish Foundation of America	63%	\$126
A Gift For Teaching	23%	\$58

< Previous Find a Charity Continue >

Payment Methods: \$200.00 CREDIT CARD \$200.00 x 1

Designations:

- \$16.00 FEEDING AMERICA
- \$126.00 MAKE-A-WISH FOUNDATION OF AMERICA
- \$58.00 A GIFT FOR TEACHING

CANCEL AND START OVER

To remove a charity from your list, click on the trash can icon and the charity will be removed from your list.

- When you have finished allocating your donation between charities, click “Continue.”

Step 4: Submit Your Donation

- 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. Please note, charities can only thank you and share information about your donation’s impact if you choose to share your contact information with them.
- Click “Finish” to submit your pledge.

Review and complete your 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.

< Previous Finish >

Your pledge so far:

\$200.00 TOTAL GIFT

Payment Methods: \$200.00 PAYROLL \$10.00 x 20

Designations:

- \$136.00 SOUTHERN POVERTY LAW CENTER, INC.
- \$64.00 MAKE-A-WISH FOUNDATION OF AMERICA

CANCEL AND START OVER

Step 5: Repeat Process to Make Additional Donations or to Modify 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.
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 www.charities.org/support