

MAKE YOUR PLEDGE IN FIVE EASY STEPS!



Step 1: Login and Setup Your User Profile

The Loudoun County Employee Giving Campaign utilizes a Single Sign-On (SSO) log in method, meaning you can access our online giving portal by logging in with your Loudoun County computer account credentials.

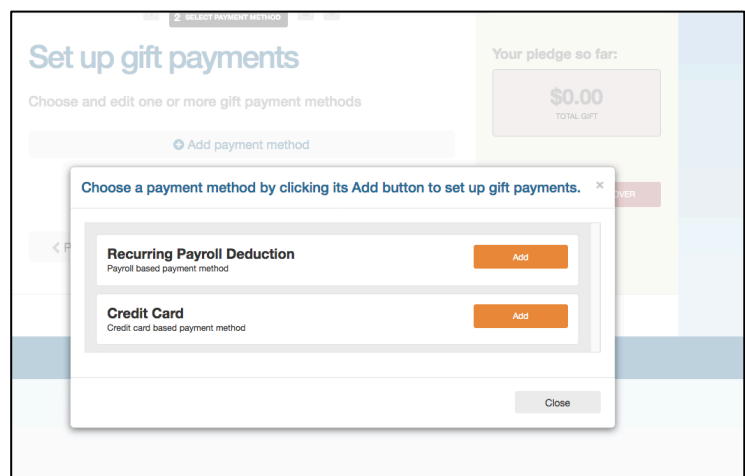
Enter the following URL into your browser:

<https://loudouncounty.americascharities.stratuslive.com/> and click the "Sign In" button on the top right.

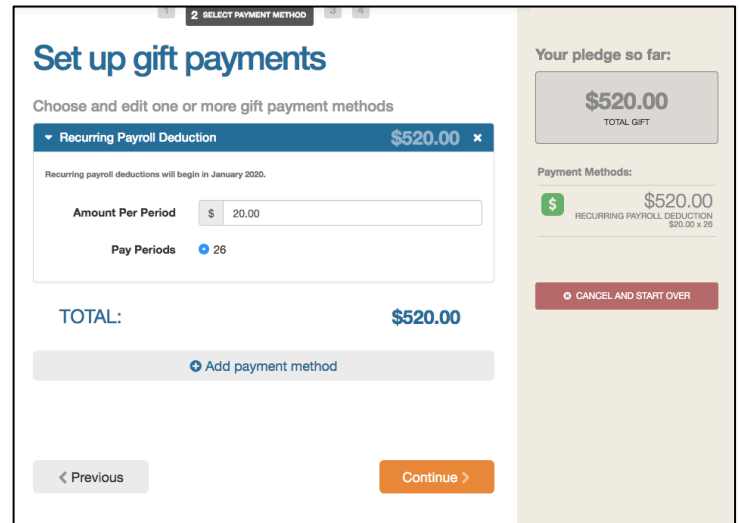
If you are already logged into your corporate account, you will automatically be logged into the giving portal. If you are not yet logged into your corporate account, you will need to enter your corporate account username and password in order to access the giving portal.

Step 2: Select a Payment Method

1. You may support your favorite nonprofits via the following payment methods:
 - a. **Recurring Payroll Deduction**
 - b. **Credit Card**
2. Click "Add" to choose a payment method. You will then see a screen prompting you to set up your gift payment frequency and amount based on the payment method you selected.

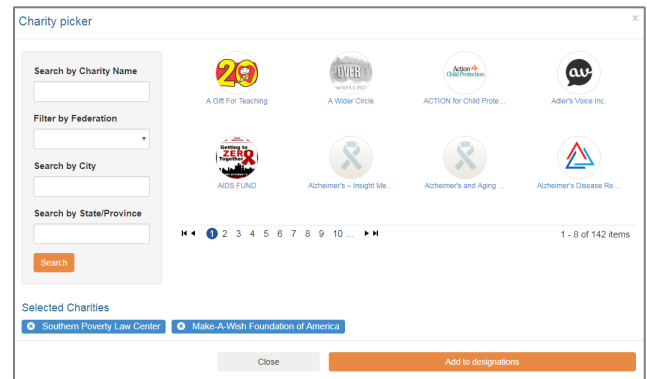


- As you enter the payment method(s) and amount you would like to pledge, that information will display in the right hand column under the section titled, “Your pledge so far.”
- Once you have finished entering your payment method preferences, click “continue” to find charities to support.



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, federation, city, and state search features to find a specific organization, or click through 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 on the giving site, you may write in a charity. Select “Write-in” from the last page of the charity list. If you type “write” in the keyword box it will filter to the “write-in” option for you. 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. If the select charity cannot be verified, you will be contacted by America’s Charities for more information regarding the select 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.
- Click the orange “Add 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.

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.

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

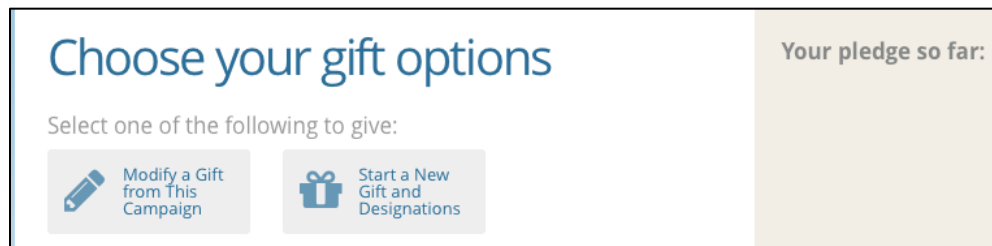
Step 4: Submit Your Pledge

- 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.
- Click “Finish” to submit your pledge.

Step 5: Repeat Process to Make Additional Donations or to Modify a 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.'



Choose your gift options

Select one of the following to give:

Modify a Gift from This Campaign

Start a New Gift and Designations

Your pledge so far:

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 submit a support request online at www.charities.org/support.