

# 1

## Visit the VtSHARES website at [www.vtshares.vermont.gov](http://www.vtshares.vermont.gov)

Become familiar with the VtSHARES website. Using the left hand navigation or the widgets at the bottom read about the history of the campaign, explore the numerous charities to choose from and read about how your donation makes a difference.

# 2

## Choose a Charity

Select a charity to direct your donation to. You can do this by using the left-hand navigation pane and selecting “Charities”, or by scrolling down on the home screen to the “Charity” widget.

- 1) Eligible Charities are organized under county. Click on “Complete Listing of all Charities by County” or search for a charity by pressing Ctrl + F .
- 2) Once you have identified a charity, write down the 5-digit charity number associated with the charity and the charity’s full name. The charity number will appear to the left of the charity name and will include a dash.  
For ex. 12-200 Green Mountain United Way.
- 3) Once you have your charity(ies) identified and written down. Move to filling out the online pledge form for payroll deduction.

# 3

## Fill out the Online Donation Form for Payroll Deduction

- 1) Navigate back to the VtSHARES home page using the left-hand navigation pane.
- 2) Access the online pledge form either through the Donate button on the left-hand navigation pane or by scrolling down to the Donate widget on the home page, or by selecting the Donate Now button.

- 3) Once on the donate page, scroll down and select the link to the pledge form. This will open up the pledge form.
- 4) Complete the employee information section by completing the fields listed. You can use your mouse to move to the next field or use the tab key. Once completed, move to the Charity Information section.
- 5) Using the charity information from Step 2, fill out the appropriate fields. In the “Charity Name” field, please type out the full name of the charity.
- 6) Once complete, select the Next button to move to the next screen. This will open up payment Information.
- 7) Select whether or not you would like the organization you are donating to, to recognize your gift. This means that your name and address will be shared with the organization in order to receive a letter of appreciation that can be used for tax purposes.
- 8) Select whether you would like a VtSHARES Contributor pin.
- 9) You have the choice of a one-time donation, taken from the first paycheck in January, or having a 26 Pay Period Deduction. If you select the 26 pay period deduction, the amount deducted from each paycheck will appear below.
- 10) Once completed. Scroll down to the Authorization section. To authorize the State of Vermont to deduct your donation, select the check box and click Next.
- 11) A confirmation page will appear. You can print for your records and a confirmation email will be sent to the email address provided.

Thank you for participating in VtSHARES. Your generous gift is appreciated and will go towards building stronger communities. Thank you for making a difference!

“Giving is not just about making a donation, it’s about making a difference” – Kathy Calvin