

# VtSHARES

## “Coming Together”

### Pledge Desk Aid

This Pledge Desk Aid is designed to help with understanding VtSHARES and with specific instructions for navigating the online pledge form.



#### **BECOME FAMILIAR WITH THE [VtSHARES WEBSITE](#)**

Using the left-hand navigation pane or the widgets at the bottom, read about the history of the campaign, explore the many participating nonprofit organizations, and see how each donation makes a significant difference.



#### **CHOOSE A NON-PROFIT ORGANIZATION**

You can help employees choose which nonprofit organization(s) to direct their donation to by having them select ‘Nonprofit Organizations’ from the left-hand navigation pane or by scrolling down to the widget on the home screen.

Eligible nonprofit organizations are organized by individual counties and as one complete listing. By clicking on the links, you will see the list of available options — including their website and contact information, use Ctrl-F to search for something specific, download and print if you so choose.

Once you have identified the nonprofit(s) you’d like to support, write down the 5-digit code associated with the nonprofit organization. You can also do this through the pledge form. The nonprofit organization number will appear to the left of the nonprofit organization name and will include a hyphen (example: 12-360 Cross Vermont Trail Association). Once you have your nonprofit organization(s) identified you can move to filling out the online pledge form for payroll deduction.



## COMPLETE THE ONLINE PLEDGE FORM

Access the online pledge form various ways on the website, including by selecting 'Pledge' from the left-hand navigation pane or scrolling down to the widget on the home screen.

Page 1 will verify that you have not already pledged.

Page 2 will have mandatory fields marked with a red asterisk. Your name must be entered as it appears in VTHR and you will need your employee ID number. You can use your mouse to move to the next field or use the tab key. There will be descriptions and help icons in various fields throughout the form. You can also reach out to your Campaign Ambassador for assistance. Please confirm that all information is accurate before proceeding or use the 'previous' button to make any necessary changes.

Page 3 will verify your information.

Page 4 will ask you to choose if your pledge will be a one-time payroll deduction or spread over 26 pay periods. If you are having deductions spread over 26 pay periods, the annual pledge amount must be evenly divisible by 26. Examples of evenly divisible pledge amounts are found at the end of this page. Using the nonprofit organization information from Step 2 above, or via the link to nonprofit organizations included on the top of the form, enter the five-digit code with the hyphen included and the annual amount you are pledging. You may enter as many nonprofits as you'd like. A list of your choices will appear below and there will be two icons: a pencil to edit and trash can to delete. Please note that if you click on the pencil it does not appear that you are editing, however when you save after you enter the correct fields, you will notice the information was corrected and saved.

Page 5 will give you the opportunity to verify your pledge by checking the boxes next to each pledge made.

Page 6 will ask if you would like your gift acknowledged by the non-profit and if so, you will need to provide an address. (Note: the amount that you pledge will not be indicated in this acknowledgement letter.) This page will also let you request a VtSHARES pin. Pins will be distributed in early January and only to those who have selected to receive one.

Page 7 will give you a final opportunity to review your pledge and its specific details and authorize payroll deductions. It will also give you the option to print this information for your records and/or tax purposes, which is strongly encouraged.

Page 8 will advise you that you should be receiving an email confirming your pledge.

**THANK YOU!**

***"Great things are done by a series of small things brought together." – Vincent Van Gogh***