

DONOR INSTRUCTIONS

Need help? For assistance, please contact mcc@charities.org

Ways to Donate

Online: Recurring payroll deduction or one-time credit card, debit card, or electronic check

MAKE YOUR PLEDGE IN FIVE EASY STEPS!



MD GIVES, INSPIRES HOPE

Dear State Employees and Retirees,

We are pleased to announce the launch of the 2021 Maryland Charity Campaign (MCC), the state's annual charitable workplace giving program. This year's theme is **MD Gives, Inspires Hope**, and we are asking you to participate and help us make a difference in our communities.

The COVID-19 pandemic took a significant toll on Maryland communities and across the globe. I was incredibly proud of the generosity of our state employees and retirees who raised more than \$2 million during last year's campaign and provided relief to those who needed it most. Your contributions to the 2021 MCC will continue to help neighbors in our state, nation, and around the world.

Your donations will support more than 1,000 participating charities in the 2021 MCC, and will empower organizations to improve the lives of individuals, families, and communities. The variety of charities participating in this year's campaign include finding a cure for various diseases as well as helping the hungry, seniors, and veterans.

Your compassion and generosity demonstrate the strength of our state, and we encourage you to donate to the 2021 MCC by visiting the campaign's website.

Thank you for your continued service to our state and for opening your hearts to help those in need. We are honored to serve beside you as we continue changing Maryland for the better.

Sincerely,



Get Started: Sign In



Your Donation's Impact

Charities in Action

Step 1: Login and Setup Your Profile

- To get started, visit <https://mcc.maryland.gov> and click “Give Now” button. You will be to the online giving portal for the Maryland Charity Campaign (MCC).
- Click “Get Started: Sign In.”



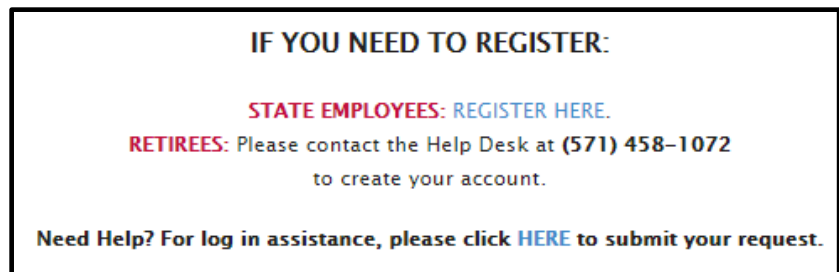
State employees and retirees who participated in the 2020 MCC

- If you are a State employee or retiree who gave online last year, you may click “Log in Here” and use the credentials you created in 2020 to log in and access the site.
- For login assistance, you may click the link at the bottom of the “Get Started: Sign In” page for assistance or visit <http://impact.ac/mccforgotpw> (URL is all lowercase) and click “Forgot Password.”



State retirees who did NOT participate in the 2020 MCC

- If you are a State retiree and did not previously register to contribute online, but wish to do so this year, please contact the Help Desk for assistance at 571-458-1072.



State employees who did NOT participate in the 2020 MCC

- If you are a State employee and you did not create an account in 2020, you must create a new account. This new account process ensures that the username is unique and that the email address has not already been validated for an existing user.
- To begin creating your account, click on the link after “State Employees: Register Here.” Enter a username, your email address on file in Workday, and a password.
- Passwords must have at least one non-alphanumeric character, a digit (0-9), and lowercase and uppercase letters.
- Then click “Sign Up.”
- If you are not an employee in the Workday system (MAIF, IWIF, MENV, USM Foundation employees), please use your work email address.

Create Giving Account

Create your new MCC giving account by entering a username, email, and password below. **Please use the email address on file in Workday or you will encounter issues.**

Passwords must have at least one non alphanumeric character, a digit (0-9), a lowercase and an uppercase letter.

If you are not an employee in the Workday system (MAIF, IWIF, MENV, USM Foundation employees), please use your work email address. If you need assistance, please email mcc@charities.org.

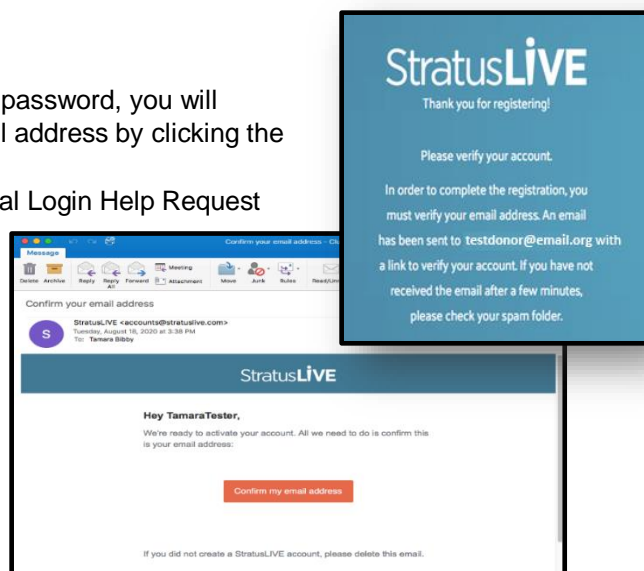
Username

Business Email

Password

Sign Up

- Once you have registered and created a username and password, you will receive a verification email. You must confirm your email address by clicking the link in the verification email to continue.
- If you need assistance, please complete the Giving Portal Login Help Request Form at <https://impact.ac/2021mccloginhelp> (URL is all lowercase), and you will receive a response within 24 business hours.
- Once you have confirmed the email address, the next time you click the Sign In button from the MCC giving portal, you can click on the “**Log In Here**” link for State employees who are “Returning Users.”
- Once you are logged in, your username will display in the upper right corner of the screen.
- Click “**Give Now**” to start the pledge process.



Donors WITH Giving History:

If you participated in the 2020 MCC, your online payroll giving history has already been loaded into the giving site. If you would like to support a new nonprofit this year, then you can select the “**Start a New Gift and Designations**” option. Alternatively, you can easily renew (or edit) your payroll gifts from last year by clicking “**Renew a Gift from Last Year**” to proceed.

If you choose to renew a gift, on the next screen you will have the option to keep your donation at the same dollar amount as last year or edit the amount. Once you have made your gift selections, click “**Make Changes**” to complete your transaction. **Note:** Online payroll gifts are the only donations that are renewable.

Whether you renew a gift from last year or start a brand new gift this year, you will next 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. The email address listed in your profile is also where the confirmation email will be sent upon completion of your donation. You should keep a copy of this email for tax purposes.

Select “**Continue**” when you have finished updating your contact information.

Note: If any prior year donations are not reflected in your giving history, it may be due to one of the following reasons:

- a. You gave by credit/debit card, electronic check, or paper check.
- b. You gave to a charity that is not eligible in the current Campaign year. Charities that are not listed may not have applied or may not be eligible to participate.
- c. You gave by paper pledge. Only online pledges are retained in the giving portal.

To obtain pledge history, please contact Donor Services Help Desk by any of the following methods:

Option 1 = Email: mcc@charities.org

Option 2 = Phone: 571-458-1072

Option 3 = Donor Services Help Desk: www.charities.org/support

Donors *WITHOUT* Giving History:

After clicking “**Pledge Now**” from the landing page, you will be asked to “**Edit your profile.**” If you opt in at the end of the giving process, information you enter will be provided to the nonprofits you support through this Campaign so they can acknowledge your gift. The email address listed in your profile is the same email address to which your confirmation email will be sent upon completion of your donation. You should keep a copy of this email for tax purposes.

Select “**Continue**” when you have finished updating your contact information.

Step 2: Select a Payment Method

You may support your favorite nonprofits online via the following payment methods:

- **Payroll Deduction**
- **Credit Card or Debit Card**
- **Electronic Check**

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.

NOTE: To donate using multiple payment methods, please complete all donations for each payment method in separate transactions. For example, if you select “Payroll Deduction,” choose all the charities you would like to support via payroll deduction and complete the donation process. After you submit your payroll deductions donations, then go back and select a different payment method, for example “Credit Card,” then choose the charities you would like to support by credit card, and complete the donation process for those charities.

Payroll Deduction: The amount you enter is the amount you would like deducted from your paycheck each pay period.

1. Once you enter an amount, it will automatically use the number of pay periods to calculate your total annual gift. That information will display on the right side of your screen under the “**Your Pledge So Far**” section.
2. In the next step, you will allocate the total annual gift amount between your designated charities.

Credit Card or Debit Card:

1. The amount you enter is the total annual gift amount you would like to donate. That information will display on the right side of your screen under the “**Your Pledge So Far**” section.
2. In the next step, you will allocate that total annual gift amount between your designated charities.

Electronic Check:

1. The amount you enter is the **total annual gift** amount you would like to donate.
2. For information on how to locate banking information, click the icon next to **"Bank Account."**
3. Be sure to check the box at the bottom to authorize the transaction.

Once you have finished entering your payment method preferences, click **"Continue"** to find charities to support.

You can always return to this step later in the process to adjust the total amount you would like to donate.

The screenshot shows a form titled "Electronic Check" with a total amount of \$0.00. It includes fields for Total Annual Gift (\$0), Bank Account (Routing Number, Account Number, Verify Account Number, Check Number), Billing Address (Street Address, City, State, Zip Code), and Contact (Phone Number, Email Address, Drivers License Number). There is a checkbox at the bottom to "Authorize This Transaction".

Step 3: Choose Your Favorite Charities to Support

To find charities to support:

Click the **"Find a Charity"** button.

1. A pop-up box will appear. Use the charity name, city, state/territory, or Employer Identification Number (EIN) search features to find a specific charity or click through the alphabetical list.
2. 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."**
3. Click the orange **"Add to Designations"** button. The organization(s) you selected will now display on your list of designations.
4. Next, allocate your total pledge amount between the charities you 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.
5. If you do not designate a charity, your donation will be considered as undesignated funds. Undesignated funds are not designated to a specific MCC charity by a donor and/or are moneys raised during special events. The Executive Order requires undesignated funds to be distributed proportionally among the participating charities based upon the percentage of funds designated to each charity.

The screenshot shows a "Charity picker" interface with search filters (Charity Name, City, State/Territory, EIN) and a grid of charity logos including MCC Underserved Fund, 100 Black Men of Maryland, 2nd Chance Outreach Ministry, A Hope Circle, AACR, AACR Foundation for the Prevention of Cancer, Abandoned Children's Fund, Accessible Resources for Individuals, and ACCO's International. A "Selected Charities" section shows "A Hope Circle" and "100 Black Men of Maryland". An "Add to designations" button is at the bottom right.

To adjust the total annual 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."**

The screenshot shows a screen titled "Where do you want your gift to go?". It includes a "Your pledge so far" summary showing a total annual gift of \$312.00. Below this, it shows "Designations" for "ALZHEIMER'S FOUNDATION OF AMERICA" (\$200.00) and "FRIENDS OF ANIMALS" (\$112.00). A "Select your designation preference below" section shows sliders for each charity. At the bottom, there are buttons for "Previous", "Find a Charity", and "Continue".

Step 4: Submit Your Pledge

1. You will have one final chance to review your gift and designations, and will be able to select whether your gifts remain anonymous or grant permission to share your contact information with the charity(ies) you selected.
2. Click “Finish” to submit your pledge.

Review and complete gift

☐ By checking this box, I choose not to release my contact information (name, mailing address or email address) to the charity(ies) designated or to the public where it could be viewed in an Annual Report, newsletter, on printed or electronic materials, or a website.

☐ For Retirees: By clicking this box, you do not consent to share your name, address and email with the Office of the Secretary of State and the MCC Operating Agency for the purpose of receiving communication, including a pledge card and charity directory, about future Maryland Charity Campaigns.

< Previous Finish >

Your pledge so far:

\$312.00
TOTAL ANNUAL GIFT

Payment Methods:

\$312.00
(MONTHLY \$26.00 US)

Designations:

\$112.00
FRIENDS OF ANIMALS

\$200.00
ALZHEIMER'S FOUNDATION OF AMERICA

CANCEL AND START OVER

Step 5: Repeat Process to Make Additional Donations or to Modify Your Gift

If you would like to make additional donations or edit your pledge, you may edit your payroll donations anytime during the Campaign enrollment period. To cancel or modify a credit card, debit or electronic check donation, please contact America's Charities at 571-458-1072 or mcc@charities.org.

1. Log into the pledge site and click “**Pledge Now.**”
2. You will be given two options:
 - a. “**Modify a gift from this Campaign.**” If you would like to edit a payroll deduction pledge you already submitted, select **Modify A Gift...**open your existing pledge and make your edits. You can only modify a gift while the campaign is actively open.
 - i. You **MUST** complete all steps of the pledge process to return the gift to a completed status, **otherwise the gift will not be processed.** Modifications to credit card, debit card or electronic check donations must be made through America's Charities at 571-458-1072 or MCC@charities.org.
 - ii. “**Start a new gift and designation.** ” Select this option if you would like to make a new credit card or new payroll donation.
3. Once you select an option, follow steps 1-4 from this guide to complete your pledge.

Need Help? For assistance, please:

- Email: mcc@charities.org
- Call: 571-458-1072
- Visit: www.charities.org/support
- For login issues with the giving portal, complete the Login Help Request Form: <http://impact.ac/2021mccloginhelp> (URL is all lowercase)