

INSTRUCTIONS TO USE THE ALOHA UNITED WAY E-PLEDGE WEBSITE

Setting up your 2016 AUW account

- Login to <https://auw.unitedwayepledge.org> to access the AUW 2016 e-Pledge website
- Enter your primary UH email address (johnsmith@hawaii.edu) in the User ID box and use the default AUW Password (auw2016)
- After logging in, you will be prompted to create a new password for your personal 2016 AUW account. Once this is completed, it will take you to the University of Hawai'i AUW Welcome page where you can review your profile information and make your donation on-line.

Making a donation via e-Pledge

- Login to <https://auw.unitedwayepledge.org> to access the University of Hawai'i AUW Welcome page
- From here, you can make your donation on-line choosing from 5 different options: **Payroll Deduction, Cash, Check** (made payable to Aloha United Way), **Credit Card** or **Bill Me**.
- Once you have selected your donation method, the system will walk you through the needed steps to complete your donation. If you select Cash or Check, you will need to send this to your designated coordinator.

If you want to make your donation through the Automatic Transfer, you will have to use the traditional paper pledge form which you can get from your designated campus/unit volunteer coordinator. MAHALO to all of the coordinators for their assistance!

Please keep in mind that there will be a box you can check on the pledge page asking if you want to designate your donation. If you pledge \$48 or more, you can designate your donation to go to a specific charity (or multiple charities) and/or action area, as long as each designated charity or action area receives the minimum \$48. If you want to designate to a certain charity but you do not know their 5 digit AUW number, there is a search function at the bottom of the page. All you need to know is one word in the agency's name to be able to look them up. You can also find their 5 digit number in the "Live United" brochure that you will be receiving.

After you have completed your donation, you will be given a chance to review your donation before you hit the CONFIRM button. If at any time during the process you have questions or concerns, you can always hit the cancel button and contact Mel Colquitt, from AUW, at 543-2243 or melvin@auw.org. Mel will be more than happy to help with this process.

Mahalo for your generosity and kokua.