

# INSTRUCTIONS TO USE THE ALOHA UNITED WAY ePLEDGE WEBSITE FOR UNIVERSITY OF HAWAI‘I EMPLOYEES

## Setting up your 2018 A UW account

- Login to access the A UW 2018 ePledge website (<https://auw.unitedwayepledge.org/epledge/UH>) (site will be accessible on Monday, September 10, 2018)
- Enter your primary **UH email address** ([johnsmith@hawaii.edu](mailto:johnsmith@hawaii.edu)) and default A UW Password (uhauw2018)
- After logging in, you will be prompted to create a new password for your personal 2018 A UW account. Once this is completed, it will take you to the University of Hawai‘i A UW Welcome page where you can review your profile information and make your donation on-line.

## Unable to log in with UH Email Address

If your login returned as an error, please select your department from the dropdown box located above the Login button and follow the instructions as listed. You will then be able to enter your UH email address and create a password and continue to set up your ePledge.

Please note that for the University of Hawai‘i at Mānoa, please select your respective school, college, or unit. For Honolulu, Kapi‘olani, Leeward and Windward Community Colleges and the University of Hawai‘i at West O‘ahu, please select your respective campus’ name.

## Making a donation via e-Pledge

- Login to access the University of Hawai‘i A UW Welcome page (<https://auw.unitedwayepledge.org/epledge/UH>)
- 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 A UW 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 A UW, at 543-2243 or [melvin@auw.org](mailto:melvin@auw.org). Mel will be more than happy to help with this process.

Mahalo for your generosity and kokua.