

### **How to make a Jeans Day pledge:**

- Click “Make New Donation”
- Select the charity name “JEANS DAY – Unified (not Utilities) Campaign \$2 per pay” from the dropdown list
- Add 2.00 ‘Per Pay’ or 52.00 ‘Lump Sum’ by Payroll/Cheque
- Click “I authorize ATCO’s payroll administrators to deduct this pledge amount from my pay and/or cash my cheque”
- Hit “Submit New Donation”
- You will receive an auto email confirming your pledge (please note: sometimes these emails may take a few minutes – or hours – to come through). If you do not receive one, please contact your ATCO EPIC Treasurer to confirm your pledge.

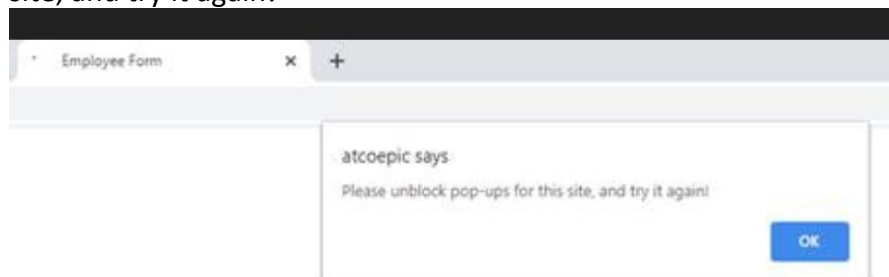
JEANS DAY - Unified (not Utilities) Campaign \$2 per pay	2.00 Eg. 10.00	Per Pay (26)	52.00
JEANS DAY - Unified (not Utilities) Campaign \$2 per pay	52.00 Eg. 10.00	Lump Sum (By Payroll)	52.00

### **Common errors you may encounter:**

- “This NTID already exists”, or;
- “This employee ID already exists”, or;
- “Email address already exists”
- If you get one of these errors, please contact Jaclyn Turvey ([Jaclyn.turvey@atco.com](mailto:Jaclyn.turvey@atco.com)) with a screenshot of the error you are getting
- Please provide the following details in your email: Your Wipro 4-digit ID (eg. U9U8), if you have worked for another ATCO division in the past (and which one, plus any former Wipro user ids), if your name has changed (and what the former one was)

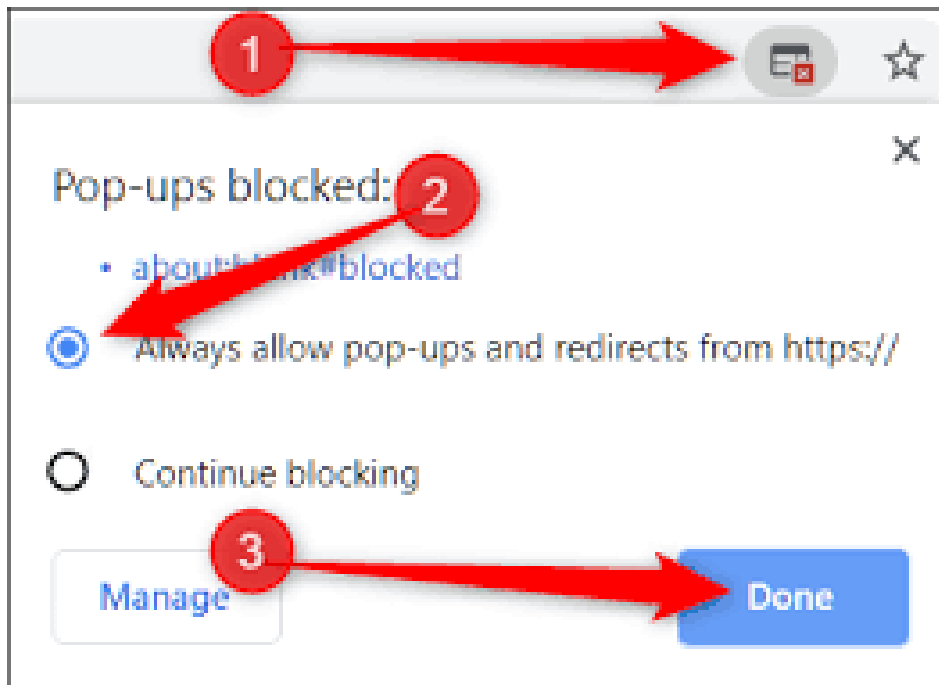
### **Errors when renewing a pledge:**

When you click on “Renew”, you may receive a pop-up saying “Please unblock pop-ups for this site, and try it again!”



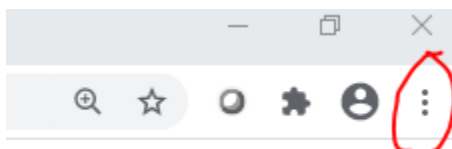
To remove pop-ups on your system, please do the following:

**OPTION 1**

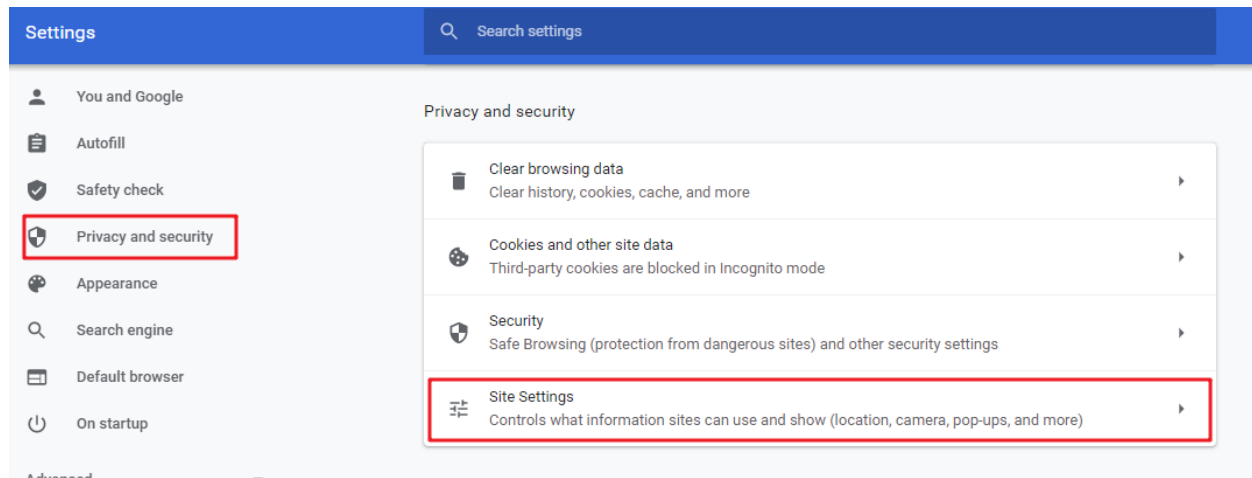


**OPTION 2**

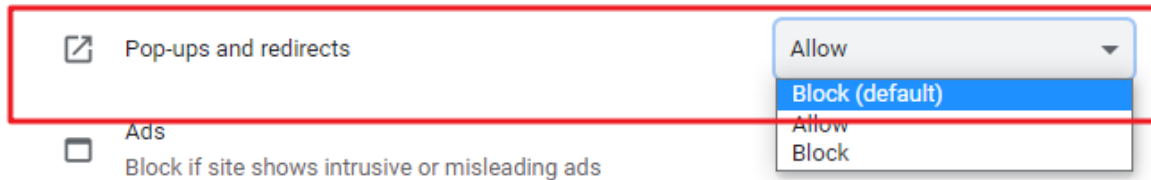
In your internet browser, go to the top right bar and click on the icon with three dots:



Click "Settings"



Select the following:



Pop-ups and redirects

Block (default)

Allow

Block

Refresh your page and try again. If you are still having difficulties, please contact Jaclyn Turvey ([Jaclyn.turvey@atco.com](mailto:Jaclyn.turvey@atco.com)) or your ATCO EPIC Treasurer

**If you cannot open the page, or are receiving an error saying the page is not supported:**

- You must be using an ATCO computer, connected to the ATCO network to use the online pledge tool
- You cannot pledge via mobile device or non-ATCO computer
- If you do not have access to an ATCO computer/network, please do one of the following:
  - Contact Jaclyn Turvey ([Jaclyn.turvey@atco.com](mailto:Jaclyn.turvey@atco.com)) to place a pledge for you via screenshare with you watching, or send the details via email and you will receive an email notification once the pledge(s) have been placed
  - Contact your ATCO EPIC Treasurer and ask for a paper pledge form (fill in the details and return to your Treasurer)

**This year's ATCO EPIC Treasurers:**

Corporate and Common Groups, Corporate Development, ASHCOR, Rümi	Sonja McKenzie	<a href="mailto:Sonja.mckenzie@sentgraf.com">Sonja.mckenzie@sentgraf.com</a> 403-292-7777
Frontec	Darlene van Wieren	<a href="mailto:Darlene.vanwieren@atco.com">Darlene.vanwieren@atco.com</a> 403-826-7471
Structures	Nancy Mares	<a href="mailto:Nancy.Mares@atco.com">Nancy.Mares@atco.com</a> 403-807-3554
Any of the errors listed above	Jaclyn Turvey	<a href="mailto:Jaclyn.turvey@atco.com">Jaclyn.turvey@atco.com</a> 403-807-6268