

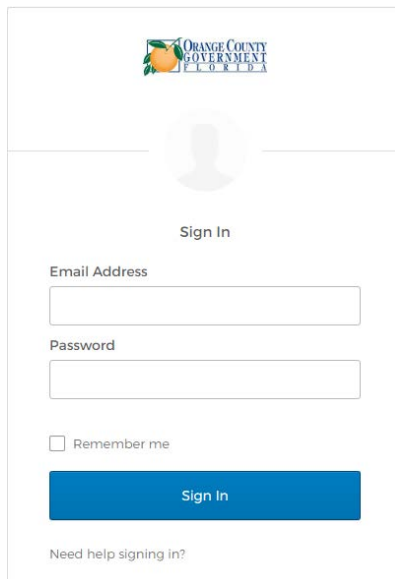
Orange County Government ePledge Manual

Link to ePledge single sign-on: <https://ocfl.okta.com/>

How do I Sign In?

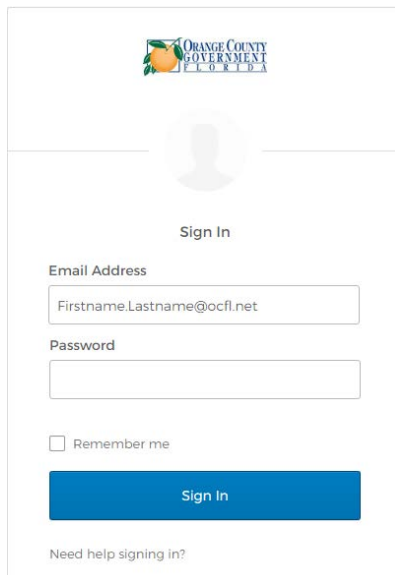
This sign on is similar to logging into your computer every day. Most of us use our employee ID and password to sign in, but here you will use your e-mail address instead of your employee ID.

1. When you click the link, you will see this screen



The screenshot shows the sign-in interface for Orange County Government. At the top is the Orange County Government Florida logo. Below it is a circular placeholder for a profile picture. The text "Sign In" is centered. There are two input fields: "Email Address" and "Password". Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is at the bottom. At the very bottom, there is a link that says "Need help signing in?".

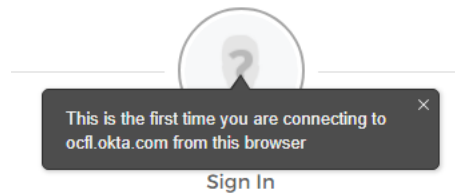
2. Enter your Orange County e-mail address



This screenshot is identical to the one above, but the "Email Address" field contains the example text "Firstname.Lastname@ocfl.net". The "Password" field is empty. The rest of the interface, including the logo, profile picture placeholder, "Sign In" text, "Remember me" checkbox, "Sign In" button, and "Need help signing in?" link, remains the same.



Orange County Government ePledge Manual

- a. If this is your first time signing in, or the first time signing in on this computer, you may see this message:



- b. If you have signed in previously, you should see your icon appear in the image above "Sign In" after you type your e-mail address.

3. Enter the password you use daily to log into your Orange County computer.



Sign In
Email Address


Password













☐ Remember me

[Need help signing in?](#)

- a. If this is your first time signing in, it will ask you to select a security image.

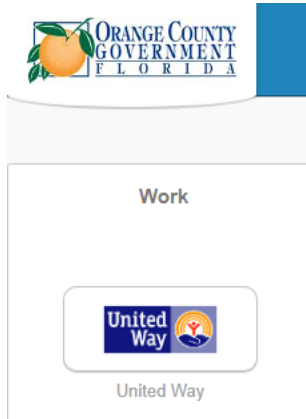
Welcome to Orange County Government, User!
Create your Orange County Government account

 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

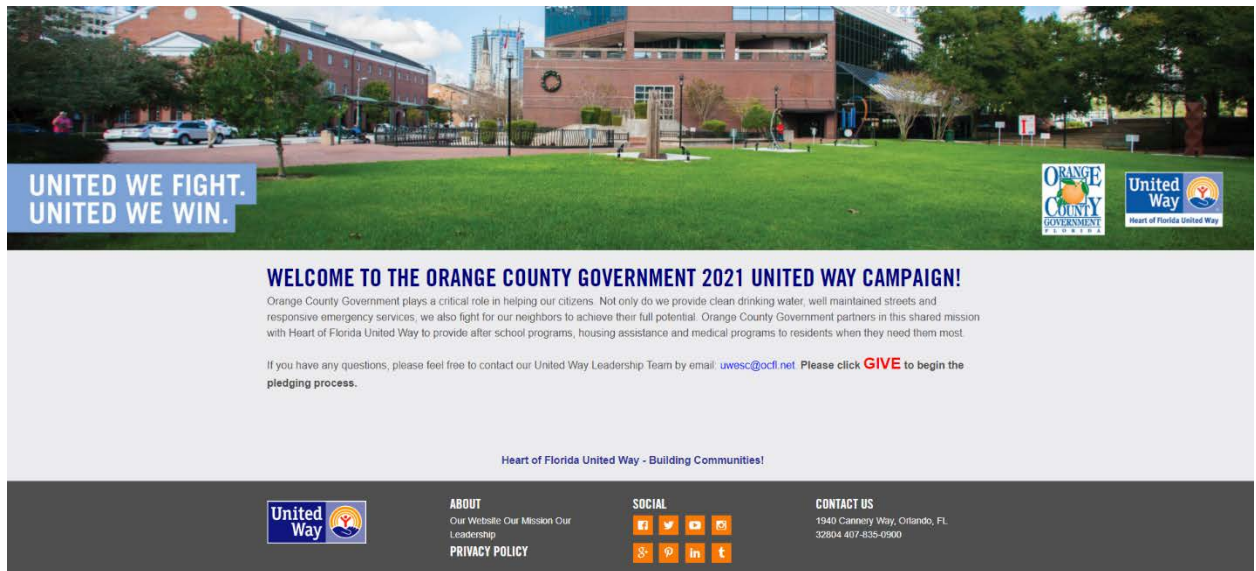
		
		
		
		

Orange County Government ePledge Manual

4. Click "Sign In" or "Create My Account" (if this is your first time)
 - a. If you cannot log in, please contact the ISS Help Desk at 62929 or SupportCenter@ocfl.net
5. Click on the icon for United Way



6. You should see the screen below, if you see a log in screen do not enter any information and contact uwesc@ocfl.net for assistance.



7. Select "GIVE"

Orange County Government ePledge Manual

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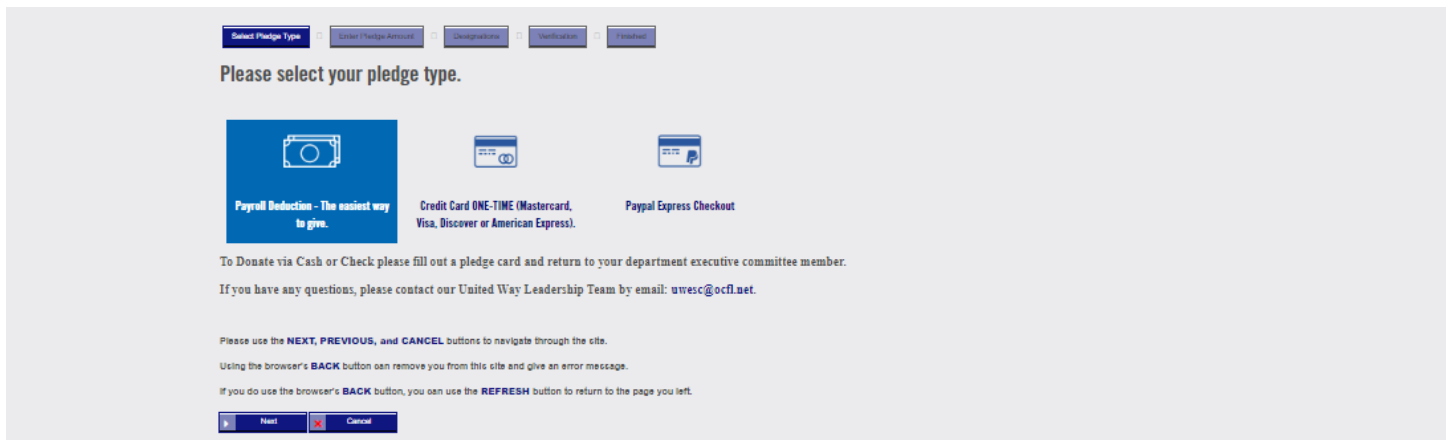
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How to navigate the ePledge site for Orange County Government?

1. After clicking on the link for the 2021 HFUW and Orange County Government Campaign, it will direct you to the pledging pages, below.



The screenshot shows a web interface for selecting a pledge type. At the top, there is a navigation bar with buttons: 'Select Pledge Type', 'Enter Pledge Amount', 'Check Progress', 'My Pledge', and 'Thank You'. Below this, the text 'Please select your pledge type.' is displayed. There are three main options, each with an icon and a description:

- Payroll Deduction - The easiest way to give.** (Icon: Payroll card)
- Credit Card ONE-TIME (Mastercard, Visa, Discover or American Express).** (Icon: Credit card)
- Paypal Express Checkout** (Icon: Paypal logo)

Below the options, there is a note: 'To Donate via Cash or Check please fill out a pledge card and return to your department executive committee member. If you have any questions, please contact our United Way Leadership Team by email: uwesc@ocfl.net.'

At the bottom, there are instructions: 'Please use the **NEXT**, **PREVIOUS**, and **CANCEL** buttons to navigate through the site. Using the browser's **BACK** button can remove you from this site and give an error message. If you do use the browser's **BACK** button, you can use the **REFRESH** button to return to the page you left.'

At the very bottom, there are two buttons: 'Next' and 'Cancel'.

2. On the screen you have the option to choose to pledge via Payroll Deduction or Credit Card.
 - a. For instructions on how to pledge via Payroll Deduction, [click here](#)
 - b. For instructions on how to pledge via Credit Card, [click here](#)
 - c. For instructions on how to pledge via Paypal Express Checkout, [click here](#)

Pledging via Payroll Deduction

1. To submit a pledge via payroll deduction, click on the **Payroll Deduction image (stack of dollars)**. Then click **Next**.

Select Pledge Type | Enter Pledge Amount | Designations | Verification | Finished

Please select your pledge type.

Payroll Deduction - The easiest way to give.

Credit Card ONE-TIME (Mastercard, Visa, Discover or American Express).

Paypal Express Checkout

To Donate via Cash or Check please fill out a pledge card and return to your department executive committee member.

If you have any questions, please contact our United Way Leadership Team by email: uwesc@ocfl.net.

Please use the **NEXT**, **PREVIOUS**, and **CANCEL** buttons to navigate through the site.

Using the browser's **BACK** button can remove you from this site and give an error message.

If you do use the browser's **BACK** button, you can use the **REFRESH** button to return to the page you left.

Next Cancel

2. You have the option to enter a preset amount or an amount of your choosing.

Select Pledge Type | Enter Pledge Amount | Designations | Verification | Finished

Please select your investment amount: For a gift of \$500 or more, Orange County will invite you to our Victory Celebration and you'll be listed as a leader.

\$39 \$20 \$10 \$5 Other

For your convenience, have your investment deducted directly from your pay check.

Deduction Per Pay: \$39.00

Pay Periods Per Year: 26

Number Of Deductions To Make: 26

Total Annual Pledge: \$1,014.00

I wish to designate my gift (\$52.00 minimum for each designation): ☐ Yes

Next Previous Cancel

***Note: You are able to designate your gift with a minimum pledge of \$52.**

- a. For instructions on how to designate your gift, [click here](#)
- b. If deciding against designating your gift, click **Next**.

3. The verification page will appear, after typing or selecting your responses, click **Next**

Select Pledge Type Designations

PLEASE CHECK YOUR INFORMATION BELOW.

We will use your address:

- to provide you a tax receipt (if applicable)
- to notify an agency of your gift to them (if applicable)
- to mail a confirmation of your pledge
- to mail your statement (if asked to be billed)

You are not required to provide your address, unless you wish to notify the agency you've designated your gift to. By removing the check marks Release My Name, Release My Address and Release My Gift Amount your information will not be released. If you did not designate, your gift will be directed to the general fund at Heart of Florida United Way.

Main Address

Address Line 1:

Address Line 2:

City: State: Zip Code:

Country:

Items marked with an asterisk (*) are required

☒ Send me an email confirmation of this pledge. I understand that I will not receive a paper copy.
☐ Contact me about volunteering with Heart of Florida United Way. For more information [click here](#).
☐ I would like to become involved with Women United.
☐ I will be retiring in 5 or less years.

Month/Year you were born:

Personal email address used for e-newsletters and volunteer opportunities:

Items marked with an asterisk (*) are required

☒ Send me an email confirmation of this pledge. I understand that I will not receive a paper copy.
☐ Contact me about volunteering with Heart of Florida United Way. For more information [click here](#).
☐ I would like to become involved with Women United.
☐ I will be retiring in 5 or less years.

Month/Year you were born:

Personal email address used for e-newsletters and volunteer opportunities:

I have been a Loyal Contributor since

Which areas are you most passionate about making an impact? (check all that apply)

☐ Education
☐ Financial Stability
☐ Health
☐ Basic Needs
☐ Veterans

Military Affiliation

☐ Retired
☐ Reserves
☐ Spouse

4. You will be asked to review your pledge and confirm. If all looks great, click **Confirm**. Your pledge will be recorded and you will receive a confirmation email listing your donation.

Select Pledge Type

Enter Pledge Amount

Designations

Verification

Finished

PLEASE REVIEW YOUR PLEDGE AND CONFIRM IT BELOW:

Thank you for investing in *your community*.

Pledge Type:	Payroll Deduction - The easiest way to give.
Pay Periods Per Year:	26
Number of Deductions:	26
Deduction Per Pay:	\$39.00
Total Current Pledge:	\$1,014.00

☒ Send me an email confirmation of this pledge. I understand that I will not receive a paper copy.

Month/Year you were born:

Personal email address used for e-newsletters and volunteer opportunities:

If you need to change any of the information, you may do so by clicking on the "Previous" button.

Confirmation page may take a few moments to display. Please click Confirm only once. Thank you.

☒ Confirm

Your pledge will be recorded... Thank you!

☐ Previous

Go back and change pledge information

☐ Cancel

Exit e-Pledge (no pledge will be recorded)

Pledging Via Credit Card

1. To submit a pledge via credit card, click on the **Credit Card image**. Then click **Next**.

Select Pledge Type | Enter Pledge Amount | Designations | Verification | Finished

Please select your pledge type.

Payroll Deduction - The easiest way to give.

Credit Card ONE-TIME (Mastercard, Visa, Discover or American Express).

Paypal Express Checkout

To Donate via Cash or Check please fill out a pledge card and return to your department executive committee member.

If you have any questions, please contact our United Way Leadership Team by email: uwesc@ocfl.net.

Please use the **NEXT**, **PREVIOUS**, and **CANCEL** buttons to navigate through the site.

Using the browser's **BACK** button can remove you from this site and give an error message.

If you do use the browser's **BACK** button, you can use the **REFRESH** button to return to the page you left.

Next Cancel

2. You will be prompted to a screen, confirming the pledge amount you have indicated for a **one-time payment**

Select Pledge Type | Enter Pledge Amount | Designations | Verification | Finished

This pledge is a "one-time payment".

Pledge Amount: \$1,014.00

I wish to designate my gift (\$52.00 minimum for each designation). ☐ Yes

Next Previous Cancel

***Note: You are able to designate your gift with a minimum pledge of \$52.**

- a. For instructions on how to designate your gift, [click here](#)
 - b. If deciding against designating your gift, click **Next**.
3. You will be asked to review your pledge and confirm. If all looks great, click **Continue** to complete your pledge by entering your payment information on CyberSource.

Select Pledge Type | Enter Pledge Amount | Designations | Verification | Finished

PLEASE REVIEW YOUR PLEDGE AND CONFIRM IT BELOW:

Thank you for investing in **your community**.

Pledge Type:	Credit Card ONE-TIME (Mastercard, Visa, Discover or American Express).
Payment Type:	Credit Card
Total Current Pledge:	\$1,014.00

☒ Send me an email confirmation of this pledge. I understand that I will not receive a paper copy.

Month/Year you were born:

Personal email address used for e-newsletters and volunteer opportunities: sacha.rodriquez@hfuw.org

If you need to change any of the information, you may do so by clicking on the "Previous" button.

Continue Complete your pledge by entering your payment information on CyberSource.

Previous Go back and change pledge information

Cancel Exit e-Pledge (no pledge will be recorded)

4. Once on **CyberSource**, ensure that all your billing information is accurate, enter your credit card information and click **Submit**. You will receive an email confirmation listed your pledge amount.

PAYMENT AUTHORIZATION

Payment Amount	1014.00
Reference Number	108092-2034216

Billing Information

*First Name	Sacha
*Last Name	Rodriguez
*Address	3845 Marietta Way
*City	Saint Cloud
*Country	United States of America
*State/Province	Florida
*Zip/Postal Code	34772
*Email	sacha.rodriguez@hfuw.org

Payment Details

Payment Type	Credit Card
*Credit Card Type	Discover
*Credit Card Number	
*Expiration Date	05 2020

Items marked with an asterisk (*) are required

Submit

Reset

Previous

Cancel

Pledging via Paypal Express Checkout

1. To submit a pledge via Paypal express checkout, click on the **Paypal Express Checkout image**. Then click **Next**.

Select Pledge Type | Enter Pledge Amount | Designations | Verification | Finished

Please select your pledge type.

Payroll Deduction - The easiest way to give.

Credit Card ONE-TIME (Mastercard, Visa, Discover or American Express).

Paypal Express Checkout

To Donate via Cash or Check please fill out a pledge card and return to your department executive committee member.

If you have any questions, please contact our United Way Leadership Team by email: uwesc@ocfl.net.

Please use the **NEXT**, **PREVIOUS**, and **CANCEL** buttons to navigate through the site.

Using the browser's **BACK** button can remove you from this site and give an error message.

If you do use the browser's **BACK** button, you can use the **REFRESH** button to return to the page you left.

Next **Cancel**

2. You will be prompted to a screen, requesting your pledge amount.

Select Pledge Type | **Enter Pledge Amount** | Designations | Verification | Finished

Pledge Amount:

Designate your gift (\$52 minimum required for each designation)? ☐ Yes

Next **Previous** **Cancel**

***Note: You are able to designate your gift with a minimum pledge of \$52.**

- a. For instructions on how to designate your gift, [click here](#)
- b. If deciding against designating your gift, click **Next**.

3. The verification page will appear, after typing or selecting your responses, click **Next**

Select Pledge Type Designations

PLEASE CHECK YOUR INFORMATION BELOW.

We will use your address:

- to provide you a tax receipt (if applicable)
- to notify an agency of your gift to them (if applicable)
- to mail a confirmation of your pledge
- to mail your statement (if asked to be billed)

You are not required to provide your address, unless you wish to notify the agency you've designated your gift to. By removing the check marks Release My Name, Release My Address and Release My Gift Amount your information will not be released. If you did not designate, your gift will be directed to the general fund at Heart of Florida United Way.

Main Address

Address Line 1:

Address Line 2:

City: State: Zip Code:

Country:

Items marked with an asterisk (*) are required

☒ Send me an email confirmation of this pledge. I understand that I will not receive a paper copy.
☐ Contact me about volunteering with Heart of Florida United Way. For more information [click here](#).
☐ I would like to become involved with Women United.
☐ I will be retiring in 5 or less years.

Month/Year you were born:

Personal email address used for e-newsletters and volunteer opportunities:

Items marked with an asterisk (*) are required

☒ Send me an email confirmation of this pledge. I understand that I will not receive a paper copy.
☐ Contact me about volunteering with Heart of Florida United Way. For more information [click here](#).
☐ I would like to become involved with Women United.
☐ I will be retiring in 5 or less years.

Month/Year you were born:

Personal email address used for e-newsletters and volunteer opportunities:

I have been a Loyal Contributor since

Which areas are you most passionate about making an impact? (check all that apply)

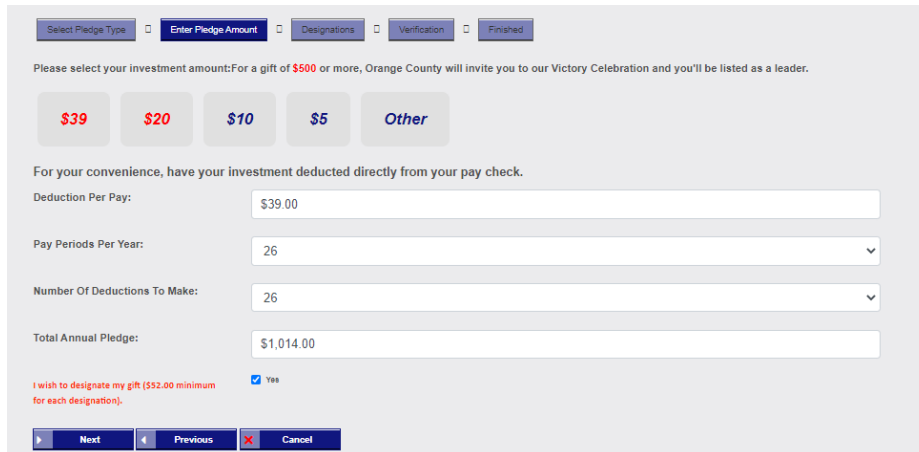
☐ Education
☐ Financial Stability
☐ Health
☐ Basic Needs
☐ Veterans

Military Affiliation


☐ Retired
☐ Reserves
☐ Spouse

Navigating the designation pages

1. If you decide to designate your gift, below the **Total Annual Pledge**, select the **check box** next to **I wish to designate my gift**, a check will appear in the box, click **Next**



The screenshot shows a web form for making a pledge. At the top, there are five tabs: 'Select Pledge Type', 'Enter Pledge Amount', 'Designations', 'Verification', and 'Finished'. The 'Enter Pledge Amount' tab is active. Below the tabs, a message states: 'Please select your investment amount: For a gift of \$500 or more, Orange County will invite you to our Victory Celebration and you'll be listed as a leader.' There are five buttons for investment amounts: '\$39', '\$20', '\$10', '\$5', and 'Other'. The '\$39' button is highlighted. Below this, a message says: 'For your convenience, have your investment deducted directly from your pay check.' There are four input fields: 'Deduction Per Pay:' with a value of '\$39.00', 'Pay Periods Per Year:' with a value of '26', 'Number Of Deductions To Make:' with a value of '26', and 'Total Annual Pledge:' with a value of '\$1,014.00'. Below these fields, there is a checkbox labeled 'I wish to designate my gift (\$52.00 minimum for each designation)' which is checked. At the bottom, there are three buttons: 'Next', 'Previous', and 'Cancel'.

2. You will view your **Total Pledge** amount and an initial box requesting the **Designation Amount**. Enter your desired amount to designate in your desired interest. For all **Heart of Florida agencies**, click on the **link below** **United Way**. You will be brought to another page where you can enter your designation and click on the  button to return to the previous page. (IMAGES PROVIDED ON THE NEXT PAGE)

*You will notice the numbers above change based on the amount designated and undesignated.

*Write-ins designations must include as much information as possible (i.e. State and zip code).

Select Pledge Type Enter Pledge Amount Designations Verification Finished

\$52.00 minimum required for each designation.

Enter a dollar amount in the box next to the area where you wish to direct your gift. Click on the Heart of Florida United Way below to display our partner agencies.

Total Pledge	\$1,014.00
Total Designated	\$0.00
Total Undesignated	\$1,014.00

Investing in Results General Fund

United Way's strategic fund provides the critical needs in our community.

Designation Amount	<input type="text"/>
--------------------	----------------------

Funded Investing in Results Areas

Name	Designation Amount
Education	<input type="text"/>
Financial Stability	<input type="text"/>
Health	<input type="text"/>
Homelessness	<input type="text"/>
Veterans	<input type="text"/>
2-1-1 Assistance	<input type="text"/>

United Way

Click on the link below to view HFUW agencies.

Heart of Florida United Way Inc.	\$0.00
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Write In Designations


Would you like to "write-in" another 501(c)(3) organization/United Way? All Organizations receiving write-in designations must be tax exempt, have a 501(c)(3) status, and in compliance with the USA Patriot Act. For additional information regarding the USA Patriot ACT please click [here](#).

 Write In

Heart of Florida United Way Inc.

Total Pledge	\$1,014.00
Total Designated	\$0.00
Total Undesignated	\$1,014.00

Agencies 1 - 20 of 36

Fill in the "Designation Amount" by your selected agency. Click on the "Add" button, to continue looking at the list click on the  button located below.

Name	Designation Amount
After School Programs Inc	<input type="text"/>
ALICE Emergency Fund	<input type="text"/>
American Red Cross Central Florida Region	<input type="text"/>
Boys & Girls Clubs of Central Florida	<input type="text"/>
Catholic Charities of Central Florida Inc	<input type="text"/>
Christian Service Center for Central Florida	<input type="text"/>
Christian Sharing Center	<input type="text"/>
Coalition for the Homeless of Central Florida	<input type="text"/>
Community Coordinated Care for Children	<input type="text"/>
Early Learning Coalition of Seminole	<input type="text"/>
Elevate Orlando	<input type="text"/>
Embrace Families Community Based Care, Inc	<input type="text"/>
Foundation for Orange County Public Schools	<input type="text"/>
Grace Medical Home	<input type="text"/>
Harbor House of Central Florida	<input type="text"/>