

Volunteer Access

While in donation section of ePledge, scroll to the bottom right corner and click on Access Coordinator Portal.

The screenshot displays the 'National/International Umbrella Groups' section of the ePledge donation interface. It features three main charity categories, each with a logo, a name, a phone number, an input field for 'Enter annual amount', and a menu of options:

- 600 America's Best Charities:** Includes the ICA logo and options for 'GIVE TO UMBRELLA' and 'SEARCH MEMBER CHARITIES'.
- 800 America's Charities:** Includes the America's Charities logo and options for 'GIVE TO UMBRELLA' and 'SEARCH MEMBER CHARITIES'.
- 700 Global Impact:** Includes the GLOBAL IMPACT logo and options for 'GIVE TO UMBRELLA' and 'SEARCH MEMBER CHARITIES'.

Below these are two more categories:

- 300 Neighbor To Nation:** Includes the Neighbor To Nation logo and options for 'GIVE TO UMBRELLA' and 'SEARCH MEMBER CHARITIES'.
- General Contribution:** Includes the Partners in Giving logo and an option for 'GIVE TO CAMPAIGN'.

A large grey arrow points downwards from the right side of the charity options towards the bottom right corner of the page, where the text 'Access Coordinator Portal' is displayed in orange.

Volunteer Reporting

While in the Coordinator Portal, you will see a Summary Report and a Pledges report listing the donor first and last name and their department/agency unit

[LOG OFF](#)

[Summary Report](#) | [Pledges Report](#)

Summary Report

Organization Name	Total Employees	Total Donors	Total Pledge Amount
Administration, Department of	1276	1	100.00

Pledges Report

First Name	Last Name	Organization Name
Ashley	Hosking-Test	Administration, Department of

[Access Donor Portal](#)

To return to the donor portal, click [Access Donor Portal](#) in the lower right-hand corner.

Chair Access

While in donation section of ePledge, scroll to the bottom right corner and click on Access Chair Portal.

The screenshot displays the 'National/International Umbrella Groups' section of the ePledge interface. It features several charity options, each with a logo, a name, a phone number, and a 'GIVE TO UMBRELLA' button. The options are:

- 600 America's Best Charities**: ICA logo, 'Enter annual amount' input field, 'GIVE TO UMBRELLA' button, and 'SEARCH MEMBER CHARITIES' button.
- 800 America's Charities**: America's Charities logo, 'Enter annual amount' input field, 'GIVE TO UMBRELLA' button, and 'SEARCH MEMBER CHARITIES' button.
- 700 Global Impact**: GLOBAL IMPACT logo, 'Enter annual amount' input field, 'GIVE TO UMBRELLA' button, and 'SEARCH MEMBER CHARITIES' button.
- 300 Neighbor To Nation**: Neighbor To Nation logo, 'Enter annual amount' input field, 'GIVE TO UMBRELLA' button, and 'SEARCH MEMBER CHARITIES' button.
- General Contribution**: Partners in Giving logo, 'Enter annual amount' input field, and 'GIVE TO CAMPAIGN' button.

A large grey arrow points downwards from the bottom right of the charity options towards the 'Access Chair Portal' link, which is located in the bottom right corner of the page.

Chair Access: Campaign Status

While in the Chair Portal, you will see the Campaign Status

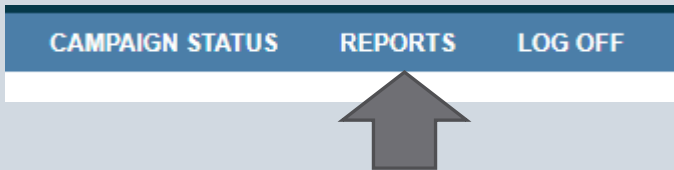
[CAMPAIGN STATUS](#) [REPORTS](#) [LOG OFF](#)

Campaign Status

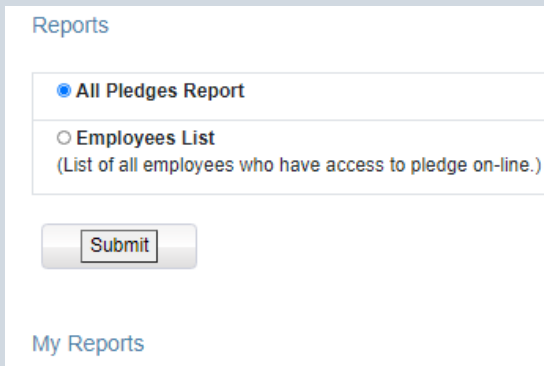
Name	Campaign Type	Total	Goal	# Emps	# Donors	Participation Rate	# Responses	% Responses	Average Gift	Gift per Capita
Administration, Department of	Empl	\$95,520.33	\$0.00	1269	280	22%	280	22%	\$341.14	\$75.27
Administration, Department of	Special Event	\$9,176.74	\$0.00							

Chair Access: Reporting

For access to Reports, click on Reports on the menu bar.



Select the report to run and click submit. Report will display under My Reports.

A screenshot of a web interface for selecting reports. The title 'Reports' is at the top left. Below it are two radio button options: 'All Pledges Report' (which is selected with a blue dot) and 'Employees List' (which is unselected). Under 'Employees List' is a subtext '(List of all employees who have access to pledge on-line.)'. Below the options is a 'Submit' button. At the bottom left of the form area, the text 'My Reports' is visible.

To return to the donor portal, click Access Donor Portal in the lower right-hand corner.