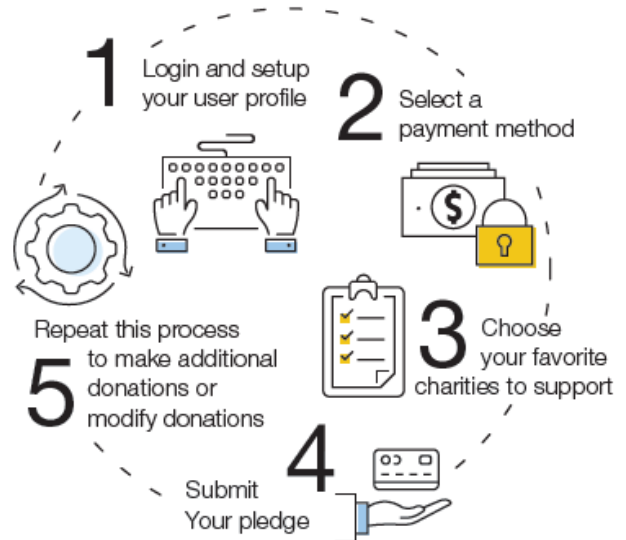
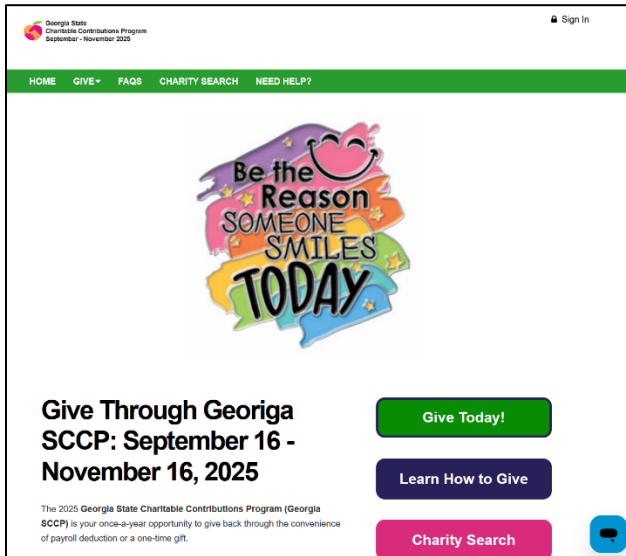




QUICK DONOR GIVING GUIDE

MAKE YOUR PLEDGE IN FIVE EASY STEPS!

Need Help? For assistance, please contact Help@charities.org



Step 1: Login and Review Your User Profile

1. To get started, visit <https://gascpp.americascharities.stratuslive.com/>.
2. Click “Sign In” from the top right corner of the site. Reference the information below for credentials to enter the online giving portal.
 - Username: First Initial + Last Name + Employee ID
▪ **Example: JDoe12345678**
 - Password: “GA” + Employee ID
▪ **Example: GA12345678**

If you need assistance with your Username and Password, contact the Donor Services Team by email: Help@charities.org or visit www.charities.org/support.

3. Once you are logged in, your username will display in the upper right corner of the screen.
4. Click “Give Today” to continue.

Step 2: Select a Payment Method

You may support your favorite nonprofits via the following payment methods:

- Recurring Payroll Deduction
- Credit Card or Debit Card **(Please note there is a 3.5% transaction fee for this donation method.)**

NOTE: To donate using multiple payment methods, please complete all donations for each payment method in separate transactions. For example, if you select “Payroll Deduction,” then choose all the charities you would like to donate to by payroll deduction and complete the donation process. After you submit your payroll deductions donations, then go back and select the “Credit Card” payment method, choose the charities you would like to support by credit card or debit card, and complete the donation process for those charities.



Step 3: Choose Your Favorite Charities to Support

1. To find charities to support, click “Find a Charity” to proceed through the giving process.
2. You can select as many charities to support as you would like. As you find charities you want to support, you can easily add to your “Selected Charities.”
3. The organization(s) you selected will now display on your list of designations.
4. You will have the opportunity to allocate your total pledge amount between the organizations you have added to your list of designations.

When you have finished allocating your donation between charities, click “Continue.”

Step 4: Submit Your Pledge

1. You will have one final chance to review your gift and designations, and will also be able to select whether your gifts remain anonymous or grant permission to have your contact information shared with the charity(ies) you supported through this campaign.
2. Click “Finish” to submit your pledge.

Step 5: Repeat Process to Make Additional Donations or to Modify Your Gift

If you would like to make additional donations or edit your pledge, you may do so anytime during the campaign enrollment period.

1. Log into the giving site and click “Give Today.”
2. You will be given two options:
 - a. “Modify a gift from this campaign”
 - i. Choose this option if you would like to edit a pledge you already submitted. By choosing to modify a gift, you will open your existing pledge for edit. You **MUST** complete all steps of the pledge process to return the gift to a completed status, otherwise the gift will not be processed.
 - b. “Start a new gift and designations”
 - i. Select this option if you would like to make a new donation, using a different payment method than you used for your earlier designation.
3. Once you select an option, follow steps 1-4 from this guide to complete your pledge.