Donor Giving Guide

America's Charities engage
powered by smartsimple CLOUD

Montgomery County

give

every gift helps

The 2023
Employee Giving Campaign is
Online October 30 – December 19

(Note: if you are submitting
electronic pledge forms and checks,
they are due in office to
America's Charities by December 2)

https://montgomerycounty.ac-engage.org

Get Started

Get Started

In your browser, type the following URL:

https://montgomerycounty.ac-engage.org

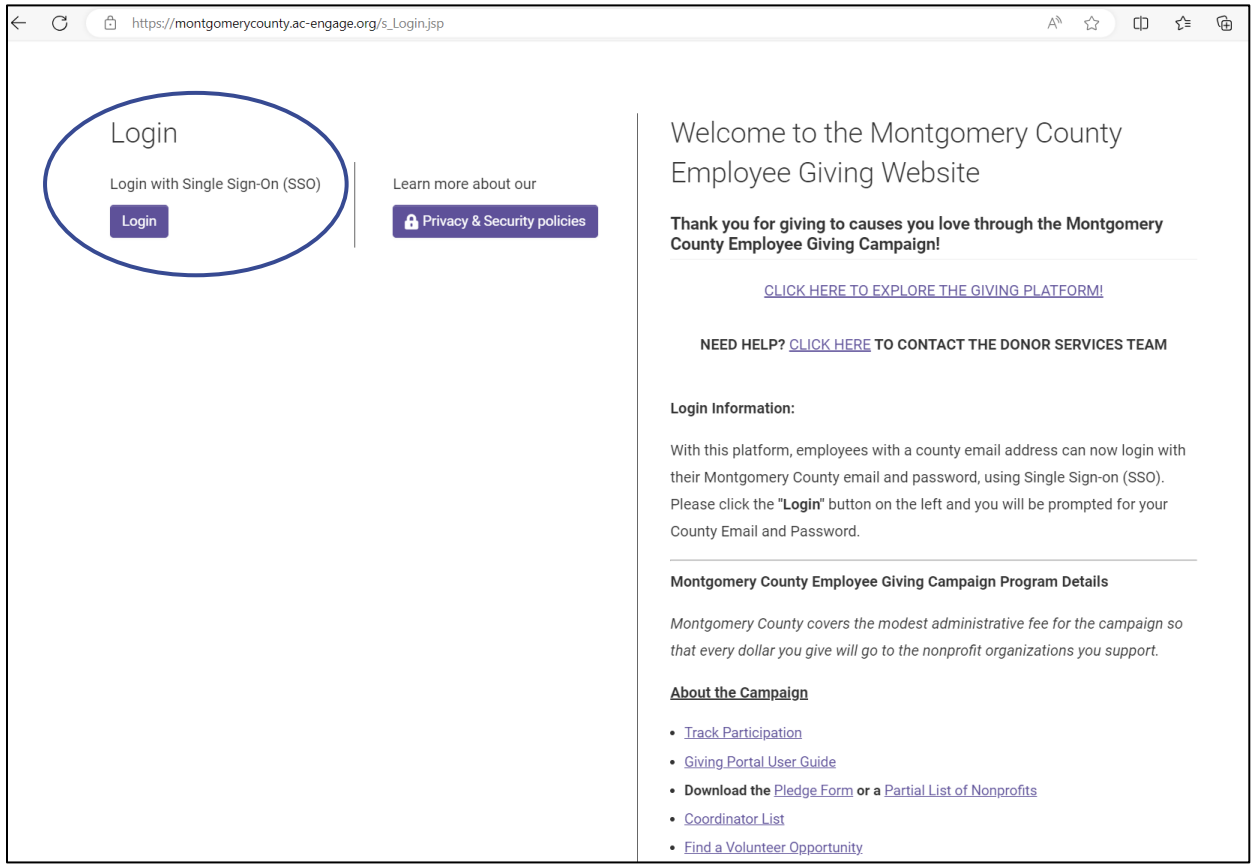
To access this platform, employees with a County-issued email address can use Single Sign-On (SSO) by clicking, “Login” button on the left side of the login page. You may be prompted to enter your county-issued email and password to gain access.

For employees that want to participate in the Employee Giving Campaign that do not have a County-issued email address, please use the pledge form under the “About the Campaign” section.

If at any point you need help, please click the “Help” link in the navigation menu where you can find a list of FAQs, as well as the following contact information:

For assistance:

- Email help@charities.org
- Submit a support request online at www.charities.org/support



Get Started

From the home page of the giving platform you can click the “Search Charities” button to start the pledge process, or if you have made a pledge already, you can click “Your Impact” to see your pledge summary.

If at any point you need help, please click the “Help” link in the navigation menu where you can find a list of FAQs, as well as the following contact information:

For assistance:

- Email help@charities.org
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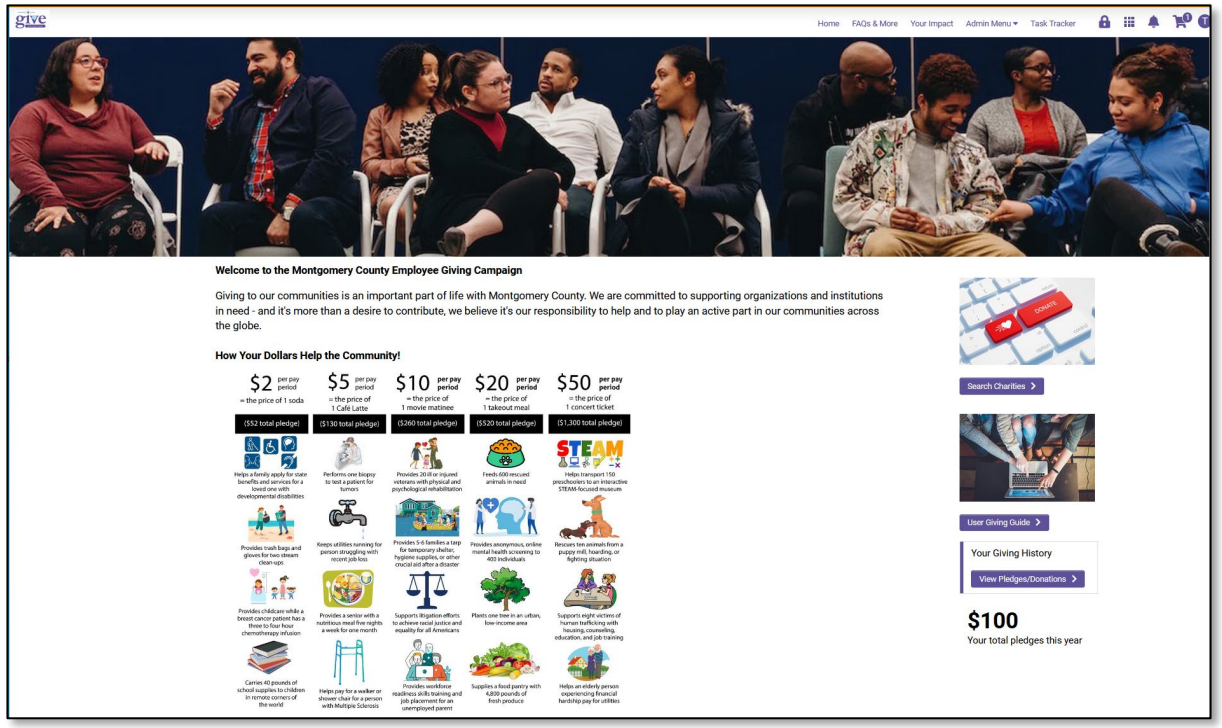


Find a Charity & Donate

From the donate landing page of the giving platform you can:

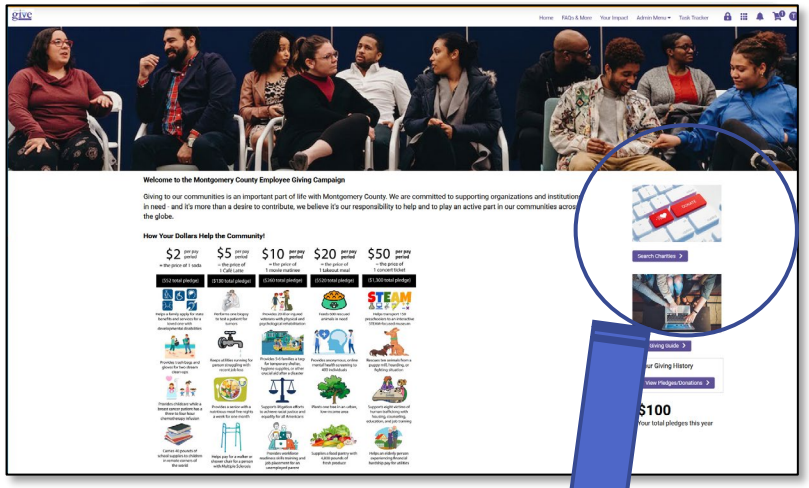
Search Charities:

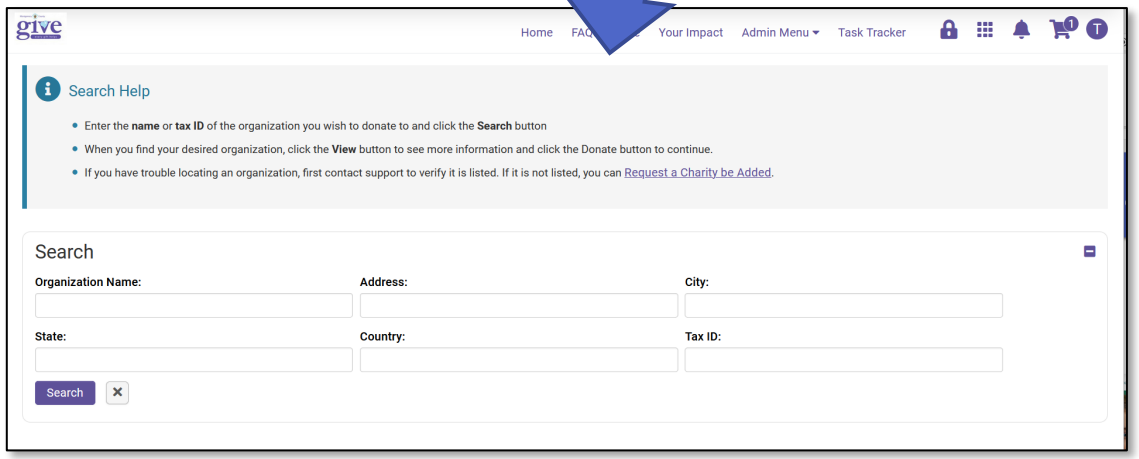
Make a one-time or recurring payroll deduction or credit card donation to a charity.

Your Contributions:

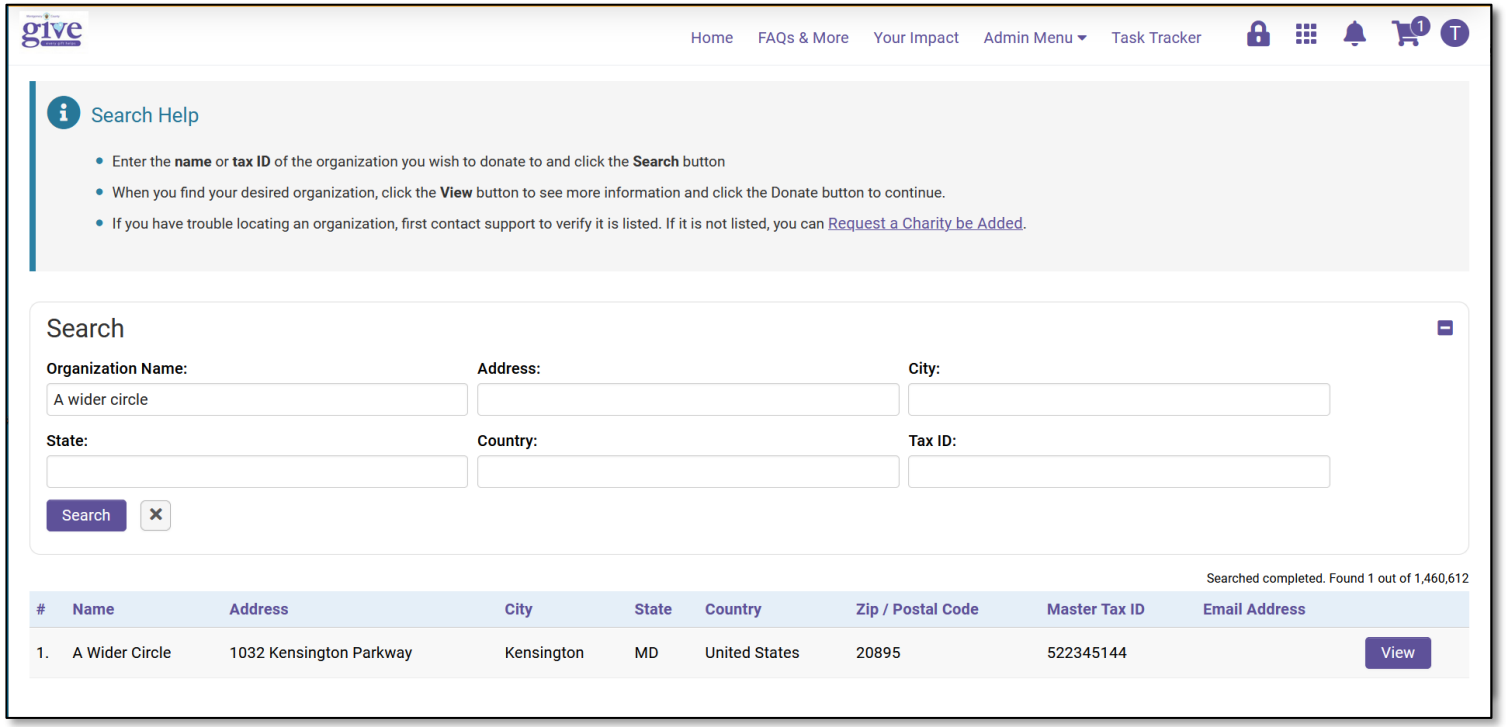
As you make donations through the platform, your total pledges for the year will display on the donation landing page, along with the option to click a button to view more details about your giving history.

To begin the donation process, select the “Search Charities” button from the home page to find charities to support.





Search Charities



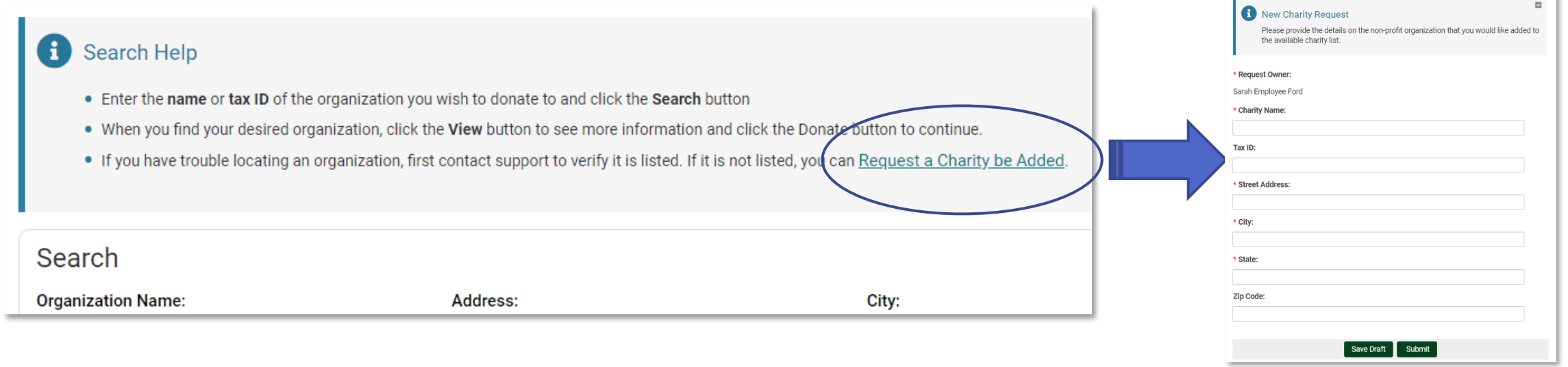
On the charity search page, you can use the Organization Name, State, City, Country, and Tax ID search filters to refine your charity search.

Once you find a charity you are interested in, click the “View” button next to the charity listing.

Can’t Find a Charity?

If you have trouble finding a specific charity, click the **“FAQs & More”** button located in the navigation menu. America’s Charities’ donor support team can confirm if the organization is listed or not. If the organization is not listed, click the **“Request a Charity be Added”** link at the top of the charity search page to submit a request to have the charity added to the site. You will need to provide the charity’s name, Tax ID (EIN), and address. You can typically find the Tax ID for a charity by running a google search on the name and address of the organization, or by visiting the charity’s website.

Click “Submit” to confirm your charity request. You will receive an email notifying you if your request has been approved or denied. Please allow 5-7 days to process your request.



Make a Donation

Once you have found a charity you want to support, click the “View” button next to the charity listing.

Information about the charity you selected will display. **Click “Donate Now” to start the donation process.**

Donate

Make a Donation

Next, **enter the amount you want to donate.**

Please note:

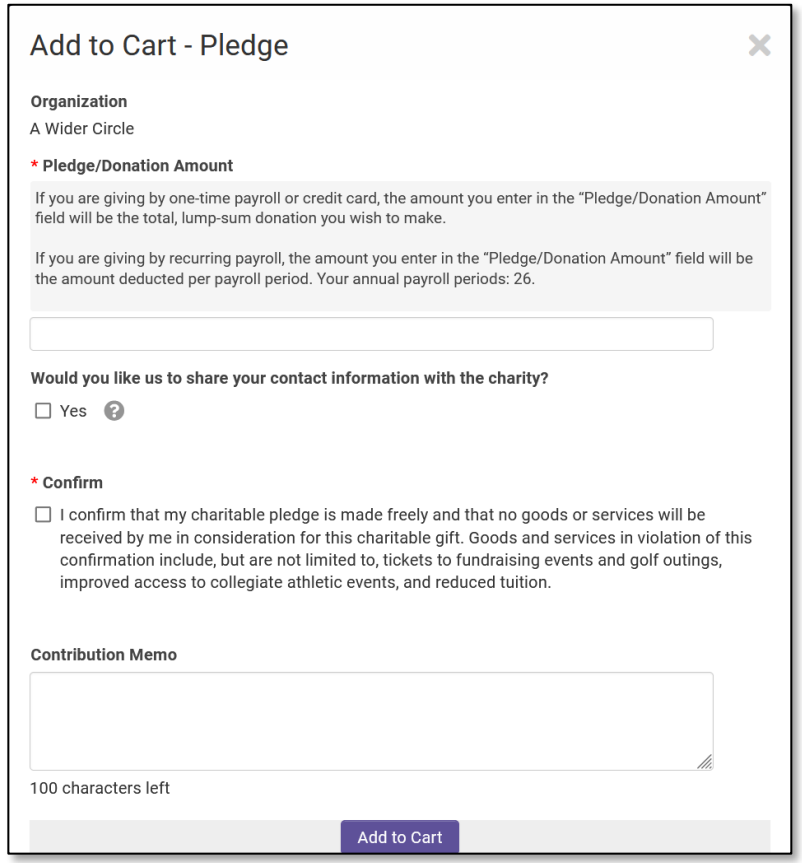
- If you are giving via recurring payroll, the amount you enter in the "Pledge/Donation Amount" field will be the amount deducted per payroll period.
- If you are giving via one-time payroll deduction or credit card, the amount you enter in the "Pledge/Donation Amount" field will be the total, lump-sum donation you wish to make.

You will have the option to select either one-time payroll deduction, recurring payroll deduction or credit card as your payment method in the next step.

For sharing contact information with the charity, *we encourage you to select "Yes" so the charity you support can send you a "thank you" note. This also opens the door for you to form a deeper relationship and engage with that charity's impact in the long-term to see how your donation makes a difference.*

Also, you can leave a message regarding your gift in the "Contribution Memo" field.

Click **"Add to Cart."**

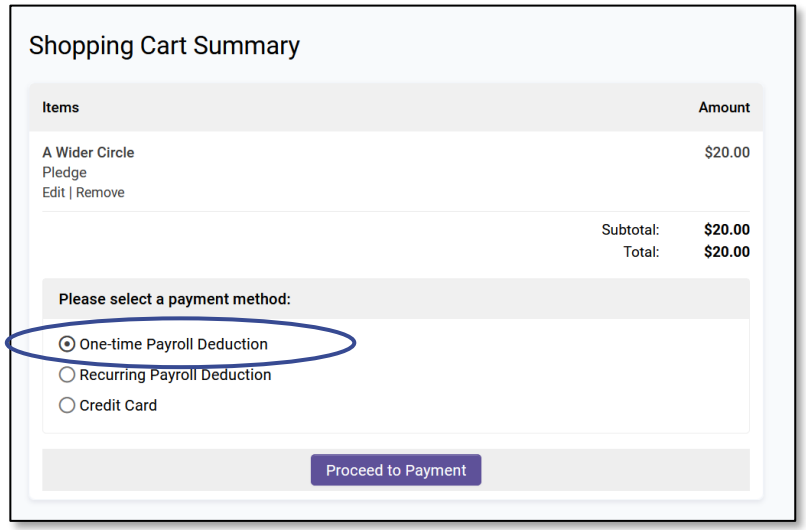


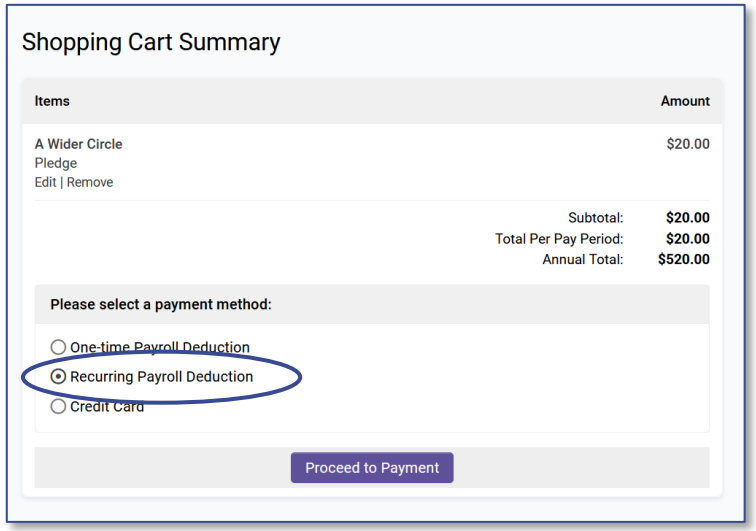
Donate

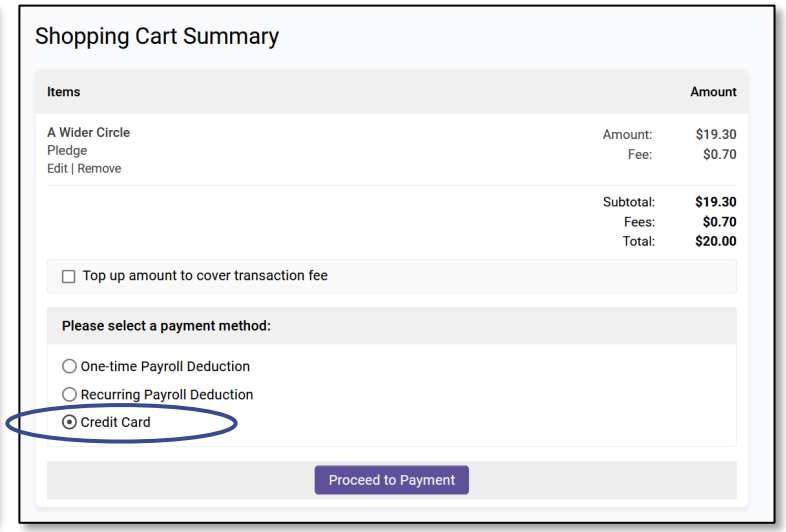
Make a Donation

After you have added the charity to your cart, you will see a list of payment methods offered. The platform will automatically calculate your pledge amount based on the method you select. You can click “Edit” to modify your donation amount or click “Remove” to delete the charity from your cart.

If you are finished adding charities to your cart, you can click the “Proceed to Payment” button below your payment method selection.



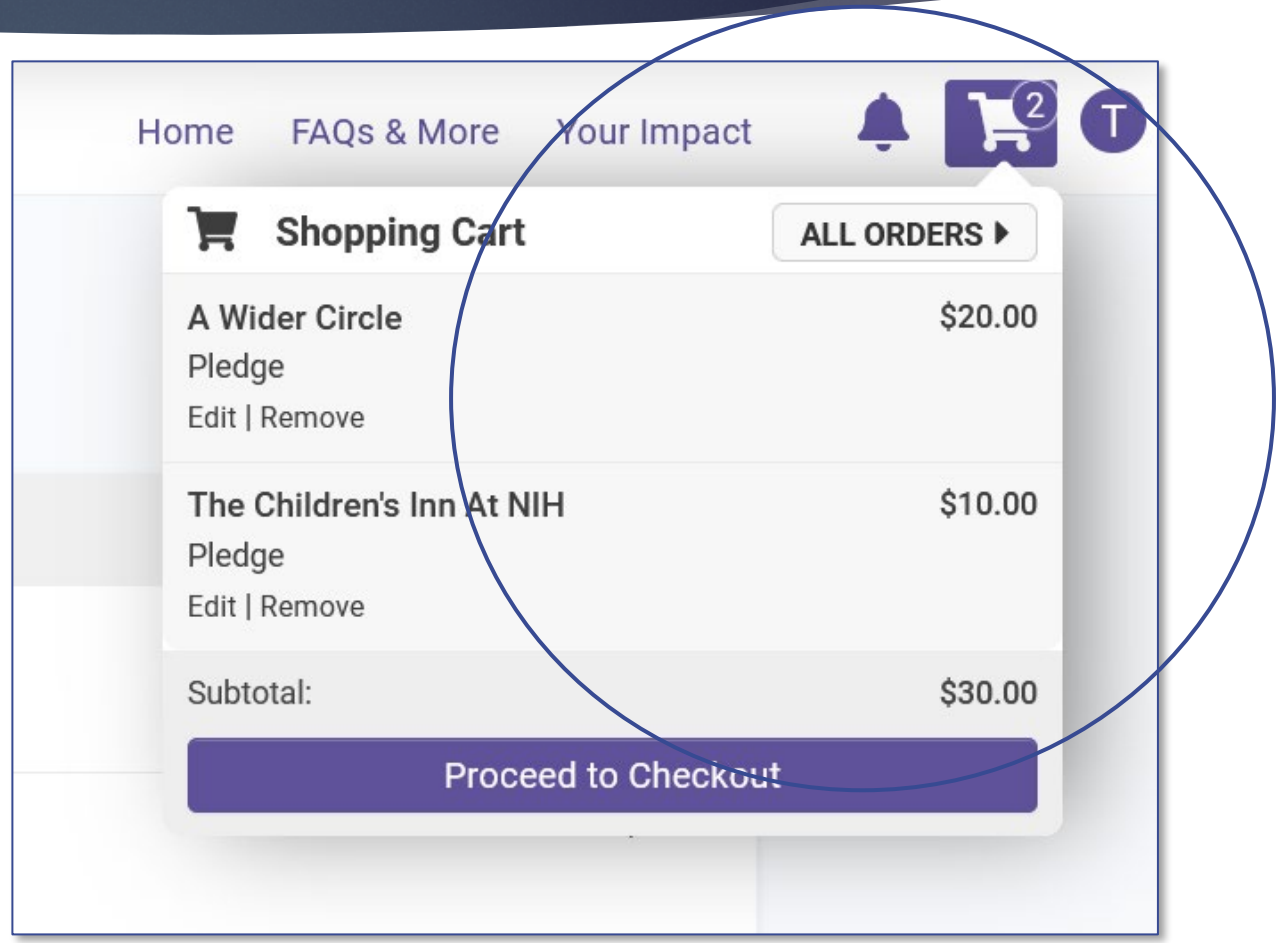




Make a Donation

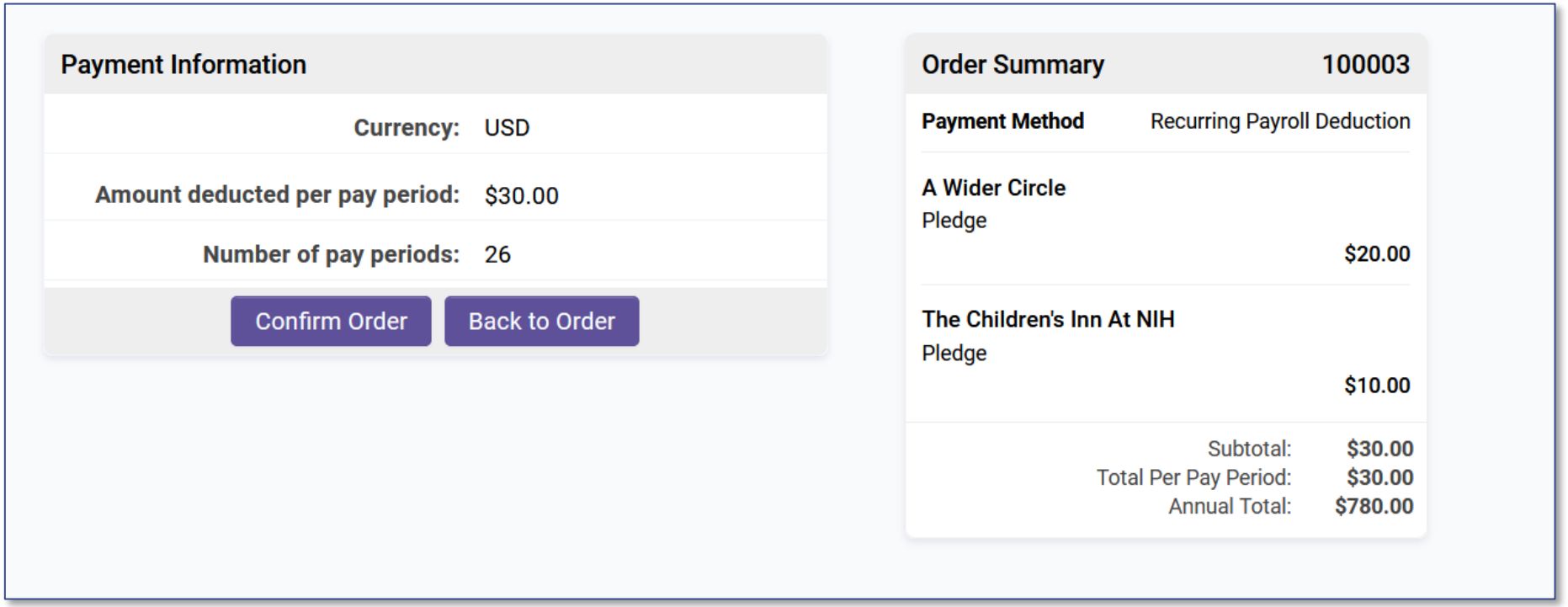
If you would like to add additional charities to your cart before going to checkout, click the "**Home**" button from the top navigation menu and select "**Search for Charities**" to find more charities to add to your cart.

When you have finished adding charities to your cart, click on the shopping cart icon in the navigation menu and select the "**Proceed to Checkout**" button to continue to the final steps.



Make a Donation

Next is a final summary of your order. When you are ready to submit your donation for processing, click the **“Confirm Order”** button.



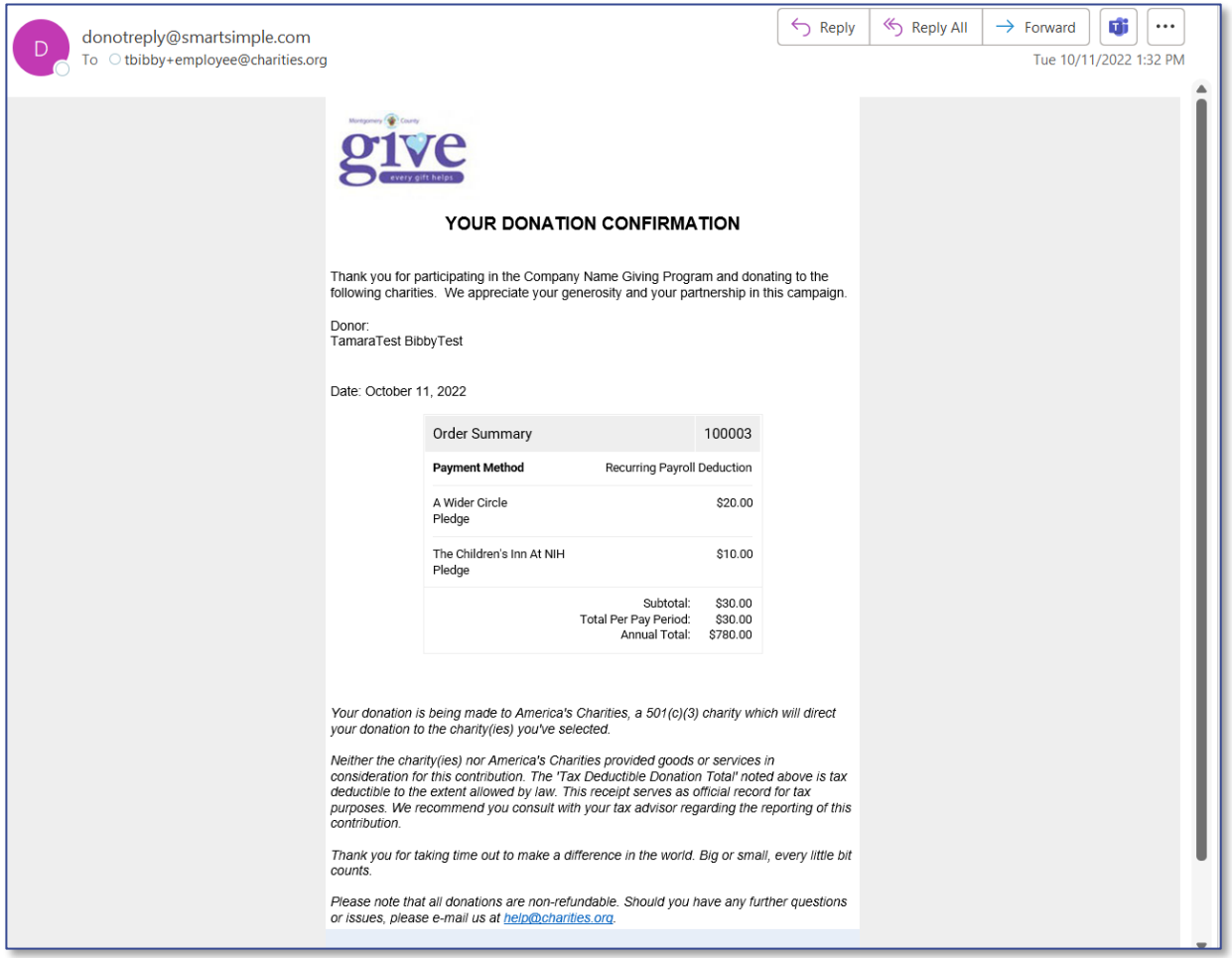
Tax Receipt

DONATION RECEIPT:

After submitting your donation, a donation summary will be emailed to you summarizing your contribution.

Please keep a copy of that email for tax purposes.

You can also access a year-end donation receipt summarizing all of your donations for the year (typically towards end of January), by clicking on your profile, selecting “Tax Center,” and entering the tax year you would like to generate a receipt for.



donotreply@smartsimple.com
To tbibby+employee@charities.org

Reply | Reply All | Forward

Tue 10/11/2022 1:32 PM

give
every gift helps

YOUR DONATION CONFIRMATION

Thank you for participating in the Company Name Giving Program and donating to the following charities. We appreciate your generosity and your partnership in this campaign.

Donor:
TamaraTest BibbyTest

Date: October 11, 2022

Order Summary	100003
Payment Method	Recurring Payroll Deduction
A Wider Circle Pledge	$20.00
The Children's Inn At NIH Pledge	$10.00
Subtotal:	$30.00
Total Per Pay Period:	$30.00
Annual Total:	$780.00

Your donation is being made to America's Charities, a 501(c)(3) charity which will direct your donation to the charity(ies) you've selected.

Neither the charity(ies) nor America's Charities provided goods or services in consideration for this contribution. The 'Tax Deductible Donation Total' noted above is tax deductible to the extent allowed by law. This receipt serves as official record for tax purposes. We recommend you consult with your tax advisor regarding the reporting of this contribution.

Thank you for taking time out to make a difference in the world. Big or small, every little bit counts.

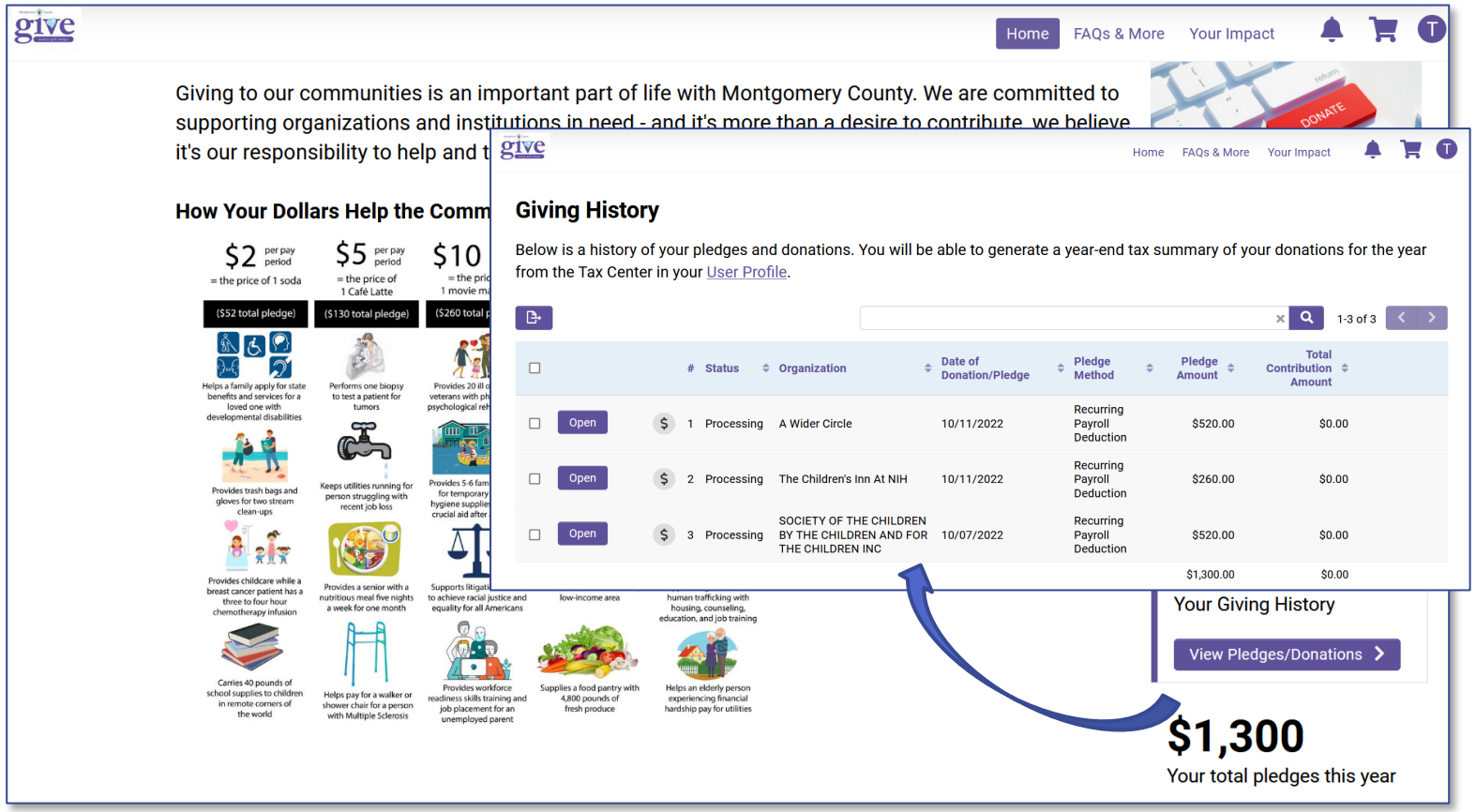
Please note that all donations are non-refundable. Should you have any further questions or issues, please e-mail us at help@charities.org.

View Your Pledges & Giving History

You can view a running total of all pledges you have made, along with a summary of your giving history at the bottom of the donation landing page.

Under the **Your Contributions** section, your total donation amount pledged for the year will display, providing you a summary of how much money you have pledged.

To view a more detailed summary of which charities you have pledged support to and the status of those contributions, click the **"View Pledges/Donations"** button.

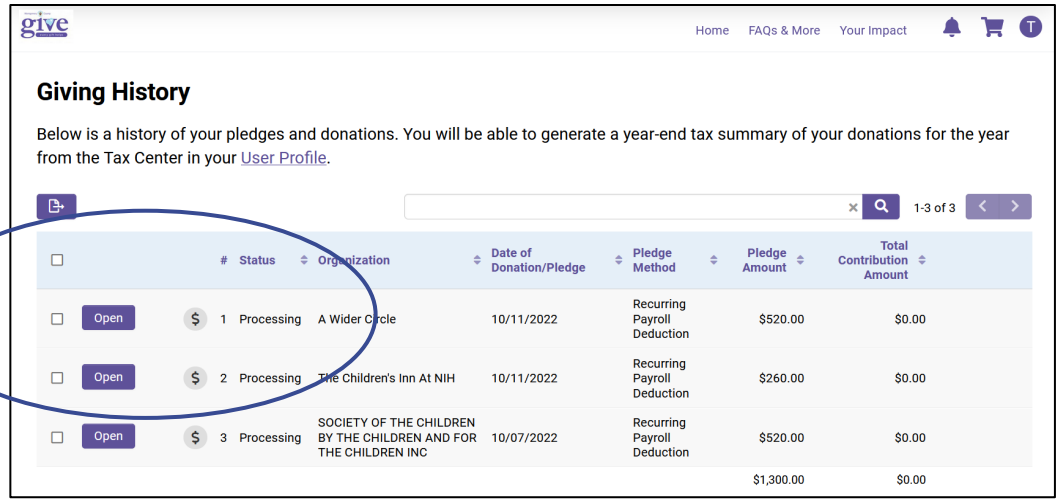


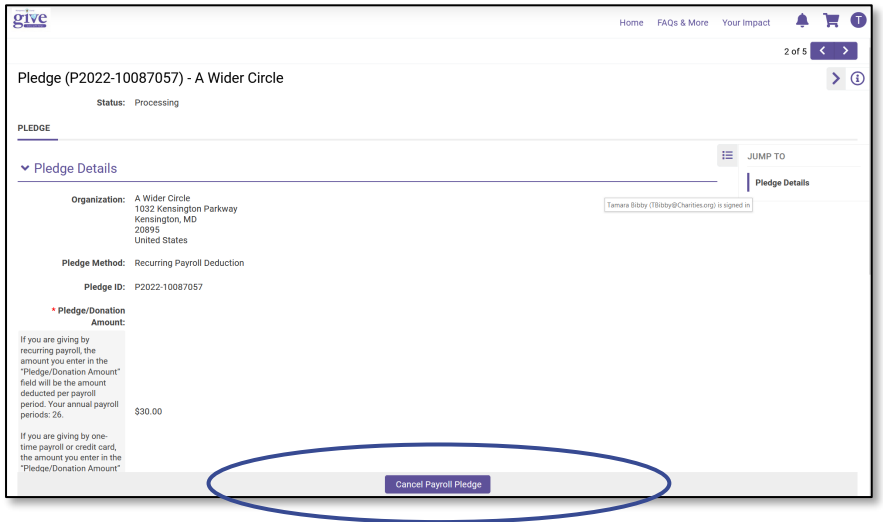
Cancel Your Online Payroll Deduction or Donation

To cancel a credit card donation, please contact America's Charities at Help@charities.org or submitting a ticket at www.charities.org/support

To cancel your online payroll deduction, navigate to the **"Giving History"** page, click the **"Open"** button beside the name of the nonprofit organization.

Once you open the pledge, you will see **"Cancel Payroll Pledge"** at the bottom of the page.





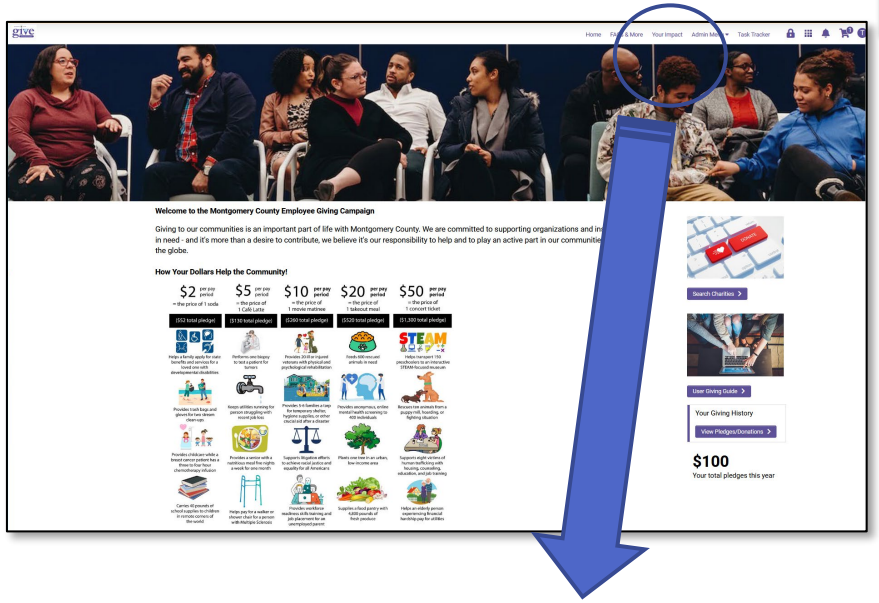
Your Impact

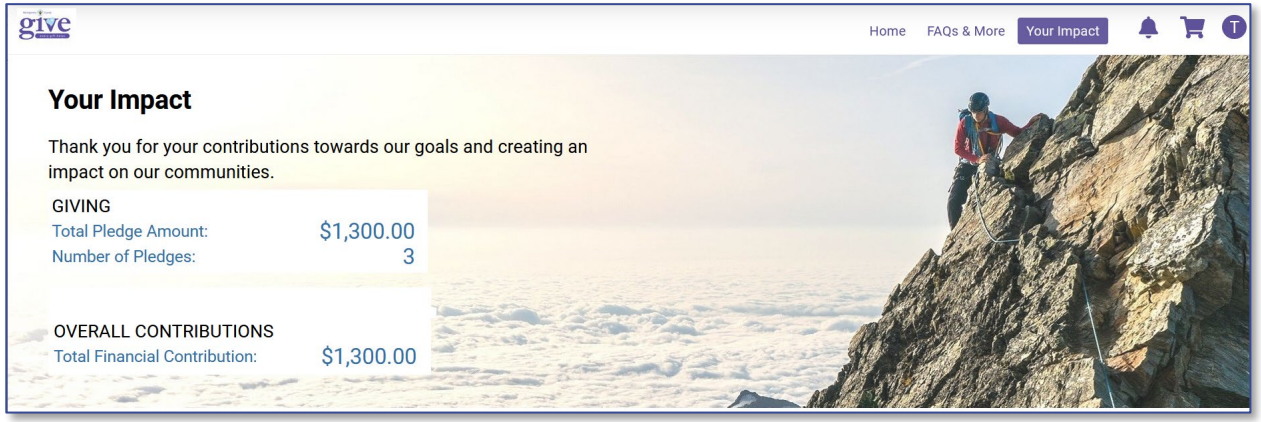
You can access the “Your Impact” page by clicking **Your Impact** form the top navigation menu or on the button located on the home page.

The total pledge amount and financial contribution totals listed on this page are based on pledges that have been processed and distributed to the recipient nonprofits.

If the total pledge amount shown on this page differs than the pledge amount displayed on the donation landing page, it is likely because part of your pledge is still being processed.

To check the status of a pledge, click the **“View Pledges/Donations”** button from the donation landing page.





Need Help?

FOR ASSISTANCE:

- EMAIL HELP@CHARITIES.ORG
- SUBMIT A SUPPORT REQUEST ONLINE AT WWW.CHARITIES.ORG/SUPPORT, OR