

Welcome to the City of Portland's Online Charitable Campaign!

The City's Charitable Campaign gives our employees an opportunity to give money to local charities through a payroll deduction. The campaign, which began in 1989, has year after year provided employees with an easy method for supporting the charities in their community that matter most to them.

Last year, 479 City employees donated nearly a quarter of a million dollars via the Charitable Campaign. This year, 16 umbrella organizations representing nearly 500 charities are participating in the campaign.

Through this website, you can choose to help as many organizations as you like. You can either give year-round through payroll deduction or make a one-time gift via payroll deduction or a credit card. Donating through this new online tool saves time and paper -- and best of all, it's secure and really easy to use!

Thank you for participating in this year's campaign - "Together We Can Make a Difference!" If you need assistance with logging in, resetting your password, or anything else related to this pledge site, contact Meghan Humphreys at 503-223-9015.

Frequently Asked Questions about Pledging Online

Here are answers to some questions you may have about the City of Portland's Charitable Campaign and the use of our online pledge tool.

Access the site here: www.giveattheoffice.org/_cityofportland

How do I log in?

When you log on for the first time, your **username** will be your City Personnel Number. Your Personnel Number can be found on the top right corner of your pay advice or pay check.

City of Portland, Oregon 1250/MFTS000029/300	Your Name	Pay Period: 08/15/2013 to 08/28/2013	Pay Date: 09/05/2013	Personnel No : 123456
H O U R S A N D E A R N I N G S				
Description	Rate	Hours	Earnings	YTD Earnings

Online pay advices can be viewed by logging into www.portlandonline.com/paystub

Your **Initial Password** is "donate2016". You will be prompted to change this password to a unique one only known by you. Passwords are case sensitive and must be at least eight (8) characters.

How do I change my password?

Once your initial password has been reset after your first login, you can change it anytime by going to "My Profile" under the "Pledging" menu.

What if I lose my password or login?

Click on "**login**", as if you remember both your user name and password. On the login screen, on the right hand side you'll see a bar that says "**I forgot my login or password**". Click on the bar and it will take you to a screen to recover your login and password, which will be e-mailed to you.

Is my gift and information secure?

This is a secure site – you can tell because the site’s address begins with “https”, which means that all information is sent in an encrypted form.

When will my credit card gift be processed?

Credit card gifts are processed immediately by the system, as they are with many online purchases, making your gift even more secure. No one sees your credit card information. The charge will appear on your statement as “EarthShare” because EarthShare developed this pledging website.

If I want to give to an umbrella group (United Way, Work For Art, Black United Fund, or EarthShare), how do I do that?

In Step 2 of the pledge page, click on your desired umbrella group’s green “+” button. The **first** entry in that list is the general fund of that umbrella group. Simply click “ADD”, and it will move into your list of chosen nonprofits.

How do I find my favorite organizations?

On the pledge page, use the search feature by clicking “Click Here to Switch to Search Mode”. Type in a keyword related to your charity. The system will search for words both in the organization’s name as well as those in their description and provide a list of organizations that meet your search.

What if my organization isn’t in the database of charities?

In the lower half of the pledge page, click the “Add Write-In Charity” button – enter the name, address, city, state and zip code of your charity to ensure your donation goes to the correct place. If you also know the phone number or Tax ID number of the charity, that information is helpful, but not required to complete the pledge.

If I make a gift using a personal check - who do I give it to?

Please send your check to your bureau rep. [Click here for a list of representatives for each bureau.](#)

What information will be shared with my chosen charities?

When you pledge through the online giving system, your basic information (name, gift amount, and any designated charities) will be shared with the funds and federations you give to so that they may acknowledge your gift for tax purposes and pass along your donations to those charities. If you choose to remain “anonymous”, only your money (not your name or contact information) will be passed along to additional charities you designate.

Can I change my pledge after I’ve submitted it?

Please contact Meghan Humphreys at meghan@earthshare-oregon.org or 503.223.9015 if you need to change your pledge form. We will delete your original form so that you can submit a new pledge.

How do I find information about what charities I gave to last year?

Your giving history will be accessible at any time by logging in and going to “**My Pledges**” (found under “Pledging” menu). Your pledge confirmation can be printed at any time or you can e-mail it to yourself.

What do I need for a tax receipt?

You'll need to keep a copy of your end-of-year paystub if you did a payroll contribution and a copy of your pledge form, which you can access at anytime by logging in and going to **"My Pledges"** (found under "Pledging" menu). Your pledge form can be printed when you pledge, or at any other time. You can print it from the Web, or e-mail it to yourself.

Will I get a receipt from the charities?

All umbrellas will send you a letter of acknowledgement if you provide your address when prompted.

What do I do if don't receive a letter of acknowledgement?

Contact Karyl Whelan at 503.823.5879 or karyl.whelan@portlandoregon.gov or the umbrella organization to which you donated.