

United Way Online Pledging Help

1. Access the Website

- Login to the My UNM website, <http://my.unm.edu>
- Click on the Employee or Faculty Life Tab
- Click on Donate Now, located under the Human Resources section
- Follow the easy steps to access the United Way website

2. Begin Your Pledge

- Select “GIVE Now” on the left hand side of your screen
- Select your payment type from the choices provided
- Click the “Continue” link

3. Make Your Pledge

- Input your contribution amount
- Select the “Continue” link
- Choose how to distribute your donation
- Select the “Continue” link

4. Confirm and Submit

- Review your donor information
- Select the “Continue” link
- Review your contribution information
- Select “Submit Contribution”
- Select “Print Pledge Summary” for your tax records
- Select “Logout”

5. Frequently Asked Questions

How Do I edit my pledge?

- Select “GIVE Now” on the left hand side of your screen
- Select “details” next to the pledge amount
- Select the “edit” button to edit the pledge amount or the donation distribution or select “Delete this pledge” to delete you pledge

How Do I search for an Agency?

- Input your contribution amount
- Choose the “Select Giving” radio button

- Select “Continue
- Scroll to the bottom of the page and choose “Find an agency”
- Enter your search criteria choose “Search”
- Choose “Select” next to your agency choice in the list
- If your 501c3 organization does not appear in the list, choose “Expand your agency search” to search the national IRS database
- If your 501c3 organization still does not appear in the list, choose “Provide agency information” enter as much information 501c3 organization as possible and choose “Submit
- If your 501c3 organization does appear in the list, choose “select”
- Continue with the steps above until you have finished selecting your 501c3 organizations (8 maximum) then select “I am done selecting agencies”
- Enter your specified amounts in the spaces next to your 501c3 organizations
- Choose “Continue”
- Continue with Step 4 above