



## **SECC Online Donor Instructions - ePledge**

*Contributing with Grateful Hearts!*

1. **Click the link or Go to [My UT Health Intranet](#)** and click the SECC widget on the right, under the Message from the President. This will take you to the SECC Homepage.
2. **From the SECC Homepage**, click the **Give Today** widget (found on the right or at the bottom of the homepage)
3. **Login** using your UTHSA Username and Password.  
Username: **Your UTHSA DOMAIN username**  
Password: **Your domain password**
4. **To Pledge**
  - a. Click the **Pledge Tab** at the top of the screen, the **Pledge Now** links in the welcome message, or the **Pledge Now** button at the bottom of your screen.
  - b. Select the method by which you wish to make your gift: Payroll Deduction or Credit Card/Debit Card.
  - c. Click **Next**.
    - i. If you choose to give by Payroll deduction. Deductions will start on January 1, 2021.
    - ii. If you wish to donate by credit card/debit card. (You can now select the date you want your contribution to be deducted).
5. **Select or designate your Charities** by using the **Charitable Organizations** links or the **Charity Search** function at the bottom of the page. The Charitable Organizations links will take you to a list of associated agencies within that organization. You may search by agency name using the partial or full name of the agency in the Charity Search function. Once your agency is selected, you may designate your contribution or pledge for that agency.
  - a. The system will allow you to select up to eight (8) agencies.
  - b. Please use the navigation buttons at the bottom of each page to assist you. **Please do not use the Browser's forward and backward arrows to navigate the system.**
  - c. If you select the wrong charity, please select the **Cancel** button and it will take you back to the Charity Search page.
6. **Designate Your Contribution.** Your contribution or pledge totals are tracked at the top of the page.
  - a. Enter the dollar amount you would like to give to each agency in the **Designation Amount** box of that charity.
  - b. Click **Add**. (If you need to change an amount, select the agency and adjust the amount.)
  - c. Once you have selected all of your agencies and entered pledge amounts, then click **Next**.
7. **Acknowledgements and Information Verification. Please look at this screen carefully!** Verify your physical address and/or personal email address and select how you would like to receive acknowledgements from the agencies for your donation. **Pledge confirmations will automatically be sent to your UT Health email address.** Once you have verified your information, click **Next**. **For Credit card/Debit card pledges**, you will click **Continue** and enter your payment information to complete your contribution.
8. **Confirm your contribution/pledge.** Your pledge is not recorded until you select the **Confirm** button.

**Thank you for your pledge to the SECC!**

**Did you experience any problems in making your online pledge? For more information, please contact your area champion.**