### How to Make Your United Way Pledge

You will receive an email from United Way (epledge@uwsatx.org) on Monday, September 16, 2024, by 8:00 AM. Within the email, you will be given the ePledge website, your username (your CPS Energy email) and you will be able to create your own password.

ePledge link: https://cps.uwsatx.stratuslive.com/

Username/Business Email: CPS Energy Email

Password: Set up by giver at login

If you need any assistance, please reach out to <u>Michael Thurston</u>. You can also call him at 726.228.6229.

### Step 1.

Once you click the ePledge link (<u>https://cps.uwsatx.stratuslive.com/</u>), you will be directed to the United Way campaign site. See below.



SIGN IN

# Step 2.

Click "Sign In" and you will be directed to enter in your username (be sure to enter in your CPS Energy email into the "Username" and "Business Email" fields) and at this time, you will be able to create your own password. **Passwords must be eight characters long with an alpha, numeric and a special character.** You will receive an error if your created password doesn't meet the requirements.

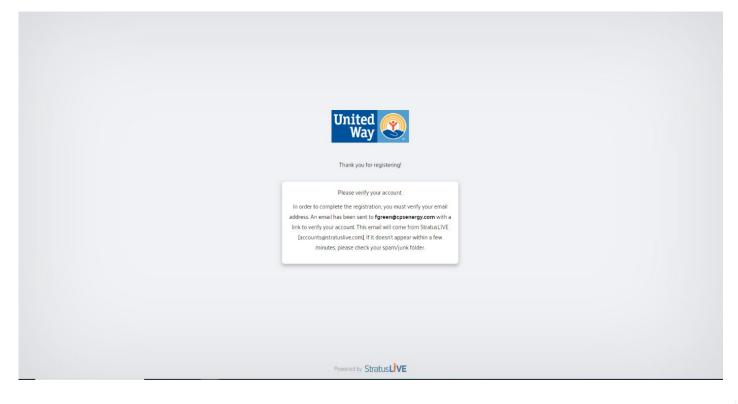
If you are a returning pledger but don't recall your password. Click the **red** "forgot password" after you input your CPS Energy email and follow the steps. Please make sure you have access to your CPS Energy work email because the reset password link will go to your inbox.

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	Way 🕓	
Give. Volu	nteer. Engage.	
Each day, millions of o supporting the causes	hange agents are making a difference by they care about.	
	rld's largest social good platform.	
Username	Business Email fgreen@cpsenergy.com	
Password		
	Sign Up Or connect with	
G Google		
Ain	ady have an account? Login Here	
	Powered by StratusLIVE	

### Step 3.

Once you input your information, you will be taken to a screen that says you must confirm your email. You will need to check your CPS Energy email box to validate your account.

Go to your CPS Energy email box and click the "confirm my email address" (see picture further below) within the email. Then, go back to the screen below and refresh your page, you will be taken directly into the CPS Energy United Way campaign site to begin making your pledge. If for some reason you do not get taken into the ePledge site, reload the site and sign in using your CPS Energy email and the password you created. You will be able to access the site since you already verified your email.





#### Hello fgreen@cpsenergy.com,

We're ready to activate your account. All we need to do is confirm this is your email address:

Confirm my email address

If you did not create a StratusLIVE account, please delete this email.

### Once You Are Inside the ePledge Site

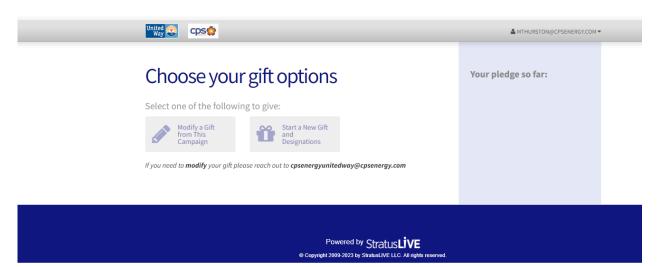
1. You will know you have gained access to the site once you see your CPS Energy email at the top right-hand corner.



#### Welcome,

It's that time of the year when CPS Energy employees come together as **ONE TEAM LIVING UNITED** to partner with United Way of San Antonio and Bexar County to make a difference for those in need. For years, CPS Energy has been proud to hold the honor of being a **Top 25 Campaign** in the city, raising more dollars every year to help improve the lives of people in San Antonio and Bexar County. United Way achieves this by preparing young children for Ilie, helping students succeed, promoting self-sufficiency for individuals and families, and supporting people in crisis. United Way supports local non-profit partners to build collaborative and effective programs to maximize the value of each donated dollar.

 If you pledged last year, you will be able to see your historical pledge data by clicking the box left to the "Start a New Gift and Designation." Please note, you cannot manipulate any historical pledge data. It is only for viewing purposes. And you cannot modify your gift once you pledge for the 2024 United Way Campaign year. If you need to edit your current gift, please reach out to <u>Michael Thurston</u> or <u>cpsenergyunitedway@cpsenergy.com</u>.



3. Select the method you wish to donate (Payroll, Credit Card, or Check/Cash). If you wish to select Stock & Security, you will need to contact United Way of San Antonio & Bexar County directly. *Payroll method is preferred.* 

bose a payment method by clicking its Add button to set up gift payments.		
Payroll Payroll based payment method	Add	
Credit Card Credit card based payment method	Add	
Check Check based payment method	Add	
Stock & Security Stock & Security donation	Add	
I do not wish to give	Close	

4. Next, select how much you wish to donate. Your Fair Share, Super Giver, and Trailblazer amounts will be auto populated for you. But, you can select any amount you wish to pledge. Then, select how many pay periods you wish your pledge to be deducted from your paycheck. You can choose: 24, 12 or 1.

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ggested amounts are b	based on 24 Pay Periods	\$0.00
- Payroll	\$0.0	× 0
Amount	Fair Share Super Giver Trailblazer \$240	Payment Methods:
	\$360.00 \$600.00 \$1,200.00	\$ \$0.00 PAVROLL \$0.00 × 24
	\$ Other Amount	Designations:
Pay Periods	○ 1 ○ 12	UNITED WAY OF SAN ANTONIO AND BEXAR COUNTY
	② 24	Membership Groups:
		Emerging Leaders

5. Now, you can begin selecting which impact partners from United Way's list to pledge your dollars to. If you don't see your agency of choice, go to the bottom and click "Find a Charity," so you can search by the agency's name.

United 😍 CDS 🍪						MTHURSTON@CPSENERGY.COM
Residential Energy Assistance Partnership (REAP)	0%		\$	0	Recognition I	Alamo Society
United Way-Ready Children	0%		\$	0	© CA	NCEL AND START OVER
United Way - Successful Students	0%		\$	0		
United Way - Strong Individuals and Families	0%		\$	0		
United Way - Safety Net	0%		\$	0		
Previous		Find a Charity	Continue	>		

6. Enter the agency's name and hit the "Search" button. The agency will pop up and you can hit the "Add to Designation" button at the bottom of the page, see below. Then, you will be able to move the cursor to make it equal 100% of your donation so you can move to the next screen. Please note, you must equal 100% of your donation to continue. And you can select multiple agencies to donate to.

ch by Charity Name or Description	Alamo Colleges Foundation	Alpha Home	American Heart Association - San Antonio	American Indians in Texas at th
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7. If your pledge meets the minimum requirement for the Emerging Leaders, Women United membership groups or to be a Continuous Giver (you must give at the Fair Share, Super Giver or Trailblazer level), the boxes will pop up, and you can select them if you wish to join. If you do not meet the \$250 or \$500, respectively, the boxes will not show. Please note, the Continuous Giving program is back for the 2024 Campaign Season.

Your gift n groups	nay have qualifi	ed you to join one or	more of these membership
Emerg	ing Leaders		Details
	n United tinuous Giver		Details

8. Enter your contact information. (Optional)

Previous

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# Contact Information (Optional)

Personal Email		
Preferred Email	mthurston@CPSEnergy.com	
Profile Information		
Cell Phone	Enter Cell Phone (xxx) xxx-xxxx	
Date of Birth	Enter birthdate (MM/DD/YYYY)	
Address Information		
Address Line 1	Enter Address Line 1	
Address Line 2	Enter Address Line 2	
City	Enter City	
State\Province	Enter State or Province	
Postal Code	Enter Postal Code	
Previous		Continue 📎

- 9. Then, select if you wish to disclose your gift to the agency you selected and if you want to be recognized in any leadership publications.
- 10. Then, select "Finish" and you will receive a "Thank You" message that says you are complete. You can now close the page or sign out from the top right-hand corner by clicking your email and dropdown menu.

Review and complete gift	
<ul> <li>Do not forward my information to the Impact and/or Community Partner(s) I have designated</li> <li>I do not wish to be recognized in any leadership publications</li> </ul>	Thank you for your pledge! Your contribution to United Way will help spread their mission and go toward helping thousands of people achieve their full potential.
< Previous Finish >	Thank you for investing in your community and for your generosity!

# THANK YOU FOR PLEDGING AND SUPPORTING UNITED WAY!