What is it?

*e-Pledge*is an internet-based tool that eliminates the need for paper pledge cards. It tracks your company’s campaign data in real-time, in which, the results are always up to date.

What’s in it for you?

 Minimizes your timespent collecting pledge cards, creating manual reports, and following up on outstanding pledges. Both administrative and coordinator modules have the ability to handle your reporting needs during the campaign. Reports are available in both Adobe

PDF and CSV *(Comma Separated Variable-Microsoft Excel Format)*

 Real-time access to campaign progress/results*(total pledged, number of contributors, average gift, who’s pledged, and more)*

 Absolutely secure *(Extended Verification SSL Security Certificate for data encryption and multi-layer security including an Enterprise Class redundant firewall, intrusion detection/prevention, systems, anti-virus/malware, and application level security protocols)*

 Personalizesthe pledge process for each employee – Ability to display last year’s gift and suggested giving amounts

 Employees can contribute at anytime – even from home

 Link to United Way info for informed pledge decision-making

 All you need is an Internet connection.There are no other hardware/software requirements

 Each employee receives an immediate, personalized email thanking for his or her support

 Extraction of payroll deductions in Excel file format at the end your campaign

What you need to provide to your local United Way contact

 Populated data file based on the specifications from the provided file layout

o See attached document: Data File Specifications for ePledge

 Commitment to assist United Way in customizing your company’s e-Pledge site

o Company Logo

o A message from the CEO or Company’s Campaign Chair.

o Customized Last Year’s Gift and Suggested Gifts *(Optional)*

 Internet access for all contributors is needed, but not required

o Employee Campaign Coordinators have the ability to enter a pledge for an employee or kiosk based environment can be used

Requirements of ePledge

 High Speed Internet

 Internet Explorer IE6 or higher, Mozilla Firefox 3 or higher

Data File Specifications for ePledge

The file should be in Excel or .CSV *(Comma separated value)* format.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FIELD | OPTIONAL/ REQUIRED | COMMENTS | FIELD TYPE/ WIDTH | EXAMPLE |
| Employee ID | Required *(unique employee identifier)* | 1. Assists in matching employees with their United Way history record  2. Is a key field to load data into payroll system | Character/20 | 12345 |
| Gender | Optional | Desired for addressing purposes. | M or F/1 | M |
| Prefix | Required | Desired for addressing purposes. | Character/15 | Mr. |
| First Name | Required |  | Character/15 | John |
| Middle Initial | Optional |  | Character/15 | S. |
| Last Name | Required |  | Character/25 | Doe |
| Suffix | Optional |  | Character/20 | Jr. |
| Department | Optional | Required if multi-location and wants data summarized by department. | Character/20 | Sales |
| Sort Field 1 | Optional | Location or grouping used to sort data for reports. | Character/45 | Division |
| Sort Field 2 | Optional | Location or grouping used to sort data for reports. | Character/45 | Location |
| Sort Field 3 | Optional | Location or grouping used to sort data for reports. | Character/45 | Unit |
| Home address line 1 | Optional |  | Character/40 | 123 Maple St., Apt. 1 |
| Home address line 2 | Optional |  | Character/40 |  |
| City | Optional |  | Character/25 | High Point |
| State | Optional |  | Character/2 | NC |
| Zip | Optional |  | Character/10 | 27265 |
| Birth Date | Optional |  | Character/10 | 01/01/2009 |
| Number of pay periods | Required | Required so that pay period information can be reflected on the payroll deduction screen. | Decimal/2 | 26 |
| E-mail address | Required | Required for distribution of link and confirmations. | Character/70 | [jdoe@abc.com](mailto:jdoe@abc.com) |



ePledge Security Overview

Security is our top priority. We have the latest, state of the art security systems to prevent your data from being compromised. We continually invest in developing our world class security infrastructure because we value providing exceptional security and privacy for our customer’s data.

The purpose of the security overview document is to provide detailed information on key aspects of ePledge security to help respond to client inquiries regarding the overall security of the application.

Encryption Technologies

Access to the ePledge application is provided over the standard Transport Layer Security (TLS) Protocol. In addition, all email communications will also use the TLS protocol to encrypt communications if the customer system also supports the protocol. [TLS 1.0, RC4 with 128 bit encryption (High); RSA with 1024 bit exchange]

Server Security

Our production servers are located in Cincinnati, Ohio hosted by Cincinnati Bell Technology Solutions, in a SAS‐70 certified tier 3 data center. The data center provides 24x7x365 physical security, monitors all entrances and computers with 24 hour surveillance cameras, and provides fully redundant systems that span all aspects of hosting *(internet connectivity, air conditioning, power supplies, fire prevention systems, etc.)* Our hosted environment is designed to keep our servers running without interruption in the most secure environment possible today.

Network Monitoring

Upic employs a multi‐stage system to monitor network activity, including redundant monitors, in the event of a failure. The following are some of the tests and monitors we administer:

 Daily network vulnerability scans

 Quarterly penetration tests

 Weekly internal patch scanning for security updates

 Real‐time performance and up‐time monitoring

User Authentication Policies

Upic offers several options for user authentication, we will work with you to determine which policies and procedures are best suited for your security profile.

