

2017 Online Pledging Process

Panama Payroll Employees

United Way Campaign Underway

Employee Notifications

- Campaign runs from **August 7 to September 1, 2017** and is open to Caterpillar employees on Panama payroll
- Panama employees will receive an email August 7, 2017 from your facility communication team with a direct “Click here’ link to pledge online
- Employees will have access to the Panama pledge link via www.caterpillar.com/unitedway

Accessing eWay

All employees will need to register by creating a Username and Password. Site is available in English or Spanish translation (change selection at top of page).

The screenshot shows the Caterpillar eWay website interface. At the top, there is a language selection dropdown menu currently set to "English". A yellow callout box with a red arrow points to this menu, containing the text "Choose English or Spanish translation". Below the header, there are three main navigation buttons: "GIVE." (orange), "ADVOCATE." (red), and "VOLUNTEER." (blue). On the left side, there is a sidebar with navigation links: "Pledge Now", "Home", and "Leadership Levels". The main content area features a welcome message: "Welcome to the Caterpillar 2017 Panama Employee United Way Appeal. If you do not have a username and password please click on 'register'." Below this message is a "Login Information" box containing "Username" and "Password" input fields. At the bottom of this box are two links: "Login" and "Register". A yellow callout box with a red arrow points to the "Register" link, containing the text "Click Register link". The United Way logo is visible in the top right corner of the page.

Registration Page

Enter required fields and click 'Register'

- Create Username
- Create Password
- Confirm Password
- Enter First Name
- Enter Last Name
- Enter PeopleSoft ID
- Enter PeopleSoft ID
- Select **Work Facility Location**
- Enter work/personal email address or phone number
- Click Register link

Account Information

Preferred Username

Enter a password and then retype the password to ensure that it has been entered correctly. Your new password must be between 6 and 15 characters in length and contain at least 1 character from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain the following characters: ", %, or any white-space.

Password Examples

- abcdefg2 - valid, contains letters and numbers
- pa\$\$word - valid, contains letters and special characters
- 1234567# - valid, contains numbers and special characters
- abcdefgh - invalid, contains only letters
- abc23 - invalid, less than 6 characters

Password

Confirm password

Personal Information

First Name

Last Name

Required PeopleSoft ID

Required Facility Location

Work Contact Information

Work Email Address

or

Phone Number 1

Phone Number 2 (optional)

Fax Number (optional)

Work Address

Work Country

Work Address 1 (optional)

Work Address 2 (optional)

Work City (optional)

Work State (optional)

Work Zip Code (optional)

→ Register



Pledge Now

Click on 'Pledge Now' link

The screenshot shows the Caterpillar Live United website interface. At the top left is the Caterpillar logo, and at the top right is the 'LIVE UNITED' banner with the United Way logo. Below the banner are three buttons: 'GIVE.' (highlighted in orange), 'ADVOCATE.' (in red), and 'VOLUNTEER.' (in blue). A navigation menu on the left contains links for 'Pledge Now', 'Home', 'Giving History', 'Leadership Levels', and 'Change Password'. A red arrow points to the 'Pledge Now' link. The main content area features a 'CATERPILLAR EMPLOYEE UNITED WAY APPEAL LIVE UNITED' header with the United Way logo. Below this is a section titled 'WHY UNITED WAY?' with the subtitle 'UNITED WAY'S MISSION ALIGNS WITH CATERPILLAR'S VALUES'. This section contains two columns of content. The left column features the Caterpillar logo and two icons: a house icon with the text 'Dedicated to transforming lives in the communities where we live and work.' and a graduation cap icon with the text 'Champion's programs that support education, environment and basic human needs.' The right column features the 'CATERPILLAR EMPLOYEE UNITED WAY APPEAL LIVE UNITED' logo and two icons: a head with gears and a globe icon with the text 'Goes beyond temporary fixes to create lasting change that lifts up entire communities around the world.' and a ribbon and apple icon with the text 'Supports organizations making a difference in education, income & health.'

Pledging Options

Employees have 2 pledging options:

Payroll Deduction or No thanks. I do not wish to contribute at this time.

English

CATERPILLAR[®] **LIVE UNITED** United Way

GIVE. **ADVOCATE.** **VOLUNTEER.**

→ Pledge Now
→ Home
→ Leadership Levels

Step 1: Pledge Information | Step 2: Donor Information | Step 3: Review | Step 4: Complete

Continue →

My pledge will be made the following way:

Payroll Deduction
 No thanks. I do not wish to contribute at this time.

Continue →

Option 1: Amount Per Pay Period

Select or enter amount to be deducted per pay period and click Continue

Step 1: Pledge Information	Step 2: Donor Information	Step 3: Review	Step 4: Complete
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← Back Continue →

By making your pledge today you authorize the payroll contribution as marked below to begin effective pay period 1 of the 2018 calendar year.

Please indicate your contribution preference. If you select to contribute an amount per pay period, you will need to enter your current Caterpillar pay frequency (weekly, biweekly, or monthly). If you select the percentage option, you will need to input your gross salary information at the bottom of the page. Enter your salary with no comma or decimals. Any salary information entered is used for the sole purpose of gift calculation and will remain private.

Payroll Deduction Payment

I would like to contribute the following amount per pay period:

- \$20.00 / pay period
- \$15.00 / pay period
- \$10.00 / pay period
- \$5.00 / pay period
- \$ / pay period

\$1.00 / pay period is the minimum pledge amount per pay period

Option 2: One-time Payroll Contribution

Select or enter one-time contribution amount (taken out of employee's first paycheck in January 2018) and click Continue

I would like to make a one-time payroll contribution in January in the following amount:

- \$100.00
- \$75.00
- \$50.00
- \$25.00
- \$

I would like to contribute the following percentage per pay period:

- 2.00 %
- 1.00 %
- 0.60 %
- 0.40 %
- %

The minimum one-time payroll contribution is **\$1.00**



Option 3: Percentage of Annual Salary

Select or enter percentage of annual salary to contribute, enter Salary \$ with no comma or decimals and click Continue

I would like to contribute the following percentage per pay period:

- 2.00 %
- 1.00 %
- 0.60 %
- 0.40 %
- %



Annual Salary \$



← Back

Continue →



Donation Distribution

Enter 100% to be invested and click Continue

Step 1: Pledge Information	Step 2: Donor Information	Step 3: Review	Step 4: Complete
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← Back Continue →

Please choose how your total annual gift of \$130.00 is invested.

Donation Distribution

I would like to invest my donation using:

Percentages of my donation Dollar amounts from my donation

% Fondo Unido de Panamá

Fondo Unido de Panamá es una organización privada sin fines de lucro establecida en Mayo de 2010, con el propósito de promover el desarrollo de las personas y comunidades más necesitadas de Panamá. En Fondo Unido de Panamá se ha creado una vía eficiente de aporte e interacción entre los distintos sectores de la sociedad panameña, captando y canalizando las contribuciones de empresas y empleados del sector privado hacia proyectos sociales de alto impacto en las comunidades más necesitadas del país.

% Total

← Back Continue →

Donor Recognition

Information on this page is optional. Employee can choose if they wish to remain anonymous by selecting the box under acknowledgements.

Step 1: Pledge Information	Step 2: Donor Information	Step 3: Review	Step 4: Complete
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[← Back](#) [Continue →](#)

Providing this information is optional.

The United Way may use home contact information as a tool to recognize and contact donors.

Optional: Please carefully review your information below. To make changes enter the information below and click the 'Continue' button to complete the process. To make changes to your contribution, click on the 'Back' button.

Acknowledgements

I would like to be recognized for my contribution by Caterpillar and/or United Way.

I would like to remain anonymous for Caterpillar and/or United Way recognition.

Account Information

Username panama2016

Personal Information

First Name

Last Name

Required PeopleSoft ID

Required Facility Location

Enter Donor Information and click 'Continue'

Information on this page is optional. Employee can enter or change information in these fields.

Step 1: Pledge Information	Step 2: Donor Information	Step 3: Review	Step 4: Complete
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← Back **Continue →**

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Acknowledgements

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 I would like to remain anonymous for Caterpillar and/or United Way recognition.

Account Information

Username: panama2016

Personal Information

First Name: Demo
Last Name: Panama
Required PeopleSoft ID: 0584324
Required Facility Location: Panama Costa del Este

Work Contact Information

Work Email Address: Kempf_Erika_C@cat.com
or
Phone Number 1: (309) 675-1475
Phone Number 2: (309) 675-1475 (optional)
Fax Number: (309) 675-1475 (optional)

Work Address

Work Country: United States
Work Address 1: 100 NE Adams (optional)
Work Address 2: (optional)
Work City: Peoria (optional)
Work State: Illinois (optional)
Work Zip Code: 61629 (optional)

← Back **Continue →**



Review Pledge Information and click 'Submit Contribution'

Step 1: Pledge Information	Step 2: Donor Information	Step 3: Review	Step 4: Complete
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← Back

Submit Contribution →

Please review your entire contribution below, using the "Edit" buttons to make any changes. If you are satisfied, please click "Submit Contribution" to complete this process. You will then have the opportunity to print your receipt.

[edit](#) **Personal Information**

Name Demo Panama
Work Address 100 NE Adams, Peoria, IL 61629 US
Work Phone (309) 675-1475, (309) 675-1475 fax: (309) 675-1475
Work Email Kempf_Erika_C@cat.com

Acknowledgements

- I would like to be recognized for my contribution by Caterpillar and/or United Way.
 I would like to remain anonymous for Caterpillar and/or United Way recognition.

[edit](#) **Transaction**

Status Pending
Payment Type Per Pay Period Payroll Deduction
Pledge \$130.00
Payment Detail \$5.00 x 26 pay periods = \$130.00
Total Annual Amount \$130.00

[edit](#) **Charity Details**

100.00 % Fondo Unido de Panamá

← Back

Submit Contribution →



Thank You Certificate and Pledge Receipt

After completing online pledge form, employee can:

1. Print this final page 'Thank you for your participation certificate' if needed for business unit raffles/drawings (only includes Employee Name & Username)

- Right click mouse
- Select Print

2. Print pledge summary (includes pledge/dollar amount)


- Click 'Print pledge summary'
- Select Print

*Please note: Employee will also receive a confirmation email that contains pledge summary details and generic participation certificate.

Step 1: Pledge Information | Step 2: Donor Information | Step 3: Review | Step 4: Complete

← Back Print pledge summary ↑ Logout →

Thank You!



CATERPILLAR EMPLOYEE UNITED WAY APPEAL
LIVE UNITED
PARTICIPATION CERTIFICATE

THANK YOU FOR CHANGING LIVES!

Caterpillar and the United Way share a common goal—to improve lives, invest in our community and to create a better tomorrow. Thank you for participating in the Caterpillar Employee United Way Appeal—together we are making progress possible!

1. Thank You, Demo Panama (panama2016), for participating in the United Way Campaign. Please note that a confirmation email will be sent to you at the email address provided shortly. You may also print a confirmation for your records by clicking on "Print Pledge Summary". Be sure to print this "Thank you certificate" as many employee groups ask for the certificate to participate in raffles and events.

[Click here to take survey](#)

2. ← Back Print pledge summary ↑ Logout →

Confirmation Email

Employee will receive a confirmation email that includes pledge summary details and a link to certificate of participation



Thank you for participating in the Caterpillar Employee United Way Appeal!

The CEUWA Campaign to: Kempf_Erika_C

06/28/2017 01:01 PM

Please respond to CEUWA_Cat

[Show Details](#)


Caterpillar: Confidential Green

Retain Until: 07/28/2017

Dear Demo Panama,

Thank you for your Payroll Deduction gift of \$130.00 to the Caterpillar Employee United Way Appeal Campaign. For confirmation purposes, the following information has been processed per your instructions:

100.00% to Fondo Unido de Panamá

[Click here](#) to access your certificate of participation. 

Sincerely,

The Caterpillar Employee United Way Appeal (CEUWA) Team & the United Way

[Click here to take survey](#)



THANK YOU FOR CHANGING LIVES!

Caterpillar and the United Way share a common goal—to improve lives, invest in our community and to create a better tomorrow. **Thank you for participating in the Caterpillar Employee United Way Appeal—together we are making progress possible!**

Employee Name (print) _____

PeopleSoft ID #: _____