

# 2018 Online Pledging Process

## Panama Payroll Employees



**GIVE. ADVOCATE. VOLUNTEER.**  
**UnitedWay.org**

Caterpillar: Confidential Green

# United Way Campaign Underway

## Employee Notifications

- Campaign runs from **August 6 to August 31, 2018** and is open to Caterpillar employees on Panama payroll
- Panama employees will receive an email August 6, 2018 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](http://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 2018 Panama Employee United Way Appeal website. 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 action buttons: "GIVE." (orange), "ADVOCATE." (red), and "VOLUNTEER." (blue). On the left side, there is a navigation menu with links: "Pledge Now", "Home", "Leadership Levels", and "Privacy Policy/Data Security". The main content area features a welcome message: "Welcome to the Caterpillar 2018 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, and "Login" and "Register" links. A yellow callout box with a red arrow points to the "Register" link, containing the text "Click Register link".

English

**CATERPILLAR®**

**LIVE UNITED**

United Way

**GIVE.**

**ADVOCATE.**

**VOLUNTEER.**

→ Pledge Now

→ Home

→ Leadership Levels

→ Privacy Policy/Data Security

Welcome to the Caterpillar 2018 Panama Employee United Way Appeal. If you do not have a username and password please click on "register".

**Login Information**

Username

Password

→ Login → Register

Choose English or Spanish translation

Click Register link

# Registration Page

Enter required fields and click 'Register'

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

<b>Account Information</b>	
Preferred Username	<input type="text"/>
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	<input type="password"/>
Confirm password	<input type="password"/>

<b>Personal Information</b>	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Required PeopleSoft ID	<input type="text"/>
Required Facility Location	<input type="text" value="- select -"/>

<b>Work Contact Information</b>	
Work Email Address	<input type="text"/>
or	
Phone Number 1	<input type="text"/>
Phone Number 2	<input type="text"/> (optional)
Fax Number	<input type="text"/> (optional)
<b>Work Address</b>	
Work Country	<input type="text" value="United States"/>
Work Address 1	<input type="text"/> (optional)
Work Address 2	<input type="text"/> (optional)
Work City	<input type="text"/> (optional)
Work State	<input type="text" value="- select state -"/> (optional)
Work Zip Code	<input type="text"/> (optional)

→ Register



# Pledge Now

## Click on 'Pledge Now' link

The screenshot displays the Caterpillar Live United website interface. At the top, the Caterpillar logo and 'LIVE UNITED' text are prominent, alongside the United Way logo. Below this, a navigation bar features three buttons: 'GIVE.' (highlighted in orange), 'ADVOCATE.', and 'VOLUNTEER.'. A left-hand sidebar menu 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 welcomes 'Jane Doe' and features a large banner for the 'CATERPILLAR EMPLOYEE UNITED WAY APPEAL LIVE UNITED' with the United Way logo. Below the banner, a section titled 'WHY UNITED WAY?' explains the alignment of Caterpillar's values with United Way's mission. This is illustrated through two rows of icons and text: the first row shows Caterpillar's dedication to transforming lives in communities versus United Way's focus on creating lasting change; the second row shows Caterpillar's support for education, environment, and basic needs versus United Way's support for organizations making a difference in education, income, and health.

**CATERPILLAR®** **LIVE UNITED** **United Way**

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

Welcome Jane Doe

**CATERPILLAR EMPLOYEE UNITED WAY APPEAL**  
**LIVE UNITED** **United Way**

### WHY UNITED WAY?

UNITED WAY'S MISSION ALIGNS WITH CATERPILLAR'S VALUES

**CATERPILLAR®** **CATERPILLAR EMPLOYEE UNITED WAY APPEAL LIVE UNITED**

Dedicated to transforming lives in the communities where we live and work.

Goes beyond temporary fixes to create lasting change that lifts up entire communities around the world.

Champion's programs that support education, environment and basic human needs.

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.

The screenshot shows the Caterpillar Live United pledging interface. At the top, there is a language dropdown set to "English". The Caterpillar logo is on the left, and "LIVE UNITED" with the United Way logo is on the right. Below this is a navigation bar with three buttons: "GIVE." (highlighted in orange), "ADVOCATE." (in red), and "VOLUNTEER." (in blue). On the left side, there is a sidebar menu with three links: "Pledge Now", "Home", and "Leadership Levels". The main content area shows a progress bar with four steps: "Step 1: Pledge Information", "Step 2: Donor Information", "Step 3: Review", and "Step 4: Complete". Below the progress bar, there is a "Continue →" button. Underneath, the text "My pledge will be made the following way:" is followed by two radio button options. The first option, "Payroll Deduction", is selected and indicated by a red arrow. The second option is "No thanks. I do not want to contribute at this time.". Below these options is another "Continue →" button, which is also indicated by a red arrow.

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 want 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 2019 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).

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 2019) 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

☐ \$

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



# Invest Your Donation

## Click Continue

### Invest Your 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.

← 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
----------------------------	---------------------------	----------------	------------------

← 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 Demo

Last Name Panama

Required PeopleSoft ID 0584324

Required Facility Location Panama Costa del Este ▼

# 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
<b>← Back</b> <b>Continue →</b>			
<p>Providing this information is optional. The United Way may use home contact information as a tool to recognize and contact donors.</p> <p>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.</p>			
<b>Acknowledgements</b>			
<input checked="" type="checkbox"/> I would like to be recognized for my contribution by Caterpillar and/or United Way. <input type="checkbox"/> I would like to remain anonymous for Caterpillar and/or United Way recognition.			
<b>Account Information</b>			
Username panama2016			
<b>Personal Information</b>			
First Name Demo			
Last Name Panama			
Required PeopleSoft ID 0584324			
Required Facility Location Panama Costa del Este ▼			
<b>Work Contact Information</b>			
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)			
<b>Work Address</b>			
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)			
<b>← Back</b> <b>Continue →</b>			



# 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
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[← 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**  
United Way  
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!

Thank You, Demo Panama (panama2018), 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](#)

← 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

Please respond to CEUWA\_Cat

06/28/2017 01:01 PM

[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 #: \_\_\_\_\_