

### **Campaign Employee Notification Emails**



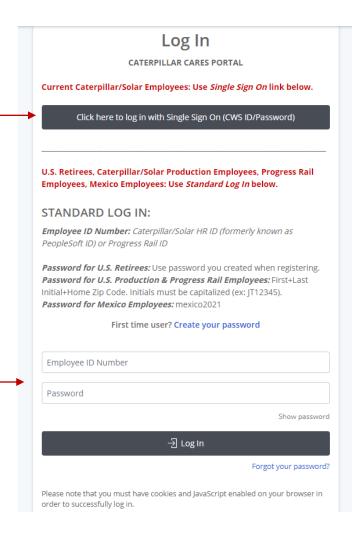
- Active full and part-time U.S. and ISE's with active CAT email addresses will receive an email the morning of August 16, 2021 from <u>CEUWA\_cat@cat.com</u>.
  - Reminder emails will automatically be sent each following Monday if employee hasn't taken some sort of action (opt in/opt out) as well as final reminder on 9/23
- E-mail will provide a "Click here" link to access the online pledging site and log in with CWS ID and password. All employees can also access the pledge link by visiting <a href="https://www.caterpillar.com/unitedway">www.caterpillar.com/unitedway</a>.
- Progress Rail and Caterpillar/Solar Production Employees can also utilize a separate pledging link (found at <a href="https://www.caterpillar.com/unitedway">www.caterpillar.com/unitedway</a>) that allows employees to log into the pledging site using:
  - Use Employee ID Number as a Username (Example: 0123456)
  - Default password set to the employee's First and Last initial (capitalized) and home zip code (Example: AN61615)



### Login/Acceptance Terms

Management/Support Employees: Click to login with your CWS ID & password (production employees can also use this link or utilize the standard login instructions below)

Production
Employees: You can bypass single sign on and login with the provided instructions





#### CATERPILLAR FOUNDATION EMPLOYEE ENGAGEMENT PROGRAM ACCEPTANCE TERMS

Please review all program rules and restrictions. You must accept the program guidelines by clicking I ACCEPT at the bottom of the page.

#### MATCHING GIFTS PROGRAM GIFT ELIGIBILITY REQUIREMENTS

Each Caterpillar participant may request an annual combined total maximum match of \$10,000 USD (or local currency equivalent) in each calendar year.

ELIGIBLE GIFTS MUST BE:

- . Tax-deductible, charitable contribution of \$25 USD (or local currency equivalent) or more per eligible organization.
- Current contributions made directly by the Caterpillar participant to the eligible organization from the Caterpillar participant's own assets. Participants may not register funds collected from others.
- Made/donated in full, not merely an unsatisfied pledge.
- Made via cash, check, debit/credit card or marketable securities. Gifts may also be made from an entity such as a personal foundation or donor advised fund if that entity has been funded solely by the eligible Caterpillar participant.
- Employees must submit matching gift requests online by January 31 of the year following the donation and nonprofits must then verify gift online by February 15 of the year following the donation in order to be eligible for the Foundation match.

ELIGIBLE ORGANIZATIONS MUST BE ONE OF THE FOLLOWING (excluding noted Ineligible Nonprofit Organizations & Gifts):

U.S. Charitable Organizations that are:

- . Recognized by and registered with the United States I.R.S. as a current 501(c)(3) nonprofit organization; or
- Accredited public/private preK-12 schools or school districts in the United States to which contributions are tax deductible under the Internal Revenue Code
  of the United States

Charitable organizations in countries outside the U.S. that are recognized by and registered with one of the following:

- · United Kingdom Charity Commission as a charitable organization; or
- · Charities Aid Foundation-America as a charitable organization; or
- · Australian Business Register; or
- Canadian Charities Directorate.

Please note that all organizations and gifts are reviewed on an ongoing basis to determine compliance with guidelines and eligibility for matching. Inclusion in the system is not necessarily a guarantee of eligibility.

#### U.S. VOLUNTEER SIGN UP AND TRACKING

Sign up to participate in Caterpillar sponsored volunteer events and log your volunteer hours at any 501(c)(3) nonprofit or NCES coded school.

#### 2021 U.S., MEXICO & CANADA UNITED WAY CAMPAIGN (AUGUST 17 - SEPTEMBER 24)

- All United Way pledges submitted in the United Way Campaign portal will be automatically matched by the Caterpillar Foundation with no cap. The
  Foundation match of your pledge follows to the local United Way you select.
- Eligible nonprofits include any United Way chapter, focus area, or United Way funded partner agency that is visible within the United Way pledging portal.

#### DATA PRIVAC

Information provided to Caterpillar is processed consistent with Caterpillar 5 Data Privacy Policy. This information will be used to process the gift and may be used to contact you in the future regarding Caterpillar Foundation Matching Gift Program and United Way updates and surveys. Notwithstanding the above disclosure, we will provide personal information when required or permitted by law or for purposes relevant to Corporate Policies. For year-round matching gifts, the Caterpillar Foundation does not provide nonprofits with employee mailing address information but the participant's name, gift details and email address (in some instances) will be sent to the nonprofit for match request verification purposes only. For United Way pledge processing, your personal information (name, home address, email address and pledge details) may be provided to your local United Way chapter if you opt to release this information in your pledge submission (you have the option to remain anonymous). By providing this information you agree to the above uses of your information. Please also see the Privacy Policy for the Caterpillar Foundation's third-party vendor, CyberGrants, to view information on how your personal information is used, as well as how cookies are being set on your device: CyberGrants Privacy Policy

By clicking I accept below, I agree to the terms of these program guidelines and acknowledge that the information I provide is truthful and accurate.

LACCEPT

I DO NOT ACCEPT



# Click Pledge Now or 2021 United Way Campaign Tab









#### Welcome, Erika Kempf!

Our annual United Way Campaign is underway! Through September 24, pledges made to any United Way or funded partner agency will be automatically matched dollar-for-dollar with no cap. Let's make a difference!

CLICK TO PLEDGE NOW









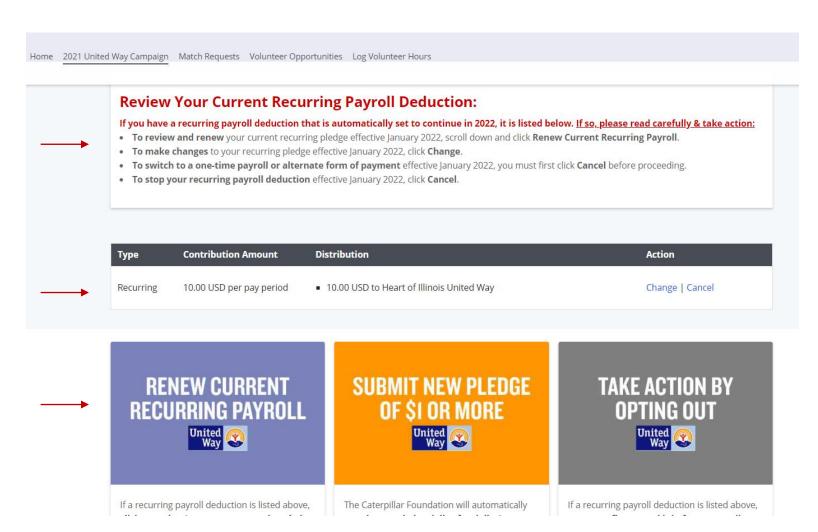


# **Employees With Recurring Payroll**



If you have an active recurring payroll deduction that is automatically set to continue in 2022, you will see it listed.

Follow the instructions on the site to actively "renew" it, make changes, or cancel.

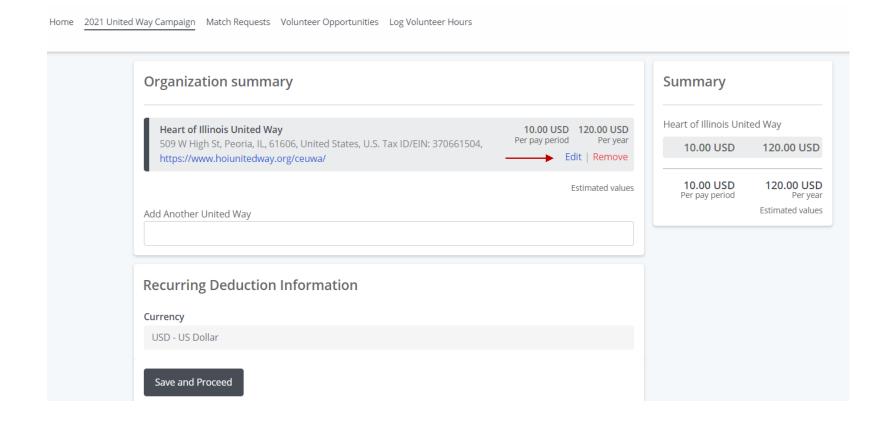




### **Employees With Recurring Payroll**



If you click "renew" or "change", you will be directed into your existing recurring pledge where you can view the details or make changes by clicking "Edit" before re-submitting the pledge.



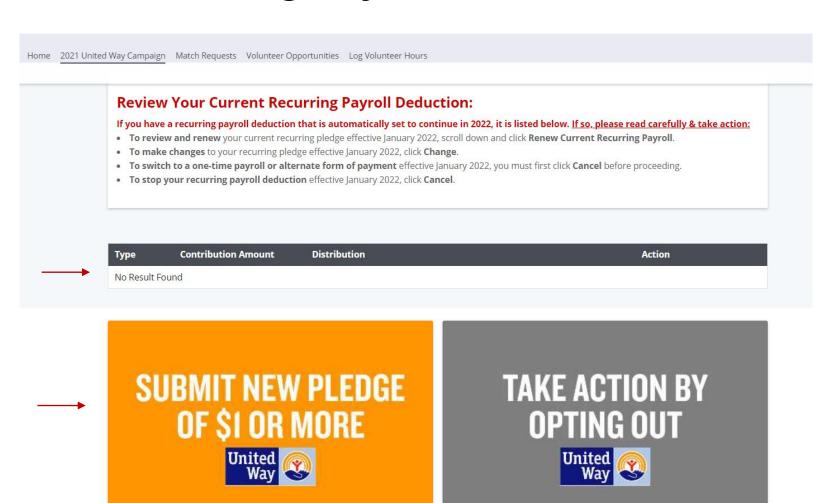


### **Employees Without Recurring Payroll**



If you do not have an active recurring payroll deduction it will say "No Result Found".

You can then proceed with submitting a new pledge or taking action by opting out.















#### One-Time Payroll Deduction

One deduction occurs January 2022





#### **One-Time Credit Card Donation**

One-time deduction occurs immediately

#### Stock/Donor-Advised Fund Donation

Fulfill donation anytime in 2021 or 2022

You can pledge via multiple forms of payment within the same year.

Ex: Recurring payroll deduction, one-time payroll deduction AND a credit card donation.

Complete one form of payment with designations completely, then go back to home screen to add another form of payment with designations.

Close





Recurring Deduction Information	×
Click here to switch to a different United Way Chapter  Your Local United Way	If you'd like to switch to a different United Way chapter, click this link.  Hide Organization Search
Heart of Illinois United Way HEART OF ILLINOIS UNITED WAY INC 509 W High St, Peoria, IL, 61606, United States, U.S. Tax ID/EIN: 370661504	Local United Way Search  McLean  United Way of McLean County
Select your pledge method:	Cancel C Update
Dollar amount you'd like to deduct from each paycheck starting January 2022:  Do not include the "\$" symbol.	Deduct a fixed dollar amount from my paycheck Deduct a percentage of my annual salary from each paycheck





#### Option 1

#### Select your pledge method:

Deduct a fixed dollar amount from my paycheck

#### Dollar amount you'd like to deduct from each paycheck starting January 2022:

There is a \$1 minimum donation to a United Way or Focus Area and a \$25 minimum annual donation per partner agency designation. **Do not include the "\$" symbol.** 

#### Option 2

#### Select your pledge method:

Deduct a percentage of my annual salary from each paycheck

Enter the percentage of your annual salary you'd like to donate (ex: for 1% enter "1"):

1

#### Dollar amount you'd like to deduct from each paycheck starting January 2022:

There is a \$1 minimum donation to a United Way or Focus Area and a \$25 minimum annual donation per partner agency designation. **Do not include the "\$" symbol.** 

59.93



Amount auto calculates based on the employee's base salary and the percentage they enter. This deduction amount will stay consistent the full year and will not fluctuate if their salary changes.





Recurring Deduction Information	×
Choose how you'd like to invest your donation (enter below the per pay check	_
amount, not annual):	
Below is the United Way and focus areas/programs within the United Way that align to	
your home zip code. If you want to switch United Way chapters, scroll to the top of the	
page. You may give your full donation to one United Way, Focus Area or United Way	
partner agency or divide it among several.	
There is a \$1 minimum donation to a United Way or Focus Area and a \$25 minimum	
annual donation per partner agency designation.	
To view partner agencies that are eligible for designation, click the drop-down link	
below to select and "Add" an agency to your displayed donation distribution list	
below:	
-	-
Add	-
Heart of Illinois United Way	- 1
\$	
211	
\$	
COVID-19 Relief Fund	
\$	
Education	
\$	
Financial Stability	
\$	
Health	
\$	

To view partner agencies that are eligible for designation, click the drop-down link below to select and "Add" an agency to your displayed donation distribution list Alzheimer's Association-Central Illinois American Red Cross - Central IL Chapter Big Brothers Big Sisters, Heart of Illinois Boy Scouts of America W.D. Boyce Council Boys' & Girls' Clubs of Grtr Peoria Inc CASA of the 10th Judicial Court Center For Prevention Of Abuse Center For Youth And Family Solutions Central Illinois FRIENDS of PWA Children's Home Association of Illinois Common Place Community Workshop & Training Center Crittenton Centers Dream Center EasterSeals Central Illinois FamilyCore Freedom House G.W. Carver Association, Inc.

If you select you'd like \$10 to deduct per paycheck in previous step, you would enter \$10 into the allocation chart (meaning \$10 per paycheck would be designated to X United Way, focus area or partner agency)

If an employee designates to an agency from the drop down, there is a \$25 annual minimum per partner agency (\$1 minimum per United Way or focus area)

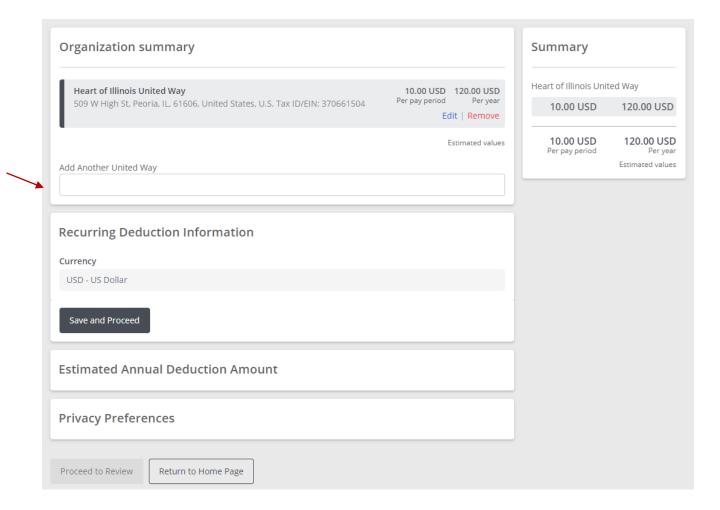




Negative I	esignation			
	United Way partner agency t		_	ıre
they do no leave blan	t receive any portion of your { ,	gift, please list the agency bel	ow. Otherwise,	
Icave blair	Na .			

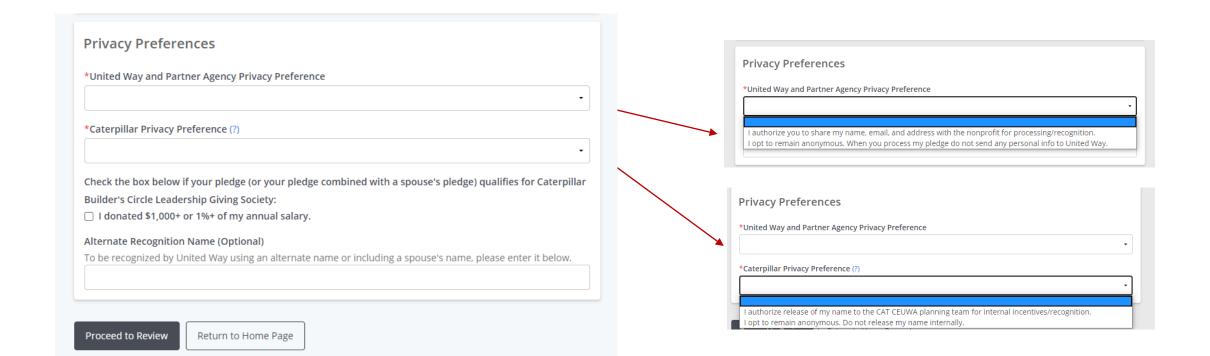


Use if you want to add a second United Way chapter to your pledge













#### **Review Information**

You're almost done! Review your Recurring Payroll Deduction and click Submit to complete your pledge.

**Recurring Deduction Information** 

Currency: USD - US Dollar

**Organization Information** 

Heart of Illinois United Way
HEART OF ILLINOIS UNITED WAY INC

509 W High St, Peoria, IL, 61606, United States, U.S. Tax ID/EIN: 370661504, jennifer.zammuto@local.unitedway.org, https://www.hoiunitedway.org/ceuwa/

Select your pledge method: Deduct a fixed dollar amount from my paycheck

Enter the percentage of your annual salary you'd like to donate (ex: for 1% enter "1")::

Dollar amount you'd like to deduct from each 10 paycheck starting January 2021::

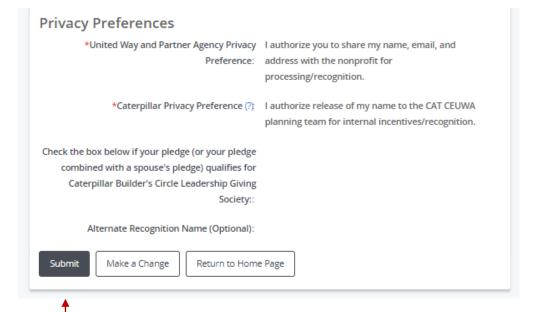
Legal Name	Focus Area	Amount
Heart of Illinois United Way	Big Brothers Big Sisters, Heart of Illinois	5
Heart of Illinois United Way	Heart of Illinois United Way	5

Negative Designation:

**Estimated Annual Deduction Amount** 

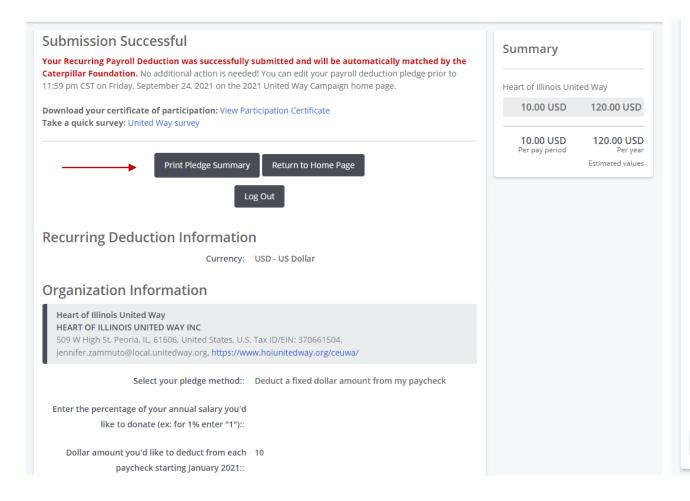
Annual Deduction Amount: 120











Legal Name	Focus Area		Amount
Heart of Illinois United Way	Big Brothers	s Big Sisters, Heart of Illinois	5
Heart of Illinois United Way	Heart of Illinois United Way		5
Negative D	esignation:		
Estimated Annual Deduc	tion Am	nount	
Annual Deduction	on Amount:	120	
Privacy Preferences			
,	ency Privacy Preference:	I authorize you to share my name, emai address with the nonprofit for processing/recognition.	l, and
*Caterpillar Privacy Pr	reference (?)	I authorize release of my name to the Coplanning team for internal incentives/re	
Check the box below if your pledge (or combined with a spouse's pledge) Caterpillar Builder's Circle Leade	qualifies for		
Alternate Recognition Name	(Optional):		

Return to Home Page





Please select one of the following:





Recurring Payroll Deduction

Deductions start January 2022



One-Time Credit Card Donation

One-time deduction occurs immediately



You can pledge via multiple forms of payment within the same year.

Ex: Recurring payroll deduction, one-time payroll deduction AND a credit card donation.

Complete one form of payment with designations completely, then go back to home screen to add another form of payment with designations.

Close





×

If you'd like to switch to a different United Way chapter, click this link.	Click here to switch to a different United Way Chapter Your Local United Way
Hide Organization Search  Local United Way Search  McLean  United Way of McLean County	Heart of Illinois United Way HEART OF ILLINOIS UNITED WAY INC 509 W High St, Peoria, IL, 61606, United States, U.S. Tax ID/EIN: 370661504
Cancel C Update	Your pledge method:
	Deduct a fixed dollar amount from my paycheck
	Dollar amount you'd like to deduct from your first paycheck (only) in January 2022:  Do not include the "\$" symbol.

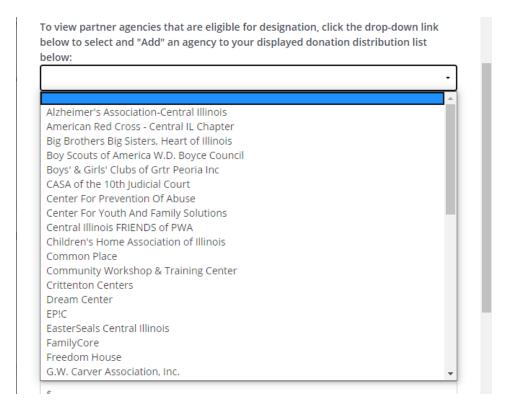
**One-Time Deduction Information** 





One-Time Deduction Information	×
Choose how you'd like to invest your donation:	•
Below is the United Way and focus areas/programs within the United Way that align	
to your home zip code. If you want to switch United Way chapters, scroll to the top	
of the page. You may give your full donation to one United Way, Focus Area or	
United Way partner agency or divide it among several.	
There is a \$1 minimum donation to a United Way or Focus Area and a \$25 minimum	
annual donation per partner agency designation.	
To view partner agencies that are eligible for designation, click the drop-down link	
below to select and "Add" an agency to your displayed donation distribution list	
below:	
•	
Add	
Heart of Illinois United Way	
\$	
211	
\$	
COVID-19 Relief Fund	
\$	
Education	
\$	
Financial Stability	
\$	
Health	
\$	

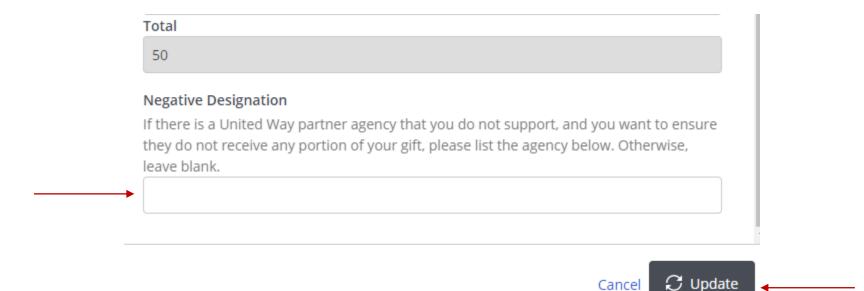
If you select you'd like \$10 to deduct your first paycheck in previous step, you would enter \$10 into the allocation chart



If an employee designates to an agency from the drop down, there is a \$25 annual minimum per partner agency (\$1 minimum per United Way or focus area)

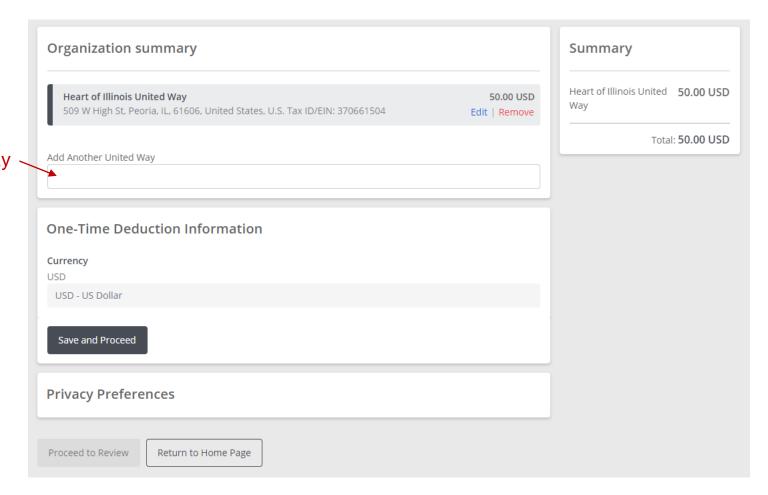






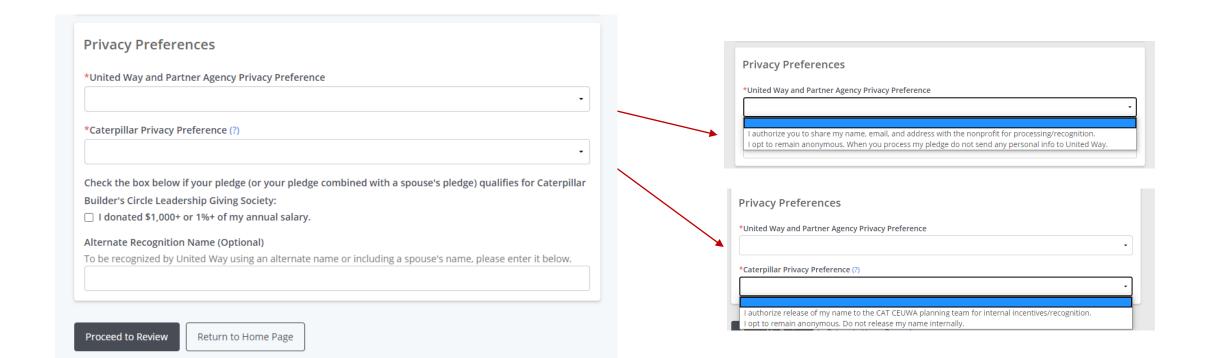


If the employee wants to add a second United Way chapter to the pledge













#### **Review Information**

You're almost done! Review your One-Time Payroll Deduction and click Submit to complete your pledge.

**One-Time Deduction Information** 

Currency: USD - US Dollar

#### **Organization Information**

Heart of Illinois United Way
HEART OF ILLINOIS UNITED WAY INC

509 W High St, Peoria, IL, 61606, United States, U.S. Tax ID/EIN: 370661504, jennifer.zammuto@local.unitedway.org, https://www.hoiunitedway.org/ceuwa/

Your pledge method:: Deduct a fixed dollar amount from my paycheck

Dollar amount you'd like to deduct from your first 50 paycheck (only) in January 2021::

Legal Name	Focus Area	Amount
Heart of Illinois United Way	Big Brothers Big Sisters, Heart of Illinois	25
Heart of Illinois United Way	Heart of Illinois United Way	25

Negative Designation:

#### Summary

Heart of Illinois United 50.00 USD
Way

Total: 50.00 USD

#### **Privacy Preferences**

\*United Way and Partner Agency Privacy | I authorize you to share my name, email, and

Preference: address with the nonprofit for processing/recognition.

\*Caterpillar Privacy Preference (?)

I authorize release of my name to the CAT CEUWA

planning team for internal incentives/recognition.

Check the box below if your pledge (or your pledge combined with a spouse's pledge) qualifies for Caterpillar Builder's Circle Leadership Giving

Society::

Alternate Recognition Name (Optional):

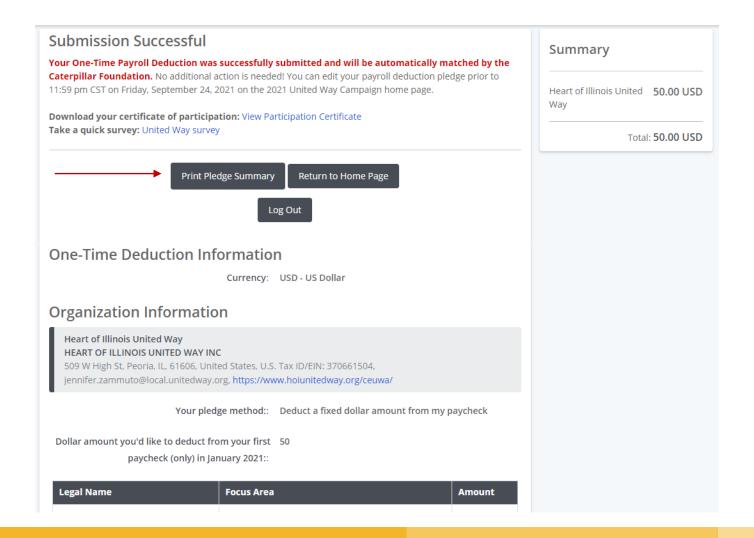
Submit

Make a Change

Return to Home Page











Please select one of the following:





**Recurring Payroll Deduction** 

Deductions start January 2022



One-Time Payroll Deduction

One deduction occurs January 2022



One-Time Credit Card Donation

One-time deduction occurs immediately



Stock/Donor-Advised Fund Donation

Fulfill donation anytime in 2021 or 2022

You can pledge via multiple forms of payment within the same year.

Ex: Recurring payroll deduction, one-time payroll deduction AND a credit card donation.

Complete one form of payment with designations completely, then go back to home screen to add another form of payment with designations.

Close





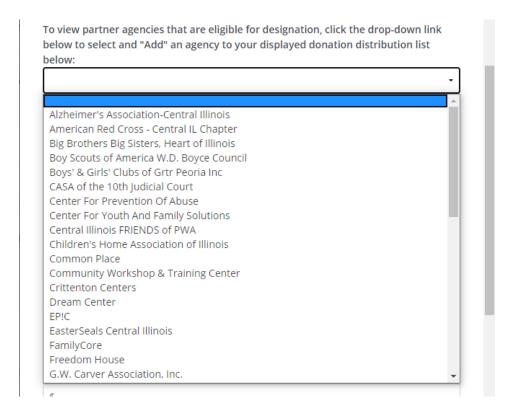
	If you'd like to switch to a different	Hide Organization Search	
Click here to switch to a different United Way Chapter	United Way chapter, click this link.	Local United Way Search	
Credit Card Donation Information		McLean	
Credit Card Donation Information		United Way of McLean County	
If you want to donate to more than one United Way, please submit a	second credit card pledge after completing this tra		Cancel ${\cal C}$ Update
Heart of Illinois United Way HEART OF ILLINOIS UNITED WAY INC 509 W High St, Peoria, IL, 61606, United States, U.S. Tax ID/EIN: 37	70661504		
Gift Payment Method			
Credit Card			
*Total Gift Amount			
Enter the amount you plan to donate via your credit card directly to y	our United Way.		





Choose how you'd like to invest your donation.
Below is the United Way and focus areas/programs within the United Way that align to your home zip code. If you want to switch United Way chapters, scroll
to the top of the page. You may give your full donation to one United Way. Focus Area or United Way partner agency or divide it among several.
There is a \$1 minimum donation to a United Way or Focus Area and a \$25 minimum annual donation per partner agency designation.
To view partner agencies that are eligible for designation, click the drop-down link below to select and "Add" an agency to your displayed donation distribution list below:
Add
Heart of Illinois United Way
\$
211
\$
COVID-19 Relief Fund
\$
Education
\$
Financial Stability
\$
Health
\$
Success By Six
\$
Supporting Student Success (S3)
\$
Total
0
Negative Designation
If you do not want a particular United Way funded partner agency to receive a portion of your gift, please indicate the agency below. Otherwise, leave blank.

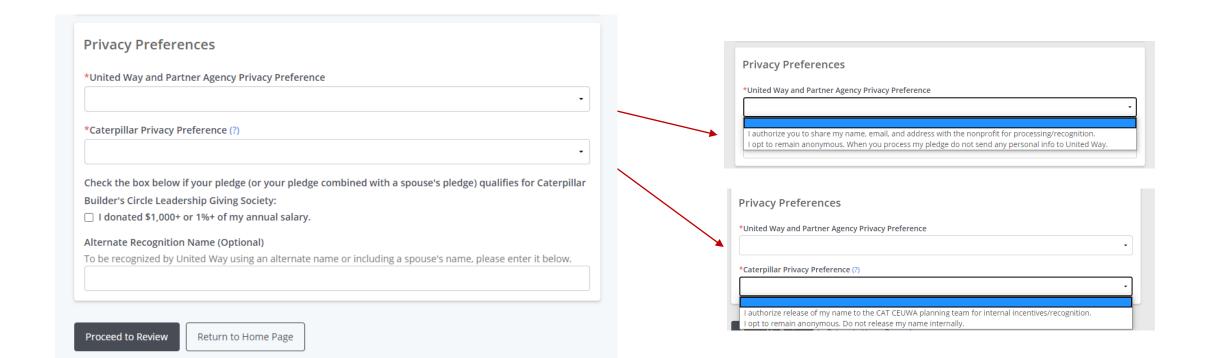
If you select you'd like pledge \$10 on your credit card, you would enter \$10 into the allocation chart



If an employee designates to an agency from the drop down, there is a \$25 annual minimum per partner agency (\$1 minimum per United Way or focus area)











#### **Credit Card Donation Information**

Gift Payment Method
Credit Card
* Total Gift Amount
\$50.00
Negative Designation * United Way and Partner Agency Privacy Preference
I authorize you to share my name, email, and address with the nonprofit for processing/recognition.
* Caterpillar Privacy Preference (?)
I authorize release of my name to the CAT CEUWA planning team for internal incentives/recognition.
* Address:  * City:
* State/Province:
* Zip/Postal Code:
Credit Cards Accepted:  **Credit Card Number: (no spaces or dashes)
* Expiration Date (MMYY):
* CVV (Visa, Mastercard, and Discover: three digit CVV number on the back of the card. American Express: four digit CVV number on th
• SUBMIT





#### **Submission Successful**

Your credit card donation was successfully processed and will be automatically matched by the Caterpillar Foundation. No additional action is needed!

**Download your certificate of participation:** View Participation Certificate **Take a quick survey:** United Way survey

Print Pledge Summary

#### Heart of Illinois United Way HEART OF ILLINOIS UNITED WAY INC

509 W High St, Peoria, IL, 61606, United States, U.S. Tax ID/EIN: 370661504

#### **Credit Card Donation Information**

Gift Payment Method Credit Car

\*Total Gift Amount \$50.00

**Negative Designation** 

\*United Way and Partner Agency Privacy I authorize you to share my name, email, and address with the nonprofit for processing/recognition.

Preference

\*Caterpillar Privacy Preference (?)

I authorize release of my name to the CAT CEUWA planning team for internal incentives/recognition.

\*Address: 6802 N Basket Oak Dr

\*City: Edwards

\*State/Province:

\*Zip/Postal Code: 61528

\*Credit Card Number: 5230

\*Expiration Date (MMYY): 022

Return to Home Page





Please select one of the following: X **Recurring Payroll Deduction One-Time Payroll Deduction** Deductions start January 2022 One deduction occurs January 2022 One-Time Credit Card Donation Stock/Donor-Advised Fund Donation One-time deduction occurs immediately Fulfill donation anytime in 2021 or 2022

You can pledge via multiple forms of payment within the same year.

Ex: Recurring payroll deduction, one-time payroll deduction AND a credit card donation.

Complete one form of payment with designations completely, then go back to home screen to add another form of payment with designations.

Close





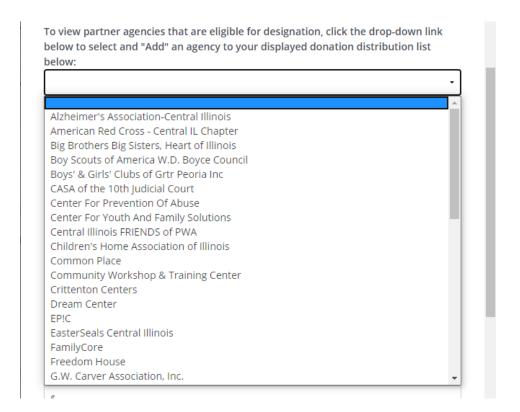
If you'd like to switch to a different	Hide Organization Search		
United Way chapter, click this link.	Local United Way Search		
	McLean		
	United Way of McLean County		
Click here to switch to a different United Way Chapter			
Stock/Donor Advised-Fund Donation Information		Cancel	
Stock Borror Advised Faria Borration Information			
Heart of Illinois United Way			
HEART OF ILLINOIS UNITED WAY INC			
509 W High St, Peoria, IL, 61606, United States, U.S. Tax ID/EIN: 370661504			
*Projected Transfer Date			
The date you plan to transfer the stock or initiate the transfer from your donor advised fund to the organization.	anization.		
MM/DD/YYYY			
* Total Gift Amount			
Enter the amount you plan to transfer to United Way on the date above.			





Choose how you'd like to invest your donation.	
Below is the United Way and focus areas/programs within the United Way that align to your home zip code. If you want to switch United Way	
o the top of the page. You may give your full donation to one United Way, Focus Area or United Way partner agency or divide it among sever	al.
There is a \$1 minimum donation to a United Way or Focus Area and a \$25 minimum annual donation per partner agency designation.	
To view partner agencies that are eligible for designation, click the drop-down link below to select and "Add" an agency to your displayed istribution list below:	d donation
istribution list below.	
Add	
Heart of Illinois United Way	
\$	
211	
\$	
COVID-19 Relief Fund	
\$	
ducation	
\$	
Financial Stability	
\$	
Health	
\$	
Success By Six	
\$	
Supporting Student Success (S3)	
\$	
Total Control	
0	
Negative Designation	
f you do not want a particular United Way funded partner agency to receive a portion of your gift, please indicate the agency below. Otherwi	ro losuo blank

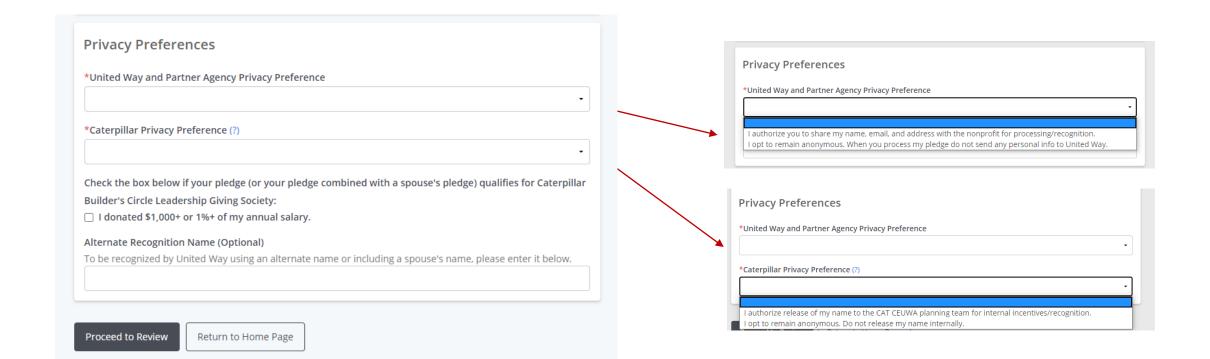
If you select you'd like to transfer \$10 to United Way in previous step, you would enter \$10 into the allocation chart



If an employee designates to an agency from the drop down, there is a \$25 annual minimum per partner agency (\$1 minimum per United Way or focus area)

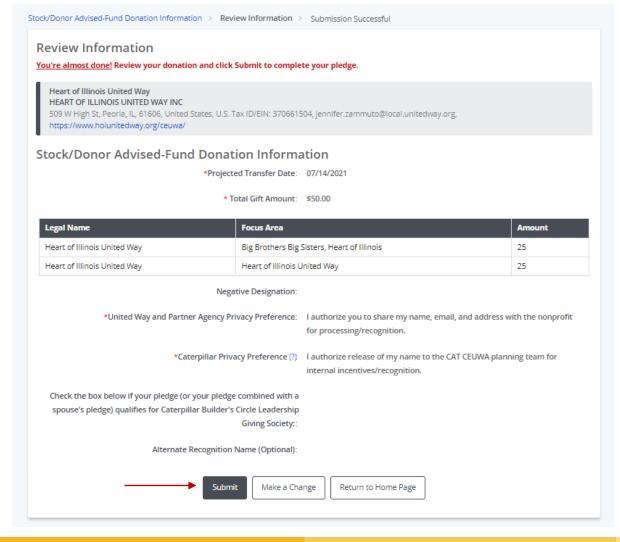






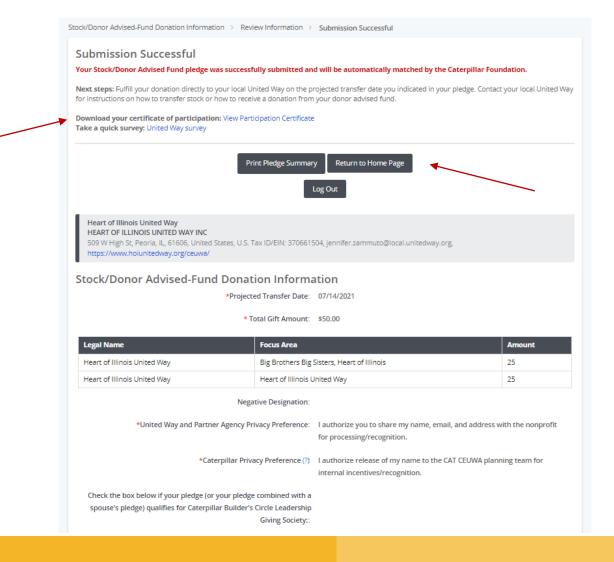








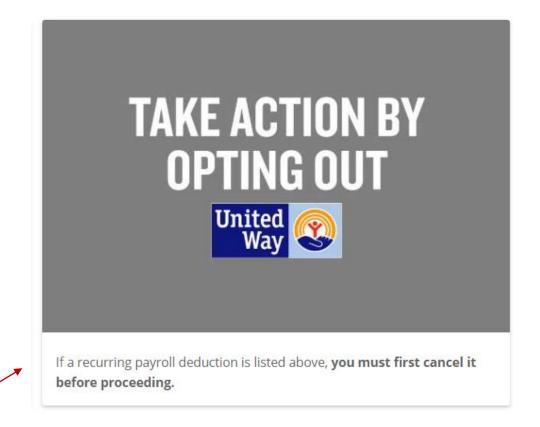






# **Take Action by Opting Out**

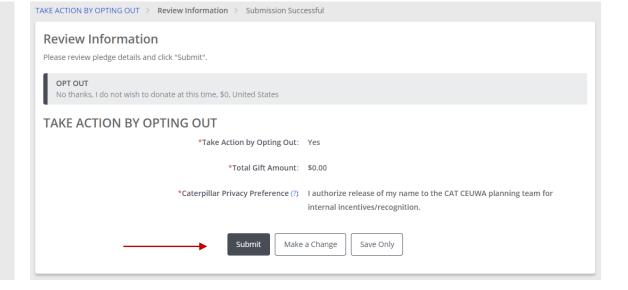




# **Take Action by Opting Out**



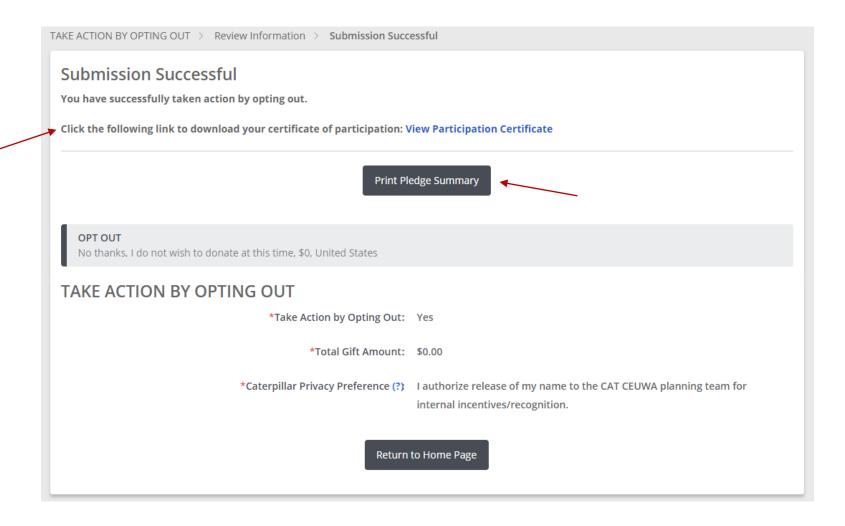
OPT OUT No thanks, I do no	t wish to donate at thi	s time, \$0, United Stai	res		
Take Action by Opti	ng Out				
Yes					
Total Gift Amount					
\$0.00					
Caterpillar Privacy F	reference (?)				





# **Take Action by Opting Out**







### **Participation Certificate**



- All employees who take some sort of action (pledge \$1+ or opt out) will have access to print the generic "thank you" certificate on final page of pledging.
- Employees with internal email address will also receive a confirmation email that contains pledge summary details and a link to the participation certificate.

**Download your certificate of participation:** View Participation Certificate **Take a quick survey:** United Way survey

Print Pledge Summary



