

#### **Campaign Employee Notification Emails**



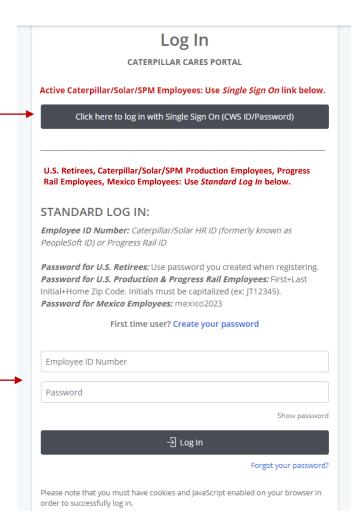
- Active full and part-time U.S. and ISE's with active CAT email addresses will receive an email the morning of August 21, 2023 from <a href="mailto:CEUWA\_cat@cat.com">CEUWA\_cat@cat.com</a>.
  - Reminder emails will automatically be sent each following Monday if employee hasn't taken some sort of action (opt in/opt out) as well as final reminder on 9/14
- 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/SPM 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)
  - Production employees hired after the campaign begins must wait 8 days after their hire date for a production login password to be set for them. Ex: If the employee is hired 8/21/23, they can login starting 8/29/23.



#### 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 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.

#### 1.1 MATCHING GIFTS PROGRAM

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:

- . Made to an eligible charity or school per the program guidelines (please also reference the ineligible charities section).
- . 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, PayPal, IRA QCD/RMD 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.

#### VOLUNTEER SERVICE MATCH (ACTIVE EMPLOYEES ONLY)

For every 10 hours an eligible Caterpillar participant volunteers to an eligible charity and records, the participant may request the Foundation to provide a \$100 USD grant to an eligible charity designated by the participant. A maximum of \$1,000 USD (up to 100 hours) per calendar year may be granted per participant. ELIGIBLE VOLUNTEER HOURS MUST BE:

- . Volunteered at an eligible charity or school per the program guidelines (please also reference the ineligible charities section).
- . Contributed time, effort and/or talent (without financial gain) to help an eligible charity or school further their mission.
- Performed during employee personal time or, at the discretion of Human Resources and management within your division, during working hours. This may
  include volunteer hours that count toward any applicable volunteer time-off policy in your country.
- Employees must record hours and submit volunteer service match requests online by January 31 of the year following the donation in order to be eligible for
  the Foundation match.

#### U.S., MEXICO, PANAMA & CANADA UNITED WAY CAMPAIGN (CAMPAIGN CURRENTLY CLOSED. WILL RE-OPEN AUG 21 - SEP 15, 2023)

- 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 PRIVACY

Information provided to Caterpillar is processed consistent with Caterpillar's 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 program updates, announcements 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 and volunteer service match, the Caterpillar Foundation does not provide nonprofits with the participant's full mailing address but will provide the participant's name, gift details provided, home city/state (not full address) and email address (in some instances) 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 your greatest 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

Please note that all organizations and requests 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.

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.

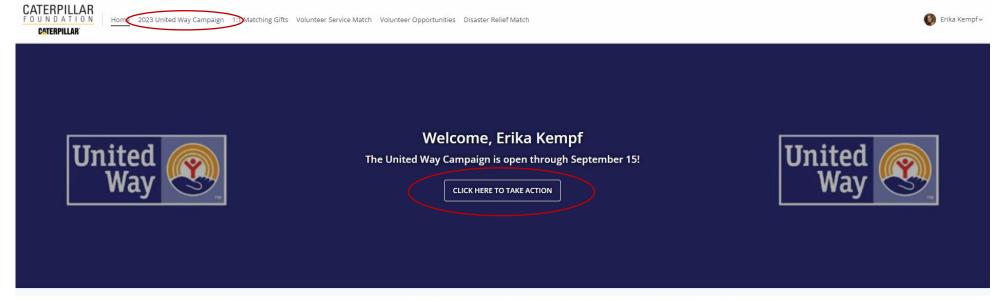
I ACCEPT

I DO NOT ACCEPT



# Click Pledge Now or 2023 United Way Campaign Tab





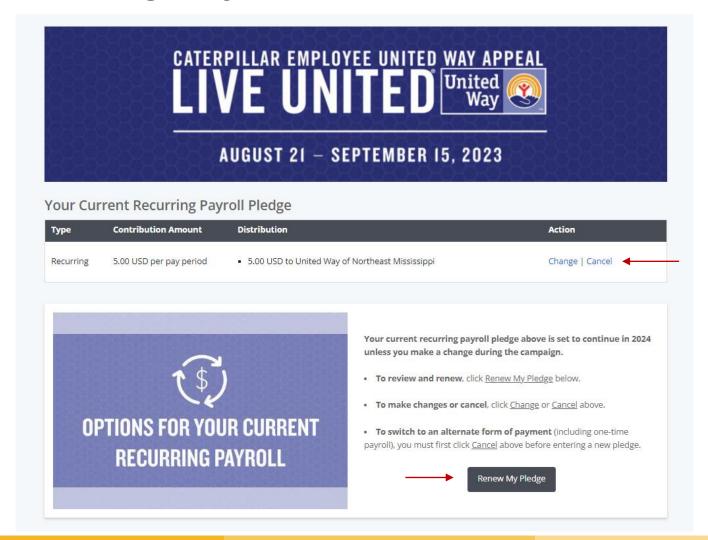


# **Employees With Recurring Payroll**



If the employee has an active Recurring Payroll deduction that is automatically set to continue in 2024 (it will also be matched and count toward your reports even if they don't "renew" it), they will see it listed.

They should follow the instructions on the site to actively "renew" it, make changes, or cancel.

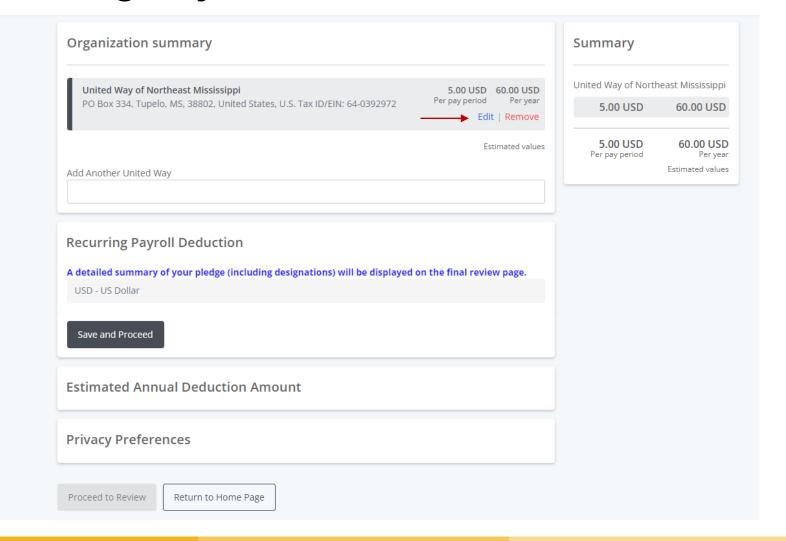




### **Employees With Recurring Payroll**



If the employee clicks renew or change, they will be directed into their existing recurring pledge where they can view the details or make changes by clicking "Edit" before resubmitting the pledge.





### **Employees Without Recurring Payroll**



If the employee does not have an active Recurring Payroll deduction it will say No Result found.

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





#### Please select one of the following:



One-Time Credit Card Donation

Deduction occurs immediately



One-Time Payroll Deduction
Deduction occurs January 2024



Stock/Donor-Advised Fund Donation Fulfill donation in 2023 or 2024 Employees 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
	·	Select your pledge method:
		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 to deduct from each paycheck starting January 2024

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")
Dollar amount to deduct from each paycheck starting January 2024  Do not include the "\$" symbol.
59.93

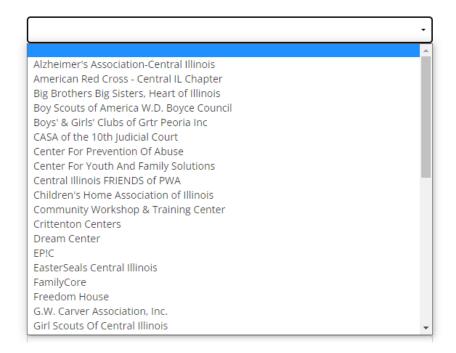
Amount auto calculates based on the employee's base salary and the percentage they enter. This deduction amount will stay consistent the full year and will not fluctuate if their salary changes.





Using the designation table below, choose where you'd like your donation to go. Enter the amount per paycheck you'd like directed to a United Way's General Fund, Focus Area(s) or	
amount per paycheck you drike directed to a onited way's General Fund, Focus Area(s) or United Way partner agencies.	
- \$1 minimum to United Way General Fund or Focus Area	
- \$25 annual minimum per Partner Agency	
Optional: Click the drop-down arrow below to select and "Add" partner agencies to your	
designation table:	
-	
Add	
Heart of Illinois United Way General Fund	
\$	
211	
\$	
COVID-19 Relief Fund	
\$	
Education	
\$	
Financial Stability	
\$	
Health	
\$	
Success By Six	
\$	
Supporting Student Success (S3)	
\$	
Total	
0	
·	

If you select you'd like \$5 to deduct per paycheck in previous step, you would enter \$5 into the designation table (meaning \$5 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)

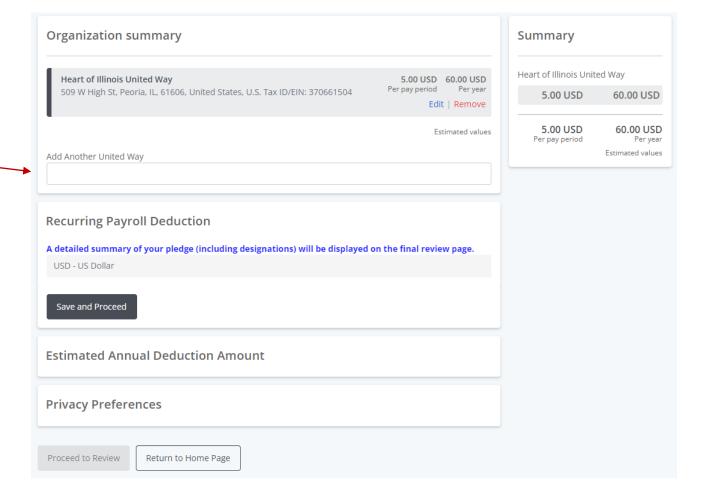




Optional: Negative Design	ation		
	ılar United Way partner agenc	-	n of your
girt, please indicate the ag	ncy below. Otherwise, leave b	DIANK.	

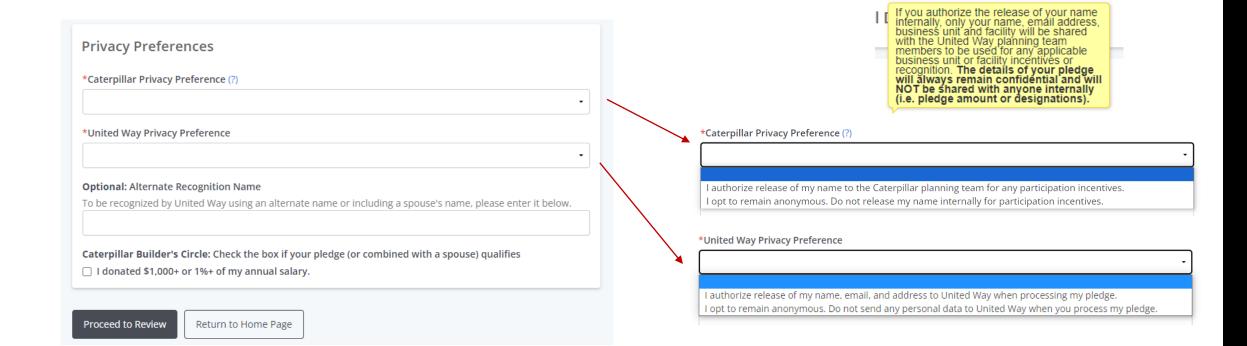


If the employee wants to add a second United Way chapter to the pledge



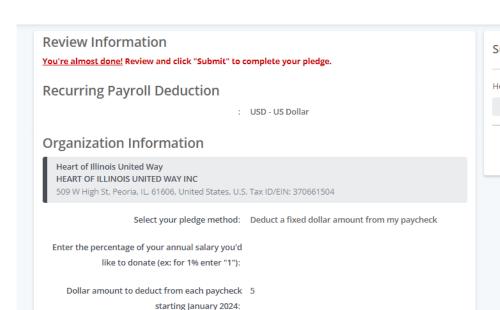










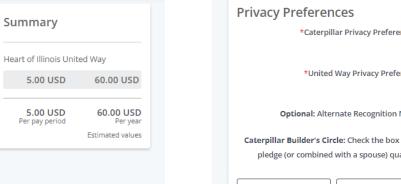


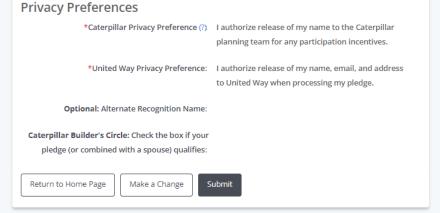
Legal Name	Focus Area	Amount
Heart of Illinois United Way	Big Brothers Big Sisters, Heart of Illinois	2.5
Heart of Illinois United Way	Heart of Illinois United Way General Fund	2.5

Optional: Negative Designation:

#### **Estimated Annual Deduction Amount**

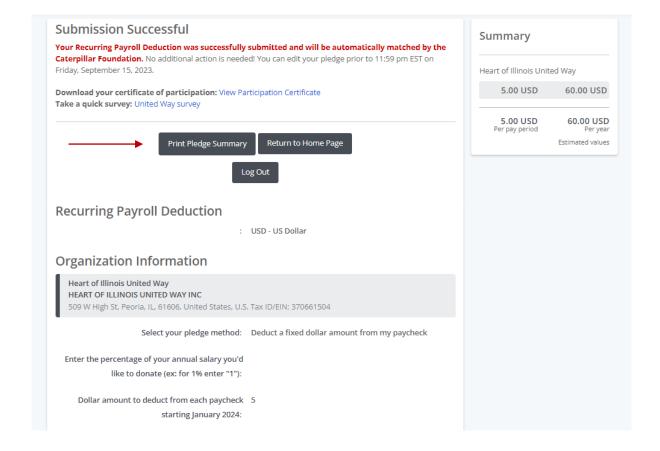
Amount to be withheld from paycheck in 2024: 60











Legal Name	Focus Area	Amount			
Heart of Illinois United Way	Big Brothers Big Sisters, Heart of Illinois	2.5			
Heart of Illinois United Way	Heart of Illinois United Way General Fund	2.5			
Optional: Negative Designation:					
Estimated Annual Deduction Amount					
Amount to be withheld from paycheck in 2024: 60					

Privacy Preferences

\*Caterpillar Privacy Preference (?) | Lauthorize release of my name to the Caterpillar

planning team for any participation incentives.

\*United Way Privacy Preference: I authorize release of my name, email, and address

to United Way when processing my pledge.

Optional: Alternate Recognition Name:

Caterpillar Builder's Circle: Check the box if your pledge (or combined with a spouse) qualifies:

Return to Home Page





#### Please select one of the following:



Recurring Payroll Deduction

Deductions start January 2024



One-Time Credit Card Donation

Deduction occurs immediately



Stock/Donor-Advised Fund Donation

Fulfill donation in 2023 or 2024

Employees 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





Click here to switch to a different United Way Chapter

#### Your Local United Way

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

#### 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 2024:

Do not include the "\$" symbol.

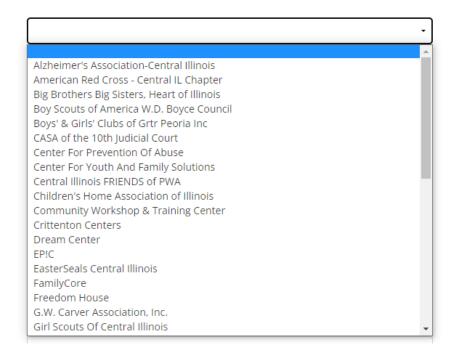
If you'd like to switch to a different United Way chapter, click this link.

Hide Organization Search	
Local United Way Search	
McLean	
United Way of McLean County	
	▼
	Cancel $oldsymbol{\mathcal{C}}$ Update



Using the designation table below, choose where you'd like your donation to go. Enter the amount you'd like directed to a United Way's General Fund, Focus Area(s) or United Way - \$1 minimum to United Way General Fund or Focus Area \$25 annual minimum per Partner Agency Optional: Click the drop-down arrow below to select and "Add" partner agencies to your Heart of Illinois United Way General Fund COVID-19 Relief Fund Education Financial Stability Health \$ Success By Six Supporting Student Success (S3) Total

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



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)

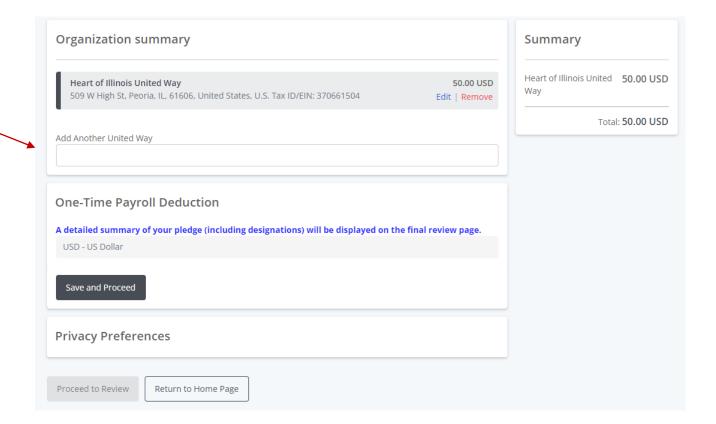




Optional: Negative Design			
If you do not want a partice			n of your
gift, please indicate the age	ncy below. Otherwise, leave	e blank.	

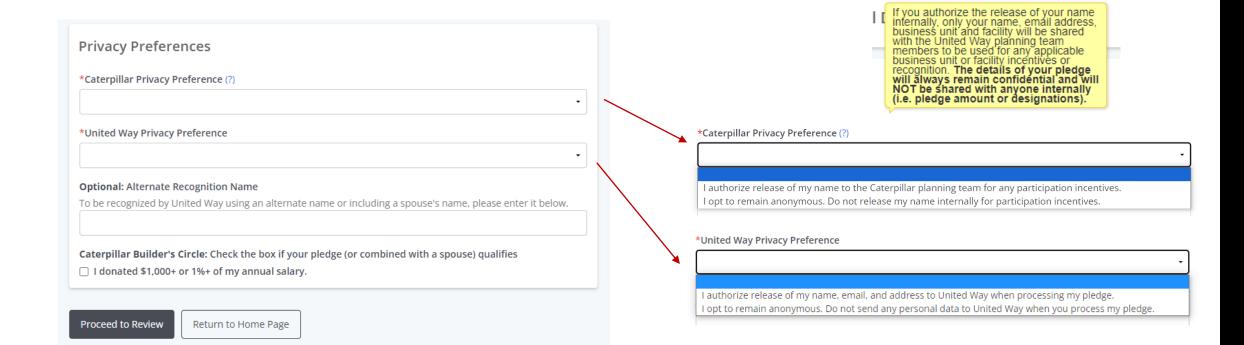


If the employee wants to add a second United Way chapter to the pledge



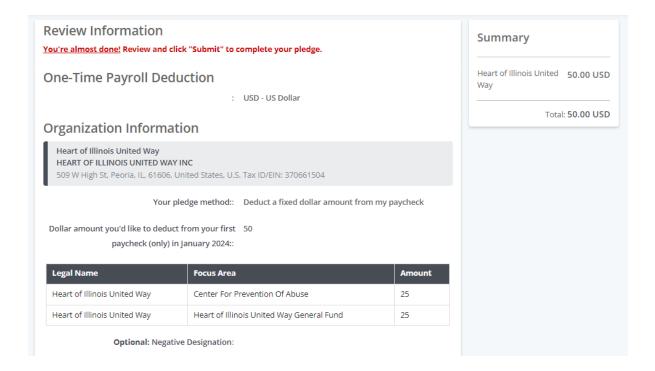


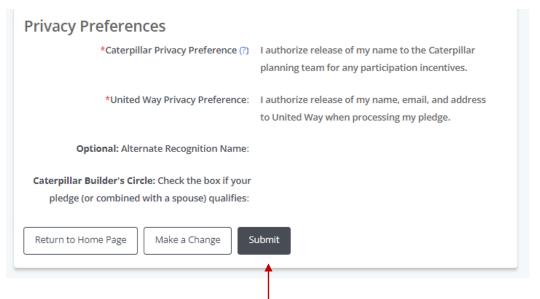




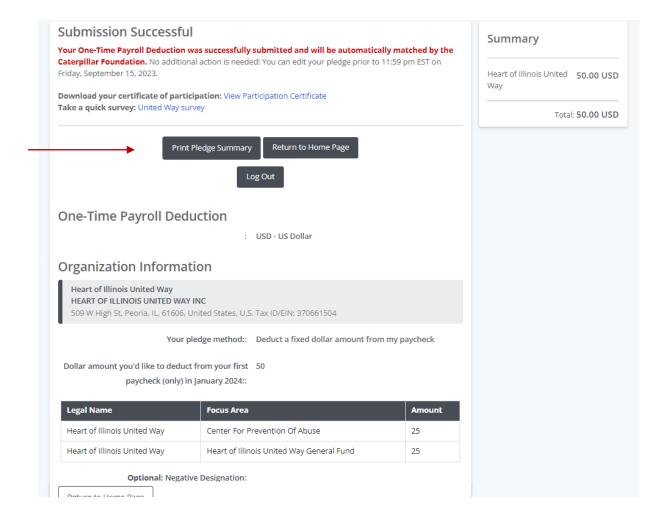
















#### Please select one of the following:



**Recurring Payroll Deduction** 

Deductions start January 2024



One-Time Credit Card Donation

Deduction occurs immediately



One-Time Payroll Deduction

Deduction occurs January 2024



Stock/Donor-Advised Fund Donation

Fulfill donation in 2023 or 2024

Close

Employees 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.





Hide Organization Search

Local United Way Search

United Way of McLean County

McLean

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 United Way Chapter

#### Credit Card Donation Information

If you want to donate to more than one United Way, please submit a second credit card pledge after completing this transaction.

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	

#### Gift Payment Method

Credit/Debit Card

#### \*Donation Amount

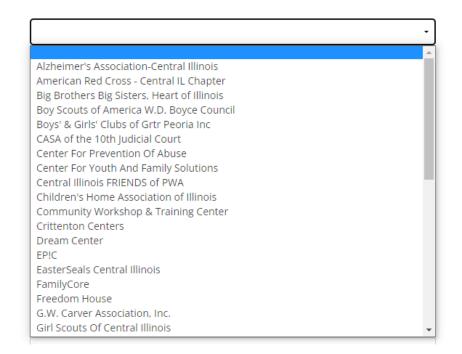
Enter the amount you'd like to deduct from your credit/debit card today. Do not enter the "\$" symbol or a comma.





Using the designation table below, choose where you'd like your donation to go. Enter the amount you'd like directed to a United Way's General Fund, Focus Area(s) or United Way - \$1 minimum to United Way General Fund or Focus Area \$25 annual minimum per Partner Agency Optional: Click the drop-down arrow below to select and "Add" partner agencies to your Heart of Illinois United Way General Fund 211 COVID-19 Relief Fund Education \$ Financial Stability Health \$ Success By Six Supporting Student Success (S3) Total

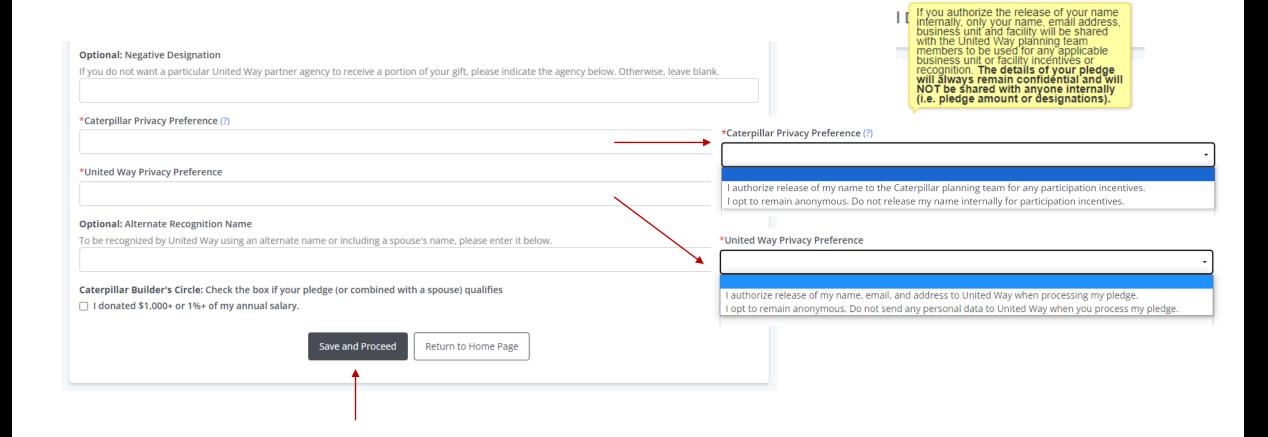
If you select you'd like \$10 to deduct from your credit/debit card, you would enter \$10 into the designation table



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)









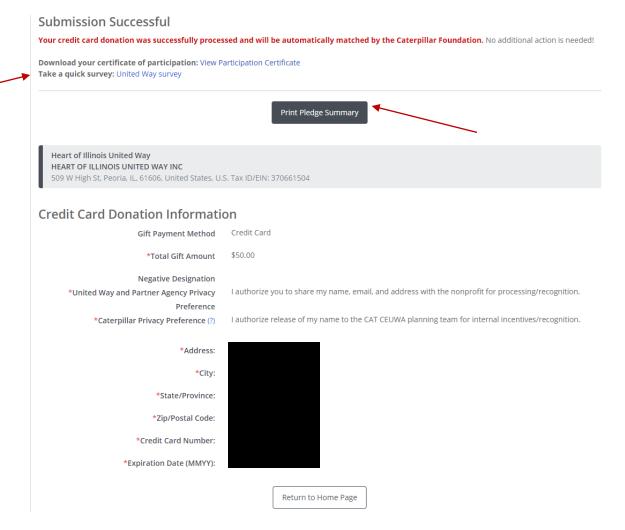


#### **Review Information** You're almost done! Provide your credit/debit card information and click "Submit" to complete your pledge. The transaction will process immediately and you will be unable to edit your pledge. Heart of Illinois United Way HEART OF ILLINOIS UNITED WAY INC 509 W High St, Peoria, IL, 61606, United States, U.S. Tax ID/EIN: 370661504 Credit Card Donation Information Gift Payment Method Credit/Debit Card \*Donation Amount \$50.00 **Optional:** Negative Designation \*Caterpillar Privacy Preference (?) I authorize release of my name to the internal CAT planning team for any participation incentives. \*United Way Privacy Preference I authorize release of my name, email, and address to United Way when processing my pledge. Optional: Alternate Recognition Name Caterpillar Builder's Circle: Check the box if your pledge (or combined with a spouse) qualifies

Address:
City:
uny.
State/Province:
Zip/Postal Code:
redit Cards Accepted:
MEX MISS WISA
Credit Card Number:
io spaces or dashes)
Expiration Date (MM/YY):
CVV  Visa, Mastercard, and Discover: three digit CVV number on the back of the card. American Express: four digit CVV number on the front of the card)
You have chosen to donate
\$50.00
You will be charged immediately. This charge will appear on your statement as CAT FOUNDATION.
Submit Make a Change Return to Home Page









#### Please select one of the following:



Recurring Payroll Deduction

Deductions start January 2024



One-Time Credit Card Donation

Deduction occurs immediately



One-Time Payroll Deduction

Deduction occurs January 2024



Close

Employees 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.





If you'd like to switch to a different
United Way chapter, click this link.

Hide Organization Search	ı
Local United Way Search	1
McLean	1
United Way of McLean County	ı
	7

Click here to switch to a different United Way Chapter

#### Stock/Donor Advised-Fund Donation Information

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

#### \*Projected Transfer Date

Heart of Illinois United Way

HEART OF ILLINOIS UNITED WAY INC

The date you plan to transfer the stock or initiate the transfer from your donor-advised fund to United Way.

MM/DD/YYYY

#### \*Donation Amount

The amount you plan to transfer to United Way on the date above. Do not enter the "\$" symbol or a comma.





Using the designation table below, choose where you'd like your donation to go. Enter the amount you'd like directed to a United Way's General Fund, Focus Area(s) or United Way - \$1 minimum to United Way General Fund or Focus Area \$25 annual minimum per Partner Agency Optional: Click the drop-down arrow below to select and "Add" partner agencies to your Heart of Illinois United Way General Fund 211 COVID-19 Relief Fund Education \$ Financial Stability Health \$ Success By Six Supporting Student Success (S3) Total

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 Community Workshop & Training Center Crittenton Centers Dream Center EP!C EasterSeals Central Illinois FamilyCore Freedom House G.W. Carver Association, Inc. Girl Scouts Of Central Illinois

If you select you'd like \$10 to transfer from your stock/donor-advised fund, you would enter \$10 into the designation table

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)

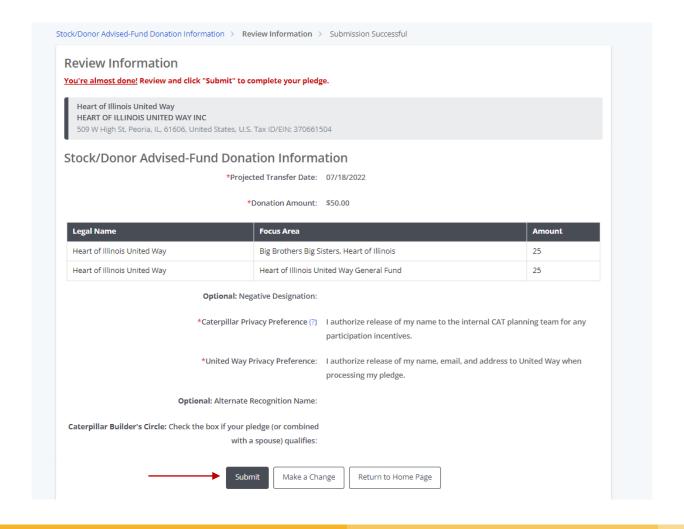




Optional: Negative Designation  If you do not want a particular United Way partner agency to receive a portion of your gift, please indicate the agency below. Otherwise, leave blank	If you authorize the release of your name infernally, only your name, email address, business unit and facility will be shared with the United Way planning team members to be used for any applicable business unit or facility incentives or recognition. The details of your pledge will always remain confidential and will NOT be shared with anyone internally (i.e. pledge amount or designations).	
*Caterpillar Privacy Preference (?)		
	*Caterpillar Privacy Preference (?)	
*United Way Privacy Preference	•	
	I authorize release of my name to the Caterpillar planning team for any participation incentives.  I opt to remain anonymous. Do not release my name internally for participation incentives.	
Optional: Alternate Recognition Name  To be recognized by United Way using an alternate name or including a spouse's name, please enter it below.	*United Way Privacy Preference	
	·	
Caterpillar Builder's Circle: Check the box if your pledge (or combined with a spouse) qualifies		
☐ I donated \$1,000+ or 1%+ of my annual salary.	I authorize release of my name, email, and address to United Way when processing my pledge.  I opt to remain anonymous. Do not send any personal data to United Way when you process my pledge.	
Save and Proceed  Return to Home Page		

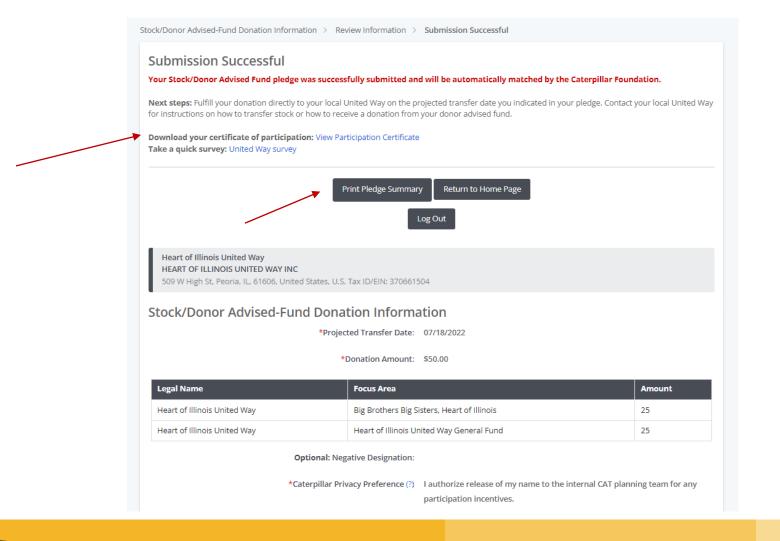








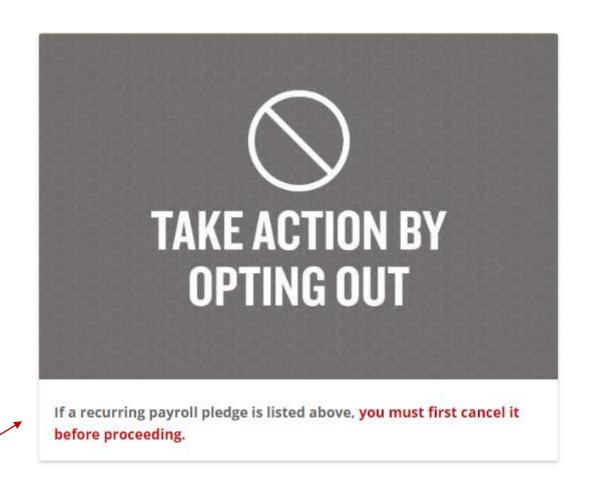






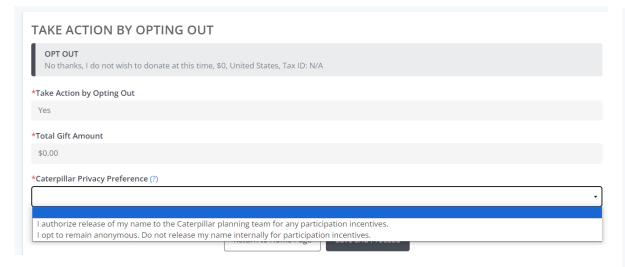
# **Take Action by Opting Out**

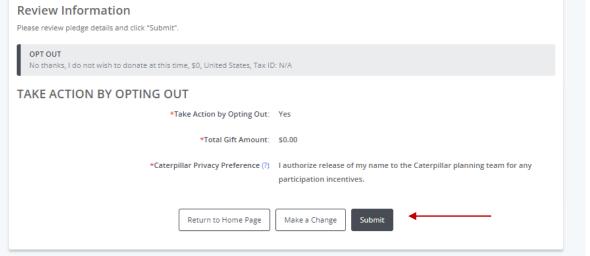




# **Take Action by Opting Out**



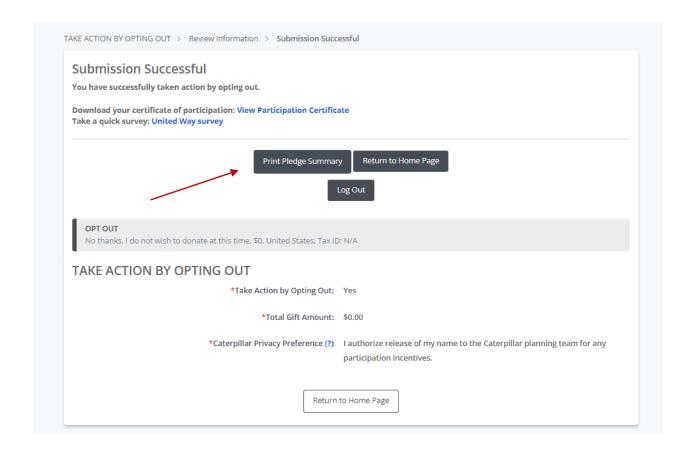






### **Take Action by Opting Out**







### **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

