Step 1: If you have pledged online before, click “no” and enter your username and password. If you forgot your username and/or password, click “recover” in the upper right corner of the screen to have them emailed to you.

If this is your first time pledging online, click “yes.” In the box that pops up, select your division (location where you work). You can search by name, unit number, or address, or click “show” on the blue bar to scroll through a list of divisions.

Click the circle next to your division to move on to the next step.

Fill in all fields to complete your registration.

Step 2: Select a pledge type. Depending on your choice, you will be prompted to enter payroll deduction, credit/debit card, or e-check information. When all fields are complete, click “go to next step.”
**Step 3:** Enter your employee id number or social security number. This information is required to process your pledge correctly.

**Step 4:** Decide whether you want to release your address and/or email to the charities you select, or if you would like your donation to remain anonymous.

You also have the option to donate “In honor of” or “In memory of” someone.

**Step 5:** Select charities by clicking the green plus signs to expand each federation list or click “search mode” to search by cause or keyword.

To select a charity, click the blue “add to pledge” box on the right of each line.
Step 6: Scroll down to allocate funds to your selected charities. Click “go to next step” when you have allocated your entire pledge.

Step 7: Use your mouse to digitally sign your pledge (it does not have to be legible).

Click “complete this pledge” to finish.

You will receive an email receipt. You can also login in anytime to print a receipt and view past pledges.

If you have any difficulty with the pledging system, contact Keri Hathhorn at khathhorn@cs-il.org or (312) 994-5885.