

Setting Up Your Capital Campaign Pledge Using myWPC

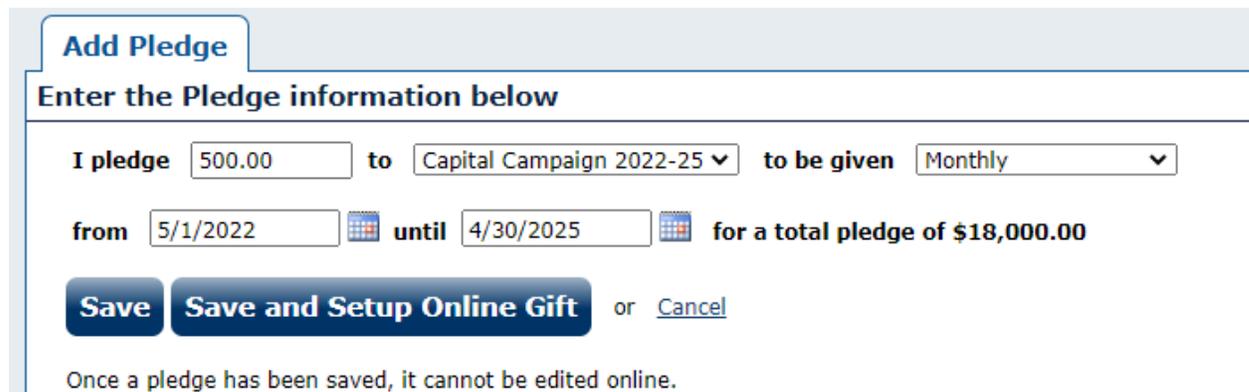
1. Visit <http://www.wpcdurham.org/mywpc> or click the myWPC member login link at the top of wpcdurham.org.
2. Login to myWPC with your email address/username and password.
3. Go to **Home > My Profile**.



4. Along the tabs at the top, click on **My Pledge History**.



5. Your pledge summary is displayed for the current year. Click the **Add Pledge** button.

A screenshot of a web form titled 'Add Pledge'. The form contains the following fields: 'I pledge' with a text input containing '500.00', 'to' with a dropdown menu showing 'Capital Campaign 2022-25', 'to be given' with a dropdown menu showing 'Monthly', 'from' with a date input containing '5/1/2022' and a calendar icon, 'until' with a date input containing '4/30/2025' and a calendar icon, and 'for a total pledge of \$18,000.00'. Below the form are three buttons: 'Save', 'Save and Setup Online Gift', and 'Cancel'. A note below the buttons states: 'Once a pledge has been saved, it cannot be edited online.'

6. Fill out the information for your pledge. Enter the dollar amount, choose Capital Campaign 2022-25, and select the frequency (such as weekly, monthly, etc.). **For the date range, be sure you enter the date range 5/1/2022 to 4/30/25.** You can type it in, or you can use the calendar buttons to choose the date from the calendar.
7. When complete, you have two options – the **Save button** will save your pledge. The **Save and Setup Online Gift** will save your pledge and let you set up automatic giving, so you don't have to remember to pay your pledge – it will happen automatically based on how you set it up. We can debit your bank account, and we accept credit cards.

8. If you choose **Save and Setup Online Gift**, you'll see the new gift details and payment page:

New Gift Details

Give to optional memo [+ add more](#)

Frequency On

Fill out the information as noted to set your automatic giving. For example, this will give \$500 to the Capital Campaign 2022-25 each month on the 1st of the month, and will continue until you log back in and tell it to stop:

New Gift Details

Give to optional memo [+ add more](#)

Frequency on the

Starting until

Occurs on the 1st day of every month beginning May 1, 2022.

Once you've set the gift details to be what you'd like it to be, you'll need to indicate the payment method:

Payment Details

Save for future use

Account Type

Account Number



Expiration Date /

Name on card

Billing Address Line 1

Billing Address Line 2

Billing City

Billing State

Billing Postal Code

Email Address

or

You can use a credit or debit card, or use your checking or savings account. For example, if you want the funds to come from your checking account, you'll choose Checking under Account Type, and the screen will change to look like this:

Payment Details

Save for future use

Account Type

Account Number 

Routing Number 

Billing Name

Billing Address Line 1

Billing Address Line 2

Billing City

Billing State

Billing Postal Code

Email Address

or Cancel

When you're done with your entry, click the **Give** button to save this automatic contribution.

When contributions are processed, you'll be sent a receipt to the email on file in your myWPC account.

Questions? Issues? Please feel free to call Sharon Morgan at 919-489-4974 x122 or email to sharon@wpcdurham.org. You can also email Sharon directly with the pledge data and she can enter the pledge on your behalf.