

# UT Campus Chest Campaign Pledging through Philanthropy Cloud- Step by Step Guide

## Logging In

Go to <https://campuschest.utk.edu> and click on “Make A Pledge” from the homepage. Use your regular Net ID and Password to login.

If you have an issue logging in, please notify our office at [campuschest@utk.edu](mailto:campuschest@utk.edu).

## How to Pledge

From the Campus Chest Philanthropy Cloud Homepage, there are many ways to submit a donation. Instructions for each method are provided below.

- 1) Donate to an Independent Agency, UWGK, or Community Shares.
  - i. Scroll through the banners at the top of the pledge page until you find Campus Chest and click “Donate”.



- ii. All of the Independent Agencies listed in the Brochure can be found at the bottom of the instructions in the next step.

\*The agencies listed received 10 or more pledges in the 2020-2021 campaign.\*

To search for a specific organization:

- 1) Choose Payment Method (Payroll deduction will begin Jan. 1, 2022 and end Dec. 31, 2022)
- 2) Choose Monthly or 1-time Donation
- 3) Choose Amount
- 4) Click “Donate”
- 5) Choose Recipient: “+ add recipient”. You can either search the organization (must be typed in exactly as it’s listed) or you can choose “write in recipient” With the write-in option, the required info is the organization name, city & state.
- 6) Click “Confirm”
- 7) Make sure the donation amount is put in the box to the right of the recipient. This is where you can allocate your total donation as you like if you have more than one designation.
- 8) Click “Donate 5”  
[Click here to see the complete Campus Chest 2021-2022 brochure with agency lists.](#)

- iii. Select your payment method and total amount, then click “Donate” to move to the final step for agency selections.
  - iv. Click on “+ Add Recipient” to search for your agency of interest. You can add as many agencies as preferred and disburse your total donation amount between them as you prefer. Also, it is important to use either the exact agency name or tax ID number to find an agency of interest.

**Campus Chest: Agency Designations**  
 Click here to donate directly to a specified agency.

Total Donation	\$80 USD
Check	

Please choose one or more recipients for your donation.

Recipients ⊖ + Add Recipient

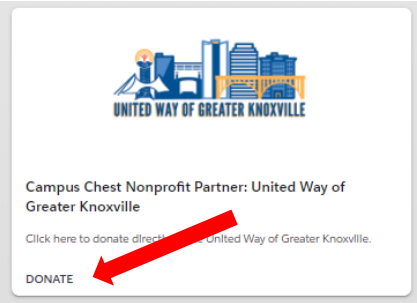
Total Donation	\$0
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You will receive instructions by email for how to send your donation.

[Donate \\$80](#)

**Other Ways to Donate:**

- 1) Donate directly to United Way of Greater Knoxville.
  - i. From the Homepage, click on the Story Card titled “Campus Chest Nonprofit Partner: United Way of Greater Knoxville”.



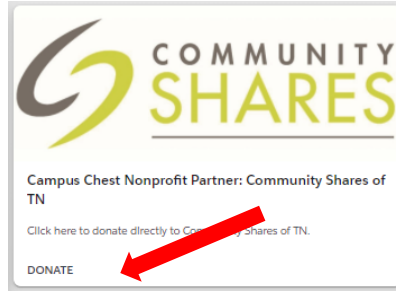
- ii. Select a Payment Method
  - Select Payment Method
  - Credit Card
  - Payroll
  - Check
  - Cash

[Cancel](#) [Next](#)
- iii. Select/enter the total donation amount.
- iv. If you wish to notate a specific UWGK Agency to receive the donation, click on “+ Add Note” and type in the name of the partner agency/agencies you wish to support. If multiple agencies are noted please notate how much should be allocated for each agency.

[+ Add Note](#)

- v. Finalize the pledge by clicking Donate.

- 2) Donate directly to Community Shares of Tennessee.
  - i. From the Homepage, click on the Story Card titled “Campus Chest Nonprofit Partner: Community Shares of TN”.



- ii.
- iii. **Select a Payment Method**

Select Payment Method

- Credit Card
- Payroll
- Check
- Cash

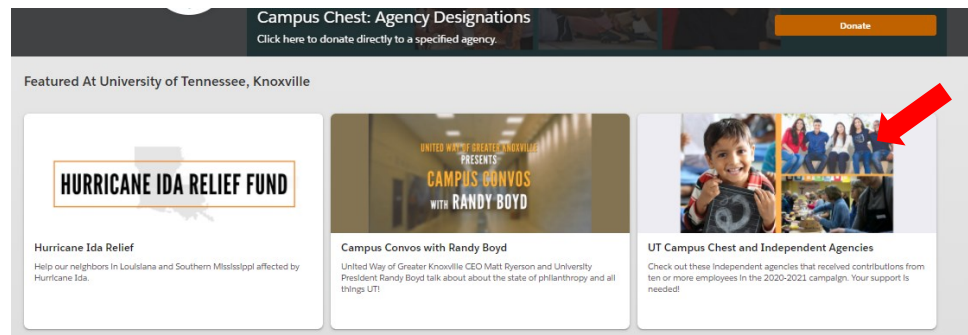
[Cancel](#) [Next](#)

- iv. Select/enter the total donation amount.
- v. If you wish to notate a specific Community Shares Partner Agency to receive the donation, click on “+ Add Note” and type in the name of the partner agency/agencies you wish to support. If multiple agencies are noted please notate how much should be allocated for each agency.



- vi. Finalize the pledge by clicking Donate.

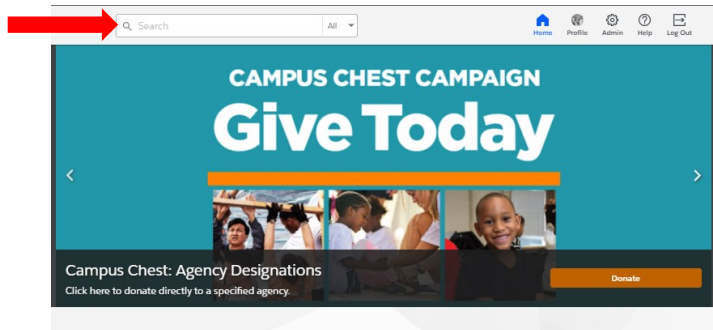
3) From the Homepage, click on the Story Card titled “UT Campus Chest and Independent Agencies”.



- i. All of the Independent Agencies listed in the Brochure can be found at the bottom of the next page. Simply select which one you are interested in, then a payment method, total amount, and finalize your donation.
- ii. These steps will need to be done for each unaffiliated agency you wish to donate to.

4) Donate to Agencies Through the Search Bar.

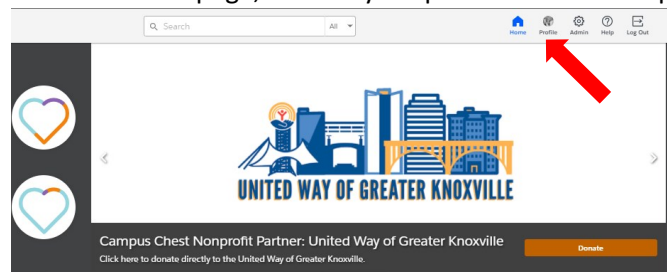
- i. From the homepage, type in the name of the non-affiliated agency you would like to donate to and hit enter.



- ii. From the list of results, select the preferred agency. Be sure to look at the location to ensure it's the correct one in the desired area. Please note that it is important to use either the exact agency name or tax ID number to find an agency of interest.
- iii. Select a payment method, select a total amount, then finalize your donation.
- iv. You can repeat these steps for each unaffiliated agency you wish to donate to.

5) Renew your pledge from last year.

- i. From the homepage, click on your profile link in the top right corner.



- ii. Scroll to the bottom of your profile page. If you donated through the portal last year, there will be a summary of all the agency pledges submitted. Click the "Donate Again" icon as applicable.

**Note:** The "Donate Again" function will only work for one-time payroll, credit card, cash, and check donations. If 12 month deductions was selected last year, the deductions for September and October 2021 have not been taken yet which is why the renew option is not showing as available.