



United Way of Chester County

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West Chester, PA 19380

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www.unitedwaychestercounty.org

***How to Use
United Way of Chester County's
Online Agency Portal***

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Description of Main Menu Options and Online Reports

Welcome: Welcome page once you have logged on to the Agency Portal

My Profile: Contact profile (please email pbeans@uwchestercounty.org if you would like to make any changes)

Organization Profile: Agency or United Way profile (please email pbeans@uwchestercounty.org if you would like to make any changes)

DC Agency Projection Report (for Agencies only): This report lists donor details, such as your donor's name and address (if they want to be acknowledged for their gift), amount designated and amount payable.

This report may include one or more PayDirect designations, which are donors whose designations are managed by a United Way other than UWCC. If you have any PayDirect designations the amount will appear on this report in the column PayDirect Designations. **Payment for PayDirect Designations will be made to your organization by the United Way that processed the designation, NOT by UWCC.**

DC Pledge Projection Report (for United Ways only): This report is used to detail "amount raised" for other United Ways in the national campaign. It also details fundraised dollars that will be paid directly to your United Way, dollars fundraised that will be paid to others, and dollars that will be paid to you but fundraised by another United Way.

DCP Payee by Organization Report:

This report provides a breakdown of UWCC's payment to your Agency or United Way.

This report may include one or more PayDirect designations. If you have any PayDirect designations the amount will appear on this report in the column Less Direct Checks. **Again, payment for PayDirect Designations will be made to your organization by the United Way that processed the designation, NOT by UWCC.**

Reports: Page to access the online reports that you have submitted (Reports will be available online for a period of time following publication. Please remember to save all reports to your computer).

Logoff: Logoff the Agency Portal

How to Logon the Agency Portal

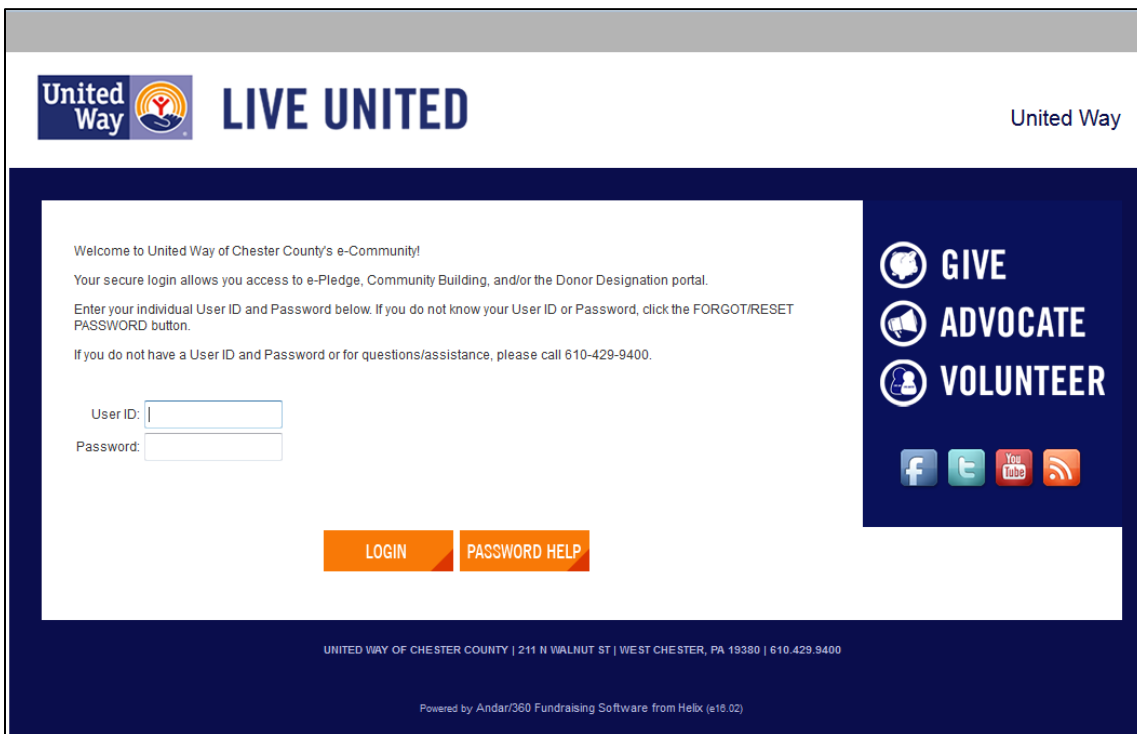
Enter the following into your web browser: <https://uwcc.unitedwayepledge.org/epledge/crm/Start.jsp>,

OR

Enter www.unitedwaychestercounty.org into your web browser

Use your cursor to hover over the *For Agencies* tab at the top of the page, and in the drop-down list click on *Agency Portal Login*

Enter the **UserID** and **Password** previously emailed to you and click on **Log In** (If you have forgotten your UserID or password please click on *Password Help* and follow the directions).



The screenshot shows the login page for the United Way Agency Portal. At the top left is the United Way logo and the text "LIVE UNITED". At the top right is the text "United Way". The main content area is white and contains the following text:

Welcome to United Way of Chester County's e-Community!

Your secure login allows you access to e-Pledge, Community Building, and/or the Donor Designation portal.

Enter your individual User ID and Password below. If you do not know your User ID or Password, click the FORGOT/RESET PASSWORD button.

If you do not have a User ID and Password or for questions/assistance, please call 610-429-9400.

User ID:

Password:

At the bottom of the form are two orange buttons: "LOGIN" and "PASSWORD HELP".

On the right side of the page, there is a dark blue sidebar with three white icons and text: "GIVE", "ADVOCATE", and "VOLUNTEER". Below these are four social media icons: Facebook, Twitter, YouTube, and RSS.

At the bottom of the page, there is a footer with the text: "UNITED WAY OF CHESTER COUNTY | 211 N WALNUT ST | WEST CHESTER, PA 19380 | 610.429.9400" and "Powered by Andar360 Fundraising Software from Helix (e16.02)".

For Agencies Only: How to Run the DC Agency Projection Report (Donor List)

Click on **DC Agency Projection Report** in the menu at the top of the page.

Select a Definition

Choose a Report Type:

Acrobat (PDF) Format

Spreadsheet (CSV) Format

Both Acrobat and Spreadsheet

The screenshot shows the United Way web application interface. At the top left is the United Way logo and 'LIVE UNITED' text. At the top right is the 'United Way' text. Below the header is a navigation menu with links: WELCOME, MY PROFILE, ORGANIZATION PROFILE, DC AGENCY PROJECTION REPORT, DC PLEDGE PROJECTION REPORT, DC PAYEE BY ORGANIZATION REPORT, REPORTS, and LOGOFF. The main content area is titled 'DC AGENCY PROJECTION REPORT (FOR AGENCIES ONLY)'. It displays the organization name 'Adult Care of Chester County, Inc. - Agency' and its address. Below this is a table with columns: Select, Dfn. #, Year, Campaign, Cutoff Date, Final, Lock Process, Lock Date, Lock By, Change Date, Create Date, and Create Time. A single row is visible with the following data: [Selected], 4171, 2015, United Way Campaign, 06/30/2016, Final, [empty], [empty], [empty], 07/14/2016, 07/14/2016, 10:59:26 AM. Below the table is a 'Report Type' dropdown menu set to 'Acrobat (PDF) Format'. There are 'SUBMIT' and 'CANCEL' buttons. On the right side of the interface, there are icons for 'GIVE', 'ADVOCATE', and 'VOLUNTEER', along with social media icons for Facebook, Twitter, YouTube, and RSS. At the bottom of the page, there is contact information for United Way of Chester County and a 'CHANGE ORGANIZATIONS' link.

Click on **Submit**. You should see the message **The report has been submitted successfully and will now be listed on the Reports page. When the Status is 'Ready' you will be able to view this report.**

Click on **Reports** in the menu at the top of the page and click on the name of the report to open it.



Agency Projection Report

Driving School for the Disabled

Campaign Year: 2000
 Campaign Account: 2550 Local Campaign
 Report Account: 2766 Driving School for the Disabled, 80 Biplands Lane, Suite 303, Princeton NJ 09389

This is the Interim report cumulated from previous reports

Designated Account - 2766 Driving School for the Disabled	Cash Designation	Payroll Designation	Bill/Direct Designation	Pay/Direct Designation	Total Designation	(Admin % based on Received \$)	Projected Fundraising Fee	Projected Shrinkage	Leads P.D.	Projected Payee Payment Code
Fundraising Account - 6817 United Way of Buffalo	0.00	0.00	300.00	0.00	300.00	0.00	0.00	0.00	0.00	300.00 0100
Individual 2634 Ms. Anita Tsun Fok 5323787 c/o Charles Klein In honor of Bardolph I Tse.	0.00	0.00	300.00	0.00	300.00	0.00	0.00	0.00	0.00	300.00 0100
Individual(s) Total	0.00	0.00	300.00	0.00	300.00	0.00	0.00	0.00	0.00	300.00 0100
3038 Easy Computers Corporate	0.00	0.00	240.00	0.00	240.00	0.00	0.00	0.00	0.00	240.00 0100
Organisation Account Total (3038)	0.00	0.00	240.00	0.00	240.00	0.00	0.00	0.00	0.00	240.00 0100
Fundraising Account Total (6817)	0.00	0.00	540.00	0.00	540.00	0.00	0.00	0.00	0.00	540.00 0100
Designated Account Total (2766)	0.00	0.00	540.00	0.00	540.00	0.00	0.00	0.00	0.00	540.00 0100

Payee Code Description:

- 0000 *None
- 0010 Pay To Program
- 0025 HOLD Payment to Program
- 0100 Pay To Agency
- 0150 Pay To Agency To Agency
- 0200 Pay To Fundraiser
- 0299 HOLD Payment to Federation
- 0300 Pay To Lead Agency
- 0399 HOLD Payment to Lead Agency
- 0400 Pay to Local Checkoff Account
- 0499 HOLD Payment to Local Checkoff Account
- 0500 Pay to Local Master Account
- 0599 HOLD Payment to Local Master Account

For Agencies Only: Key Items on Your DC Agency Projection Report

Heading	Explanation
Report Account	Organization receiving the designation
Donor Account, Donor Name Release Flags	Indicates whether the donor consents to release their name, address, email address, and/or dollar amounts to the Designated Account (Y=Yes; N=No)
Cash Designation	The donor's Cash Gift Type designation to the Designated Account
Payroll Designation	The donor's Payroll Gift Type designation to the Designated Account
Bill Direct Designation	The donor's Bill Direct Gift Type designation to the Designated Account
PayDirect Designation	Designations that are processed by a United Way other than UWCC. Payment for PayDirect Designations will be made to your organization by the United Way that processed the designation, NOT by UWCC.
Total Designation	The donor's total designation to the Designated Account
Less Processing Fee	Total processing fee that will be deducted from designation
Less Fundraising Fee	Total fundraising fee that will be deducted from designation
Less Projected Shrinkage	Total shrinkage amount that will be deducted from designation (payroll deduction designations only)
Less P.D. (Pay Direct)	Designations processed by a United Way other than UWCC
Projected Payment	Total net amount of designation
Payee Code	N/A

For United Ways Only: How to Run the DC Pledge Projection Report

Click on **DC Pledge Projection Report** in the menu at the top of the page.

Select a Definition

Choose a Report Type:

Acrobat (PDF) Format

Spreadsheet (CSV) Format

Both Acrobat and Spreadsheet

The screenshot shows the 'DC AGENCY PROJECTION REPORT (FOR AGENCIES ONLY)' page. At the top left is the United Way logo and 'LIVE UNITED' text. The top right says 'United Way'. A navigation bar includes 'WELCOME', 'MY PROFILE', 'ORGANIZATION PROFILE', 'DC AGENCY PROJECTION REPORT', 'DC PLEDGE PROJECTION REPORT', and 'DC PAYEE BY ORGANIZATION REPORT'. Below this is a 'REPORTS LOGOFF' link. The main content area shows the report title and agency information: 'Adult Care of Chester County, Inc. - Agency', '201 Sharp Lane', 'Exton PA 19341'. There are 'open all' and 'close all' links. A table titled 'Select one of these saved data from previous runs:' contains one row with columns: Select, Dfn. #, Year, Campaign, Cutoff Date, Final, Lock Process, Lock Date, Lock By, Change Date, Create Date, and Create Time. The row values are: , 4171, 2015, United Way Campaign, 06/30/2016, Final, (empty), (empty), (empty), 07/14/2016, 07/14/2016, 10:59:26 AM. Below the table is a 'Report Type' dropdown menu set to 'Acrobat (PDF) Format'. At the bottom are 'SUBMIT' and 'CANCEL' buttons. On the right side, there are icons for 'GIVE', 'ADVOCATE', and 'VOLUNTEER', along with social media icons for Facebook, Twitter, YouTube, and RSS. At the very bottom, it says 'UNITED WAY OF CHESTER COUNTY | 211 N WALNUT ST | WEST CHESTER, PA 19380 | 610.429.9400' and 'CB ADMINISTRATOR CHANGE ORGANIZATIONS'.

Click on **Submit**. You should see the message **The report has been submitted successfully and will now be listed on the Reports page. When the Status is 'Ready' you will be able to view this report.**

Click on **Reports** in the menu at the top of the page and click on the name of the report to open it.

***Please note that the companies listed on your report SHOULD NOT be solicited directly.**

For United Ways Only: Sample DC Pledge Projection Report

Standard M Pledge Projection Report		United Way of Buffalo		Andar						
Campaign Year: 1999 Campaign: 2550 Local Campaign Master Account: 6817 United Way of Buffalo, 1122 Water Street, Suite 1007, Kinde MI 48445		This is the interim report cumulated from previous reports		(Admin % based on Received \$)						
Rel Name: N, Addr: N, e-Mail: N, AmTY	Cash Dgn \$	Payroll Dgn \$	BillDirect Dgn \$	PayDirect Dgn \$	Total Dgn \$	Processing Fee	Fundraising Fee	Projected Shrinkage	Less P.D.	Projected Payment
Raised by you and payable to you: (Count as your campaign \$) Individual 538937 Individual 1 Bar Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Undesignated - 5736 UNDESIGNATED FOR FEDERATION	400.00	0.00	0.00	0.00	400.00	20.00	0.00	0.00	0.00	380.00
538945 Individual 2 Bar Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Undesignated - 5736 UNDESIGNATED FOR FEDERATION	50.00	0.00	0.00	0.00	50.00	2.50	0.00	0.00	0.00	47.50
2600 Mr. Real Bedard Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Undesignated - 5736 UNDESIGNATED FOR FEDERATION	0.00	0.00	2600.00	0.00	2600.00	260.00	0.00	260.00	0.00	2080.00
Multi-Year Payment: final billing date 08/01/2000 2634 Ms. Anita Yuen Fok 5323767 c/o Charles Klein Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Agency - 5251434 A SPECIAL WISH FOUNDATION INC. ServiceCat - 5546 SENIOR PEOPLE'S RESOURCES	0.00	0.00	25.00	0.00	25.00	2.50	0.00	2.50	0.00	20.00
423557 Mr. Randall Hill Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo ServiceCat - 4595 FOOD SERVICES Undesignated - 5736 UNDESIGNATED FOR FEDERATION	0.00	0.00	160.00	0.00	160.00	16.00	0.00	16.00	0.00	144.00
502558 Bar Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Agency - 5251434 A SPECIAL WISH FOUNDATION INC. Agency - 5045 AEF14500 ServiceCat - 5546 SENIOR PEOPLE'S RESOURCES Undesignated - 5736 UNDESIGNATED FOR FEDERATION	200.00	0.00	0.00	0.00	200.00	10.00	0.00	0.00	0.00	190.00
511601 Bardoiph 2 Tea Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Undesignated - 5736 UNDESIGNATED FOR FEDERATION	300.00	0.00	0.00	0.00	300.00	15.00	0.00	0.00	0.00	285.00
511601 Bardoiph 2 Tea Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Undesignated - 5736 UNDESIGNATED FOR FEDERATION	368.00	0.00	0.00	0.00	368.00	19.40	0.00	0.00	0.00	348.60
511601 Bardoiph 2 Tea Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Undesignated - 5736 UNDESIGNATED FOR FEDERATION	2812.00	0.00	0.00	0.00	2812.00	140.60	0.00	0.00	0.00	2671.40
511601 Bardoiph 2 Tea Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Undesignated - 5736 UNDESIGNATED FOR FEDERATION	1500.00	0.00	0.00	0.00	1500.00	75.00	0.00	0.00	0.00	1425.00
Raised by you and payable to you section Total	5720.00	0.00	2805.00	0.00	8525.00	566.50	0.00	260.50	0.00	7678.00
Raised by you and payable to others: (Count as your campaign \$, no money sent) Individual 3854502 Mr. To Merge Account Fundraising: 817 United Way of Buffalo Local Check-Off: 817 United Way of Buffalo Agency - 4821807 REGIONAL POISON CENTER Agency - 4916094 ALZHEIMER'S DISEASE RESEARCH Agency - 5307244 FEED THE CHILDREN	0.00	0.00	10.00	0.00	10.00	1.00	0.00	1.00	0.00	8.00
0.00	0.00	0.00	20.00	0.00	20.00	2.00	0.00	2.00	0.00	16.00
0.00	0.00	0.00	20.00	0.00	20.00	2.00	0.00	2.00	0.00	16.00

For United Ways Only: Key Items on Your DC Pledge Projection Report

Heading	Explanation
Master Account	United Way receiving the designation
Donor Account, Donor Name Release Flags	Indicates whether the donor consents to release their name, address, email address, and/or dollar amounts to the Master Account (Y=Yes; N=No)
Cash Dsgn \$	The donor's Cash Gift Type designation to the Master Account
Payroll Dsgn \$	The donor's Payroll Gift Type designation to the Master Account
Bill Direct Dsgn \$	The donor's Bill Direct Gift Type designation to the Master Account
PayDirect Dsgn \$	Designations processed by a United Way other than UWCC
Total Dsgn \$	The donor's total designation to the Master Account
Less Processing Fee	Total processing fee that will be deducted from designation
Less Fundraising Fee	Total fundraising fee that will be deducted from designation
Less Projected Shrinkage	Total shrinkage amount that will be deducted from designation (payroll deduction designations only)
Less P.D. (Pay Direct)	Designations processed by a United Way other than UWCC
Projected Payment	Total net amount of designation
Payee Code	N/A

For Agencies and United Ways: DCP Payee Report by Organization (Payment Breakdown)

Your organization's **DCP Payee by Organization Report** will be available on the Agency Portal following our donor designation payment. Each time we make a payment you will notified by email that you can logon to the Portal and view your report.

Click on **Reports** in the menu at the top of the page.

The screenshot shows the United Way Agency Portal interface. At the top left is the United Way logo and the text "LIVE UNITED". At the top right is the text "United Way". Below the header is a navigation menu with the following items: WELCOME, MY PROFILE, ORGANIZATION PROFILE, DC AGENCY PROJECTION REPORT, DC PLEDGE PROJECTION REPORT, DC PAYEE BY ORGANIZATION REPORT, REPORTS, and LOGOFF. The main content area is titled "DCP PAYEE REPORT BY ORGANIZATION". It displays the following information:

- Organization Account: Adult Care of Chester County, Inc. - Agency, 201 Sharp Lane, Exton PA 19341
- open all | close all
- Adult Care of Chester County, Inc. - Agency
- Select one of these payout definitions to print report: 2015 PRD #2 07/1/15 - 6/30/16 (11/02/2016)
- Form fields: RollUp (checkbox), Exclude all records with zero dollars (checkbox checked), Report Type (Acrobat (PDF) Format)
- Buttons: SUBMIT, CANCEL

On the right side of the page, there are three call-to-action buttons: GIVE, ADVOCATE, and VOLUNTEER, each with a corresponding icon. Below these buttons are social media icons for Facebook, Twitter, YouTube, and RSS. At the bottom of the page, the address "UNITED WAY OF CHESTER COUNTY | 211 N WALNUT ST | WEST CHESTER, PA 19380 | 610.429.8400" is displayed.

The **DCP Payee by Organization Report** is available in both PDF and CSV versions. Click on the name of the report (DCP Payee by Organization Report) under **Names** and the report will open in a new window. If the report does not open place your cursor over the report name and right-click and select Open, Open in new tab, or Open in new window. Please save the report on your computer.

****Please note that the companies listed on your report SHOULD NOT be solicited directly.***

For Agencies and United Ways: Sample DCP Payee Report by Organization

DCP Payee Report By Organization

Helix Data Processing Consultants Ltd.

Tax Receipts Issued by Processors. Do not issue duplicate receipt.

Campaign Year : 2001
 Definition : 200105288 FIRST FULL PAYOUT (FIS) (Full Payout)
 Cdc-Ofc-Code : 04132006
 Print Options : Print employee details; Sort payee by name; Exclude records with all zero dollars
 Print all amounts as 0, but include in totals, amounts from donors who are not anonymous and have the Release Amount tag unchecked on their accounts.
 Group all employees to an anonymous organization for payees are not fundraisers

Payee Account: 5887 Cancer Family Care

Corporate Account Name	Total Designation	(% of Fig \$ - NOT to exceed Rcv \$) Processing Expenses	(% of Fig \$ - NOT to exceed Rcv \$) Fundraising Expenses	Uncollectible Projects	Net Projected	Actual Cash Received	(% of Fig \$ - NOT to exceed Rcv \$) Cur. Process Expenses	Cur. Fundraise Expense	Adjust Amount	Direct Checks	Actl Paid Previously	Am't Due This Period	% Paid To Date
Individuals Direct Contributions*													
\$149893 Ajao, John A.	Processing: Local Master (4529)	\$3.00	\$4.50	\$0.00	\$42.50	\$10.00	\$3.00	\$4.50	\$0.00	\$0.00	\$0.00	\$2.50	5.89
*Total \$	\$50.00	\$3.00	\$4.50	\$0.00	\$42.50	\$10.00	\$3.00	\$4.50	\$0.00	\$0.00	\$0.00	\$2.50	5.89
*Payee Totals	\$50.00	\$3.00	\$4.50	\$0.00	\$42.50	\$10.00	\$3.00	\$4.50	\$0.00	\$0.00	\$0.00	\$2.50	5.89
*Personal or Household Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
*Donor Acknowledgments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
*Actual Payee Totals	\$50.00	\$3.00	\$4.50	\$0.00	\$42.50	\$10.00	\$3.00	\$4.50	\$0.00	\$0.00	\$0.00	\$2.50	5.89
Fundraising: Local Master (4529)													
Local Check/Off: Local Master (4529)													

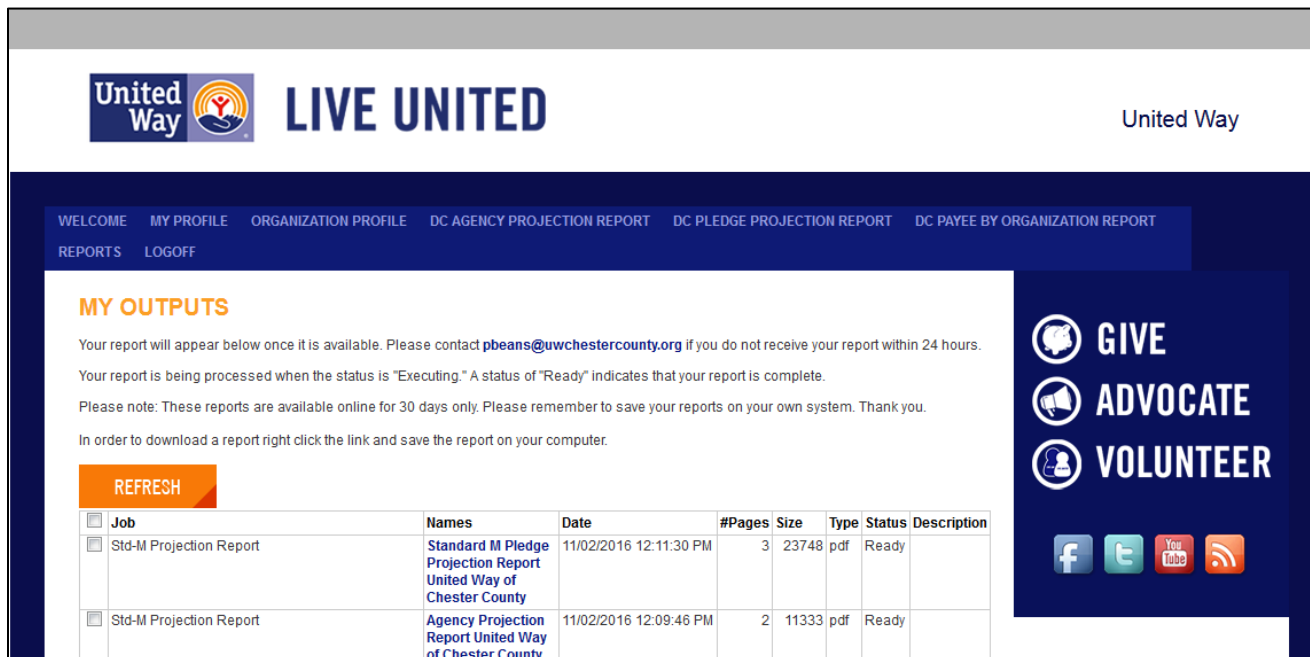
For Agencies and United Ways: Key Items on Your DCP Payee Report by Organization

Column Heading	Explanation
Payee Account	Agency or United Way receiving the designation
Total Designation	Amount designated to your organization
Less Processing Expenses	Total Administrative Fee that has been/will be deducted from designation
Less Fundraising Expenses	Total Fundraising Expense that have been/will be deducted from designation
Less Uncollectible Pledges	Total Uncollectible Pledge Fee that has been/will be deducted from designation (for payroll deduction designations only)
Net Projected	Total designated amount less UWCC's processing, fundraising, and/or uncollectible pledge fee
Actual Cash Received	N/A
Less Cur. Process Expenses	Current Administrative Fee deducted by UWCC from this payment
Less Cur. Fundraise Expense	Current Fundraising Expense deducted by UWCC from this payment
Less Adjust Amount	Uncollectible pledge fee deducted by UWCC from this payment (payroll deduction designations only)
Less Direct Checks	Designations processed by a United Way other than UWCC. Payment for PayDirect Designations will be made to your organization by the United Way that processed the designation, NOT by UWCC.
Less Amt Paid Previously	Amount UWCC previously paid to your organization for designation
Amt Due This Period	Amount of designation included in this payment
% Paid To Date	The total percent of donor's designation paid to date (including current payout)

Reports

If the **Status** on the right reads **Waiting, Writing, or Executing** wait a few moments and click on the box marked **Refresh**. The status should change to **Ready**; if not, give it a few more moments and click **Refresh** again.

If the **Status** on the right reads **Ready** you can click on the name of the report under **Name** and a new window will open with the report in the format you chose. If the report does not open place your cursor over the report name and right-click and select Open, Open in new tab, or Open in new window. Please save the report on your computer.



The screenshot shows the United Way LIVE UNITED portal. At the top, there is a navigation bar with links: WELCOME, MY PROFILE, ORGANIZATION PROFILE, DC AGENCY PROJECTION REPORT, DC PLEDGE PROJECTION REPORT, and DC PAYEE BY ORGANIZATION REPORT. Below this is a sub-menu with REPORTS and LOGOFF. The main content area is titled 'MY OUTPUTS' and contains instructions: 'Your report will appear below once it is available. Please contact pbeans@uwchestercounty.org if you do not receive your report within 24 hours.' It also states: 'Your report is being processed when the status is "Executing." A status of "Ready" indicates that your report is complete.' A note follows: 'Please note: These reports are available online for 30 days only. Please remember to save your reports on your own system. Thank you.' Below the text is an orange 'REFRESH' button. A table lists two reports:

Job	Names	Date	#Pages	Size	Type	Status	Description
<input type="checkbox"/>	Std-M Projection Report	Standard M Pledge Projection Report United Way of Chester County	11/02/2016 12:11:30 PM	3	23748	pdf	Ready
<input type="checkbox"/>	Std-M Projection Report	Agency Projection Report United Way of Chester County	11/02/2016 12:09:46 PM	2	11333	pdf	Ready

On the right side of the page, there is a dark blue sidebar with icons and text: 'GIVE', 'ADVOCATE', and 'VOLUNTEER'. At the bottom of the sidebar are social media icons for Facebook, Twitter, YouTube, and RSS.

How to Logoff the Agency Portal

Click on **Logoff** in the menu at the top.

Please email questions, or any name, address, or contact person changes to Patricia Beans at pbeans@uwchestercounty.org.