

## UPAF Sample Online Workplace Giving Site

**UPAF**  
UNITEDPERFORMINGARTSFUND

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UNITEDPERFORMINGARTSFUND

Company Logo

### Login

**Username:** Your work email address

**Password:** UPAFrocks

You will be prompted to set a new password upon first login.

User Name:

Password:

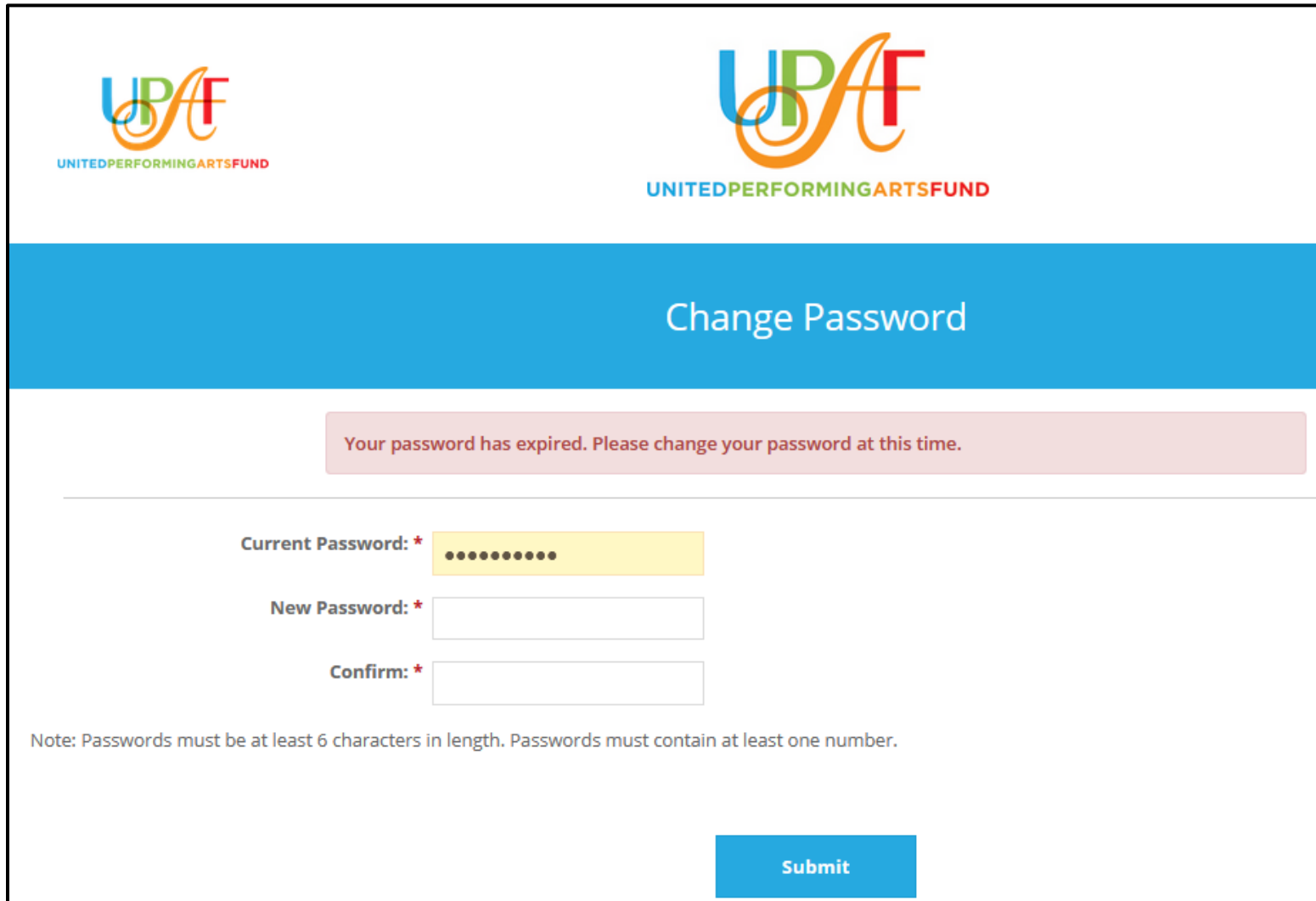
Login

[Forgot your password?](#)

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- **Company Logo** (optional): Appears on each page of the site.
- **Login instructions:** Based on format of company username and password.
- **Username:** Username is assigned by the company and must be unique across the entire system.
- **Password:** Password is also assigned by the company but is not required to be unique.
- **Forgot your password?:** Sends a link to user to set a new password.

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UPAF  
UNITED PERFORMING ARTS FUND

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### Change Password

Your password has expired. Please change your password at this time.

Current Password: \*

New Password: \*

Confirm: \*

Note: Passwords must be at least 6 characters in length. Passwords must contain at least one number.

Submit

- **Change Password** (optional): Company may indicate that users will change their password upon first login. This is typically used if the company has set the same initial password for all users or used a generic format for the password. Once logged in, individuals may also choose to change their password without prompting using the option at the top of the page.

## UPAF Sample Online Workplace Giving Site

The screenshot displays the UPAF (United Performing Arts Fund) website interface. At the top left is the UPAF logo with the text "UNITEDPERFORMINGARTSFUND". At the top right are links for "Logout" and "Change Password". A large blue banner across the middle of the page reads "Welcome, William Shakespeare". Below this banner, on the left side, is a sidebar containing a link for "Have a Question?" and a vertical image of two performers. On the right side, there is a blue "Get Started" button. The main content area contains a personalized greeting: "Dear William Shakespeare: This is where the welcome letter goes. Thanks for your support of UPAF! Sincerely, The Artists". Below the greeting, the text "7. Greeting Letter" is centered. At the bottom of the page, a blue footer contains the copyright information: "© 2021 United Performing Arts Fund, 301 W. Wisconsin Ave. Suite 600, Milwaukee, WI 53203 414-273-UPAF (8723) Privacy Policy".

- **Greeting Letter** (optional): This page can display a greeting letter from the company. Company greeting letters are typically from the company CEO or UPAF Ambassador(s).


*\*\*Beginning on this page and continued on all pages of the site, past donors will see their UPAF account number and gift amount from the past campaign displayed on the sidebar.*

## UPAF Sample Online Workplace Giving Site

Welcome, William Shakespeare

Welcome > Contact Info > Contribution Method > Amount > Summary > Confirmation

[Have a Question?](#)



### Contact Info

Please take a moment to enter or review your contact information. Contact information is required so that UPAF may acknowledge your gift and fulfill your donor benefits.

**Contact Information**

Prefix:

**First Name: \***

Middle Name:

**Last Name: \***

Preferred Phone:

Alternate Phone:

Please provide an email address for us to send you a confirmation of your gift.

**Preferred Email: \***

Alternate Email:

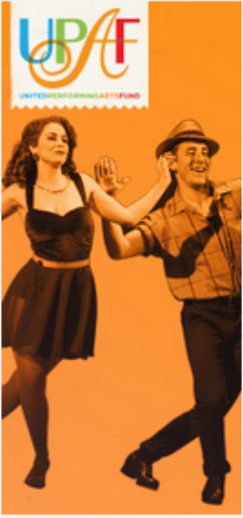
- **Contact Info** page includes fields for phone, email, and address information. Past donors' contact info will auto-populate based on the information in our database and can be updated by the donor on this screen. An email address **MUST** be provided to receive a gift confirmation email.

**Note:** Colored navigation buttons at the top indicate which steps have been completed and can also be used to return to a previous screen.

# Welcome, William Shakespeare

Welcome > Contact Info > Contribution Method > Amount > Summary > Confirmation

[Have a Question?](#)



The image shows the UPAF logo (United Performing Arts Fund) above a photograph of a man and a woman dancing. The man is wearing a hat and a brown shirt, and the woman is wearing a black dress. They are both smiling and appear to be in a joyful mood.

## Contribution Method

Please Choose a Contribution Option

- Payroll Deduction, Recurring  
*For your convenience, your gift will be automatically renewed annually.*  
 Please exclude me from auto renewal.
- Payroll Deduction, One-Time
- One-Time Credit Card
- Monthly Credit Card
- Check
- Direct Billing
- I do not wish to contribute at this time



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- **Contribution Options:** Company chooses which contribution options will be available. If payroll deduction is selected, you must provide UPAF with the payroll contact name and email.

## UPAF Sample Online Workplace Giving Site

Welcome > Contact Info > Contribution Method > Amount > Summary > Confirmation

[Have a Question?](#)

### Amount

Please Select Your Contribution Amount \_\_\_\_\_

Place your mouse pointer over the individual donor levels (hover) to learn more about the benefits received at that level. Benefits are cumulative as giving levels increase.

	Per Pay Period	Annual Gift	UPAF Donor Benefit Level
<input type="radio"/>	\$ <input style="width: 60px;" type="text"/>		
Enter custom dollar amount here.			
<input type="radio"/>	\$3.85	\$100.10 <i>(Adjusted for rounding)</i>	<a href="#">Corps</a>
<input type="radio"/>	\$11.54	\$300.04 <i>(Adjusted for rounding)</i>	<a href="#">Cast</a>
<input type="radio"/>	\$19.24	\$500.24 <i>(Adjusted for rounding)</i>	<a href="#">Performer</a>
<input type="radio"/>	\$38.47	\$1,000.22 <i>(Adjusted for rounding)</i>	<a href="#">Director</a>
<input type="radio"/>	\$115.39	\$3,000.14 <i>(Adjusted for rounding)</i>	<a href="#">Golden Circle</a>
<input type="radio"/>	\$192.31	\$5,000.06 <i>(Adjusted for rounding)</i>	<a href="#">Concertmaster</a>
<input type="radio"/>	\$384.62	\$10,000.12 <i>(Adjusted for rounding)</i>	<a href="#">Artist Society</a>
<input type="radio"/>	\$961.54	\$25,000.04 <i>(Adjusted for rounding)</i>	<a href="#">Crescendo Society</a>
<input type="radio"/>	\$1,923.08	\$50,000.08 <i>(Adjusted for rounding)</i>	<a href="#">Impresario</a>

Payroll deductions are effective as of June 1, 2021

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- Contribution Amount:** Payroll deduction effective date is provided by the company. Recurring payroll deduction option will show the amount per pay period as well as the total annual amount pledged. Number of pay periods are pre-loaded per individual based on information provided by the company in the employee data file.

Annual gift presets are at the UPAF individual donor benefit levels. A gift in the amount of the donor's choosing can always be made using the blank option at the top of the grid.

## UPAF Sample Online Workplace Giving Site

Welcome > Contact Info > Contribution Method > Amount > **Summary** > Confirmation

[Have a Question?](#)



### Summary

#### Contact ([Edit](#))

Name: William Shakespeare  
Preferred Address (Home): 301 w wisconsin ave  
Milwaukee, WI 53207  
Preferred Email: wshakespeare@globe.com (Work)

#### Contribution Method ([Edit](#))

Payroll Deduction, Recurring

#### Contribution Amount ([Edit](#))

\$100.10

- **Summary page** reviews contact info, current gift, and any additional gifts made during UPAF's current fiscal year.

## UPAF Sample Online Workplace Giving Site

### Affinity

I am in my 20s, 30s, or 40s and would like to become a member of [Next Generation UPAF](#).

I am interested in becoming a [UPAF Notable Woman](#) or honoring a Notable Woman in my life with my gift of \$1,000 or more.

I would like to learn about giving through my [estate plan](#).

### Designation

With my gift of \$1,000 to \$4,999, please designate 10% to:

With my gift of \$5,000 or more, please designate 20% to:

### Additional Items

\*Please waive my benefits  
*\* Your contribution qualifies you for UPAF Donor Benefits. Checking this box means that you do not wish to receive these benefits.*

*Once your contribution is submitted successfully you will receive a confirmation page containing the details of your contribution. If you need to make any changes to your contribution once it is submitted please contact the UPAF Operations Department at [eg\\_administrators@upaf.org](mailto:eg_administrators@upaf.org) or 414-273-8723.*


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- **Summary page** also includes opportunity to indicate interest in UPAF Affinity Groups and/or designation opportunities.



## UPAF Sample Online Workplace Giving Site

[Have a Question?](#)



### Confirmation

Thank you, William Shakespeare, for your recurring payroll deduction pledge through United Performing Arts Fund's 2021 Workplace Giving Campaign. This is a total payroll deduction pledge of **\$100.10**.

**Your total pledge for the 2021 Campaign is \$100.10.**

*A confirmation will be sent to the email provided on the contact page. If a valid email address was not provided, please print this page for your records.*

UPAF is a non-profit, tax-exempt organization qualified under Section 501(c)(3) of the Internal Revenue Code. The amount of your contribution may be tax deductible for federal income tax purposes to the fullest extent of the law. Please consult your tax advisor for proper treatment of the contribution. Our Employer Identification Number is 39-6100399. No goods or services were provided in return for this contribution.

If you need to make any changes to your contribution, please contact the UPAF Operations Department at [eg\\_administrators@upaf.org](mailto:eg_administrators@upaf.org) or 414-273-8723.

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Donor Name: **William Shakespeare**  
UPAF Account Number: **685007**  
Campaign Year: **2021**  
Company: **United Performing Arts Fund**  
Contribution Type: **Payroll Deduction, Recurring**

To exit, click the Logout button below.

[Print this page](#) [Logout](#)

- **Confirmation page** includes details of donation. This page can be printed. If check donation is chosen as the Contribution Method, this page will also indicate the individual at the company to whom checks should be routed. Confirmation email will be sent to provided email address.