Company Logo
first login.

- 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.

Change Password (optional)

	Change Password
	Your temporary password was good for one use and has now expired. Please create a new password at this time.
emporary Password: *	
New Password: *	
Confirm: *	

• **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.



Welcome

		Logout Change Password
	Welcome, Juliet Capulet	
	GET STARTED »	
This is where the greeting letter goes.		

• **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, users can change their password and past donors will see their UPAF account number and gift amount from the past campaign displayed in the upper right-hand corner.



Contact Information

	Welcome, Juliet Capulet		
	WELCOME > CONTACT INFO > METHOD > AMOUNT > SUM MARY > CONFIRMATIO		
ase take a moment to ent	er or review your contact information. Contact information is required so that UPAF may acknowledge your gift and fulfill your donor benefits.		
ontact Information			
Prefix:	v		
First Name: *	Juliet		
Middle Name:			
Last Name: *	Capulet		
Preferred Phone:	000 000-0000 Home v		
Alternate Phone:	000 000-0000		
ase provide an email add	ress for us to send you a confirmation of your gift.		
Preferred Email: *	julietcapulet@tragedy.com		
🗹 Check to	receive Arts Beat, our monthly email newsletter and periodic special offers to local performances at this email address.		
Alternate Email:	name@mail.com		
Check to	receive Arts Beat, our monthly email newsletter and periodic special offers to local performances at this email address.		
eferred Address			
Address Type: *	Home V		
Address Line 1:*			

• **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.



Contribution Method





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.

Contribution Amount – Recurring Payroll

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. ** Annual amounts may be adjusted for rounding

	Per Pay Period	Annual Gift	UPAF Donor Benefit Leve
0			
0	\$14.29	\$100.03	Corps
0	\$42.86	\$300.02	Cast
0	\$71.43	\$500.01	Performer
0	\$142.86	\$1,000.02	Director
$^{\circ}$	\$428.58	\$3,000.06	Conductor
0	\$714.29	\$5,000.03	Concertmaster
0	\$1,428.58	\$10,000.06	Artist Society
0	\$3,571.43	\$25,000.01	Crescendo
0	\$7,142.86	\$50,000.02	Impresario

Click here to see UPAF benefit levels

Payroll deductions are effective as of May 14, 2022

• **Contribution Amount:** Annual gift presets are at the UPAF individual donor benefit levels. A gift in the amount of the donor's choosing can be made using the blank 'Per Pay Period' option at the top of the grid.



Recurring Payroll: Payroll deduction effective date is provided by the company. This option shows 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.

Contribution Amount – Credit Card

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.

** Annual amounts may be adjusted for rounding

	Per Month	Annual Gift	UPAF Donor Benefit Level
С			
С	\$8.34	\$100.08	<u>Corps</u>
С	\$25.00	\$300.00	Cast
С	\$41.67	\$500.04	Performer
С	\$83.34	\$1,000.08	<u>Director</u>
С	\$250.00	\$3,000.00	Conductor
С	\$416.67	\$5,000.04	Concertmaster
С	\$833.34	\$10,000.08	Artist Society
С	\$2,083.34	\$25,000.08	Crescendo
С	\$4,166.67	\$50,000.04	Impresario

I would like to cover the 3% fees associated with my donation so more of my donation goes directly to United Performing Arts Fund.

Your credit card number and expiration date will be collected at the end of your donation. If you need assistance or have any questions contact the UPAF Operations Department at eg_administrators@upaf.org or 414-273-8723.

• Credit Card (One-Time & Sustaining): Donors now have the option to cover the 3% fees associated with credit card donations.



Sustaining Credit Card Only (screenshot above): This option shows the amount per pay month as well as the total annual amount per year pledged. The credit card will be automatically charged the same amount each month until the donor tells us to stop.

Summary – Part 1

Contact (Edit)

 Name:
 Juliet Capulet

 Preferred Address (Home):
 301 W Wisconsin Ave

 Milwaukee, WI 53202
 Milwaukee, WI 53202

 Preferred Email:
 julietcapulet@tragedy.com (Work)

Contribution Method (Edit)

Sustaining Credit Card Your first monthly gift will be processed today. Your next gift will be drawn on 02/28/2022.

Contribution Amount (Edit)

Monthly: \$42.92 Annually: \$515.04 Note: Your amount reflects your selection to cover processing fees.



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

Summary – Part 2

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: More

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

Additional Items

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*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.

Review your contribution for accuracy. When you click the next button you will be prompted to enter your credit card information to complete the transaction.





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



Thank you, Juliet Capulet, for your recurring payroll deduction pledge through United Performing Arts Fund's 2022 Workplace Giving Campaign. This is a total payroll deduction pledge of \$500.01.

Your total pledge for the 2022 Campaign is \$500.01.

You've played your part to support our artists, and the performing arts community of Eastern Wisconsin could not be more grateful. Your donation will directly support 14 premier performing arts groups and the talented artists they employ, allowing them to not only survive, but to thrive despite the challenges of the past year.

On behalf of Black Arts MKE, First Stage, Florentine Opera Company, Milwaukee Ballet, The Rep, Milwaukee Symphony Orchestra, Skylight Music Theatre & the rest of UPAF's Member Groups, we say thank you!

For your records, you will soon a confirmation email to the address provided. 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 or 414-273-8723.

Donor Name: Juliet Capulet UPAF Account Number: 570089 Campaign Year: 2022 Company: United Performing Arts Fund Contribution Type: Payroll Deduction, Recurring

To exit, click the Logout button below.





 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.