

# Ways to Donate

Online: Recurring payroll deduction, one-time credit card and ACH

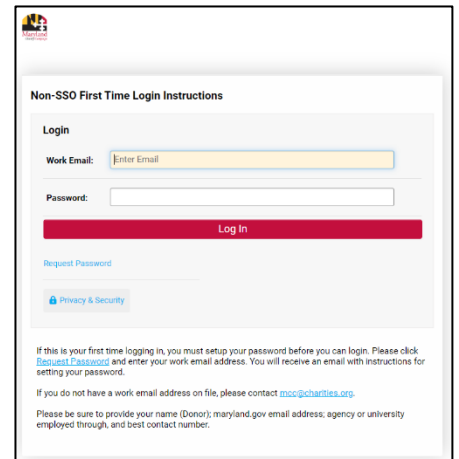
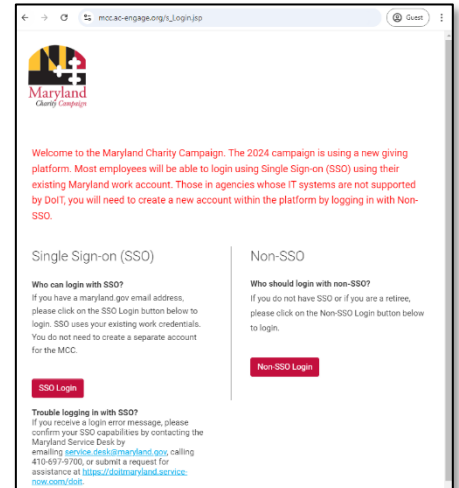


## Step 1: Login

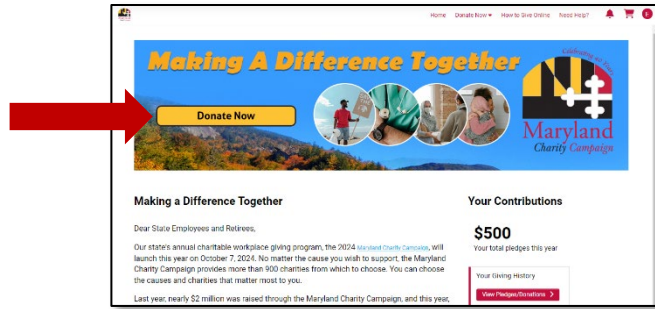
- To get started, visit <https://mcc.maryland.gov> and click "Give Now" button.
- You will be redirected to the online giving portal for the Maryland Charity Campaign (MCC).
- **Most employees will be able to login using Single Sign-on (SSO) using their existing Maryland work account. Those in agencies whose IT systems are not supported by DoIT, you will need to create a new account within the platform.**

## Non-SSO First Time Login Instructions

- If this is your first time logging in, you must setup your password before you can login. Please click Request Password and enter your work email address. You will receive an email with instructions for setting your password.
- If you do not have a work email address on file, please contact America's Charities HelpDesk at [mcc@charities.org](mailto:mcc@charities.org) or complete the form at <https://impact.ac/loginhelpMCC> to get an answer within 24 hours.

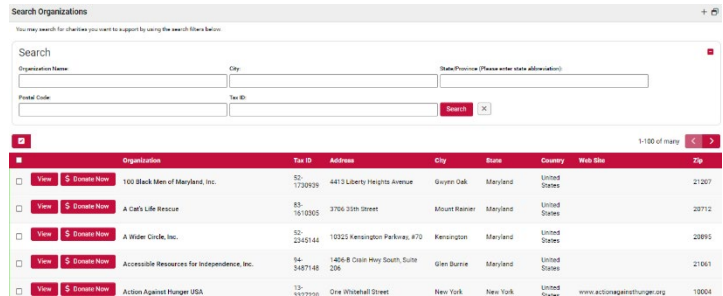


## Step 2: Click “Donate Now”



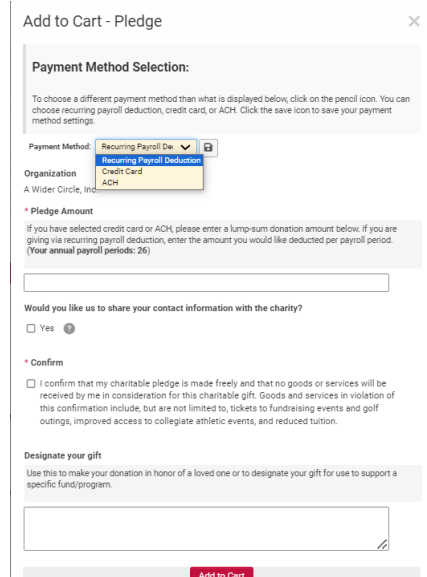
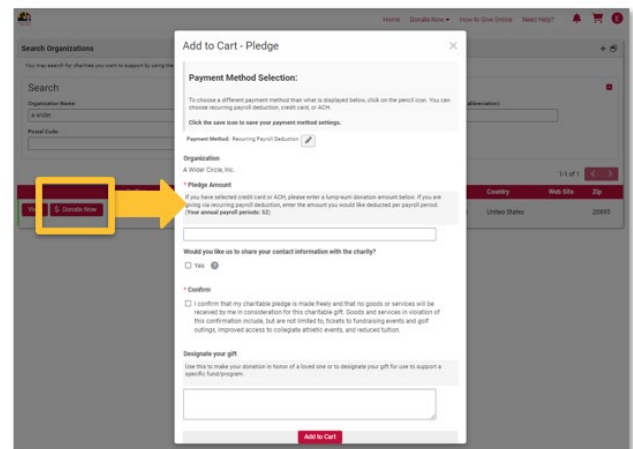
## Step 3: Search for Organizations to Support

- Enter a charity’s name, a key word that is part of the charity’s name, or the state or tax ID (EIN) associated with the charity and click Search.
- This will narrow the charities list from the full database to the specific charity you want to support, or a smaller list of organizations that meet your search criteria.
- Click on the Donate Now button next to a charity to begin the donation process.

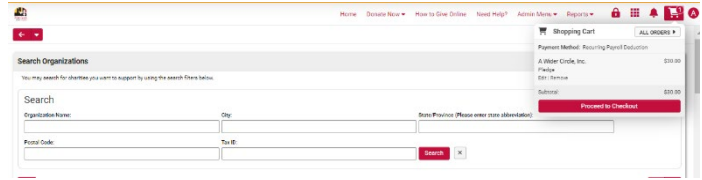


## Step 4: Enter Donation Amount

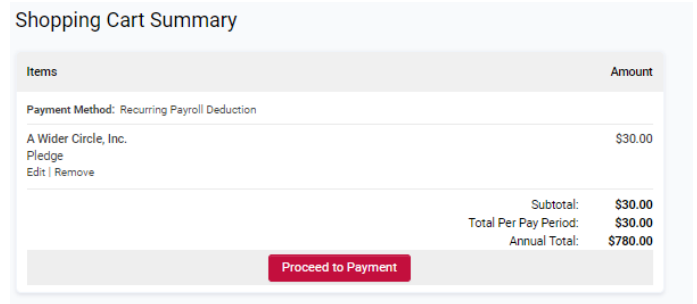
- After you have added a charity to your cart, select your payment method from the dropdown menu and click the “Save” icon.
- Enter the amount you want to donate in the Pledge Amount field.
- If you are giving via recurring payroll deduction, the amount you enter should be the amount deducted per payroll period (not the overall lump-sum total amount).
- If you are giving via one-time donation, ACH, or credit card the amount you enter should be the total, lump sum donation you wish to make
- Decide whether or not you would like to share your contact information with the charity
- Click the checkbox to confirm that you’ve made your pledge freely and that no goods or services will be received for your charitable gift.
- If you would like to give in honor of a loved one or indicate a specific funds program enter that information in the “Designate your gift” field.
- Click “Add to Cart.”



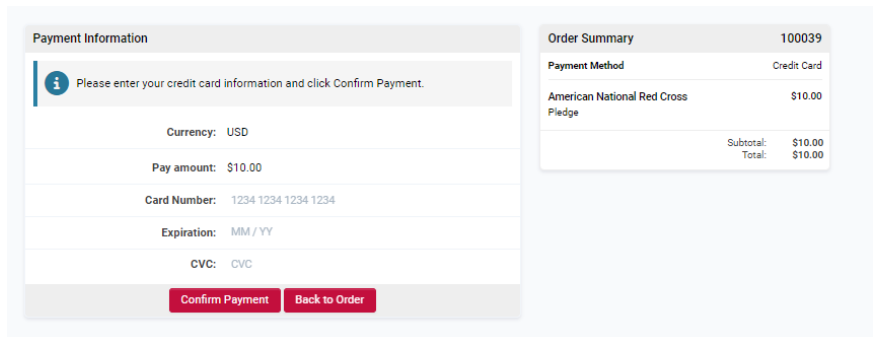
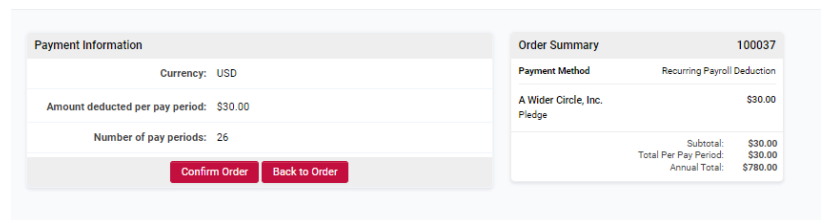
- Continue adding charities you would like to support using that payment method. Once you've added all of those charities to your cart, click the shopping cart icon in the upper right-hand corner of your screen and select "Proceed to Checkout"



- In your cart you will see a list of all payment method options. The platform will automatically calculate your total annual donation amount based on the method you select. Click "Remove" to delete a charity from your cart, or if you would like to modify your donation amount, click "Edit" under the charity name, enter the updated amount you want to give, click Apply Changes to save that new amount. Click "**Proceed to Payment**" when you are ready to move to the final step, a summary of your order.



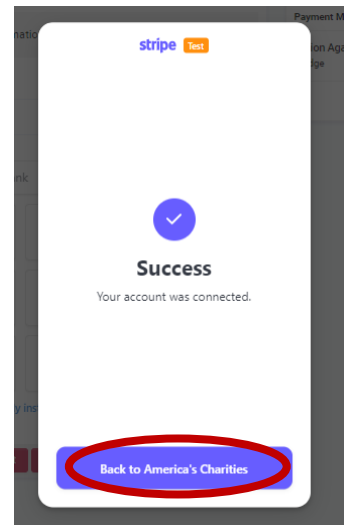
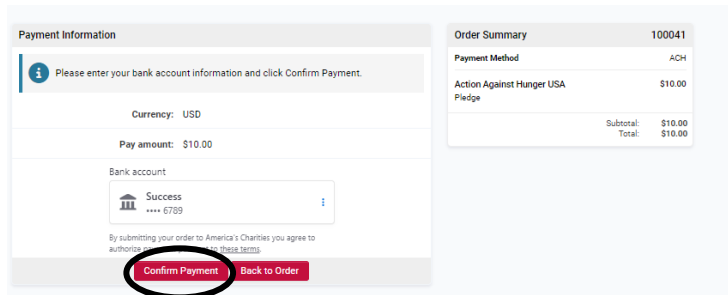
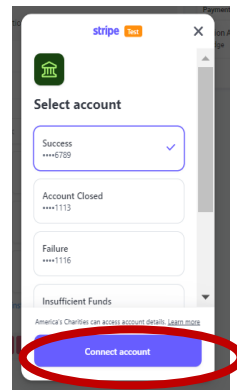
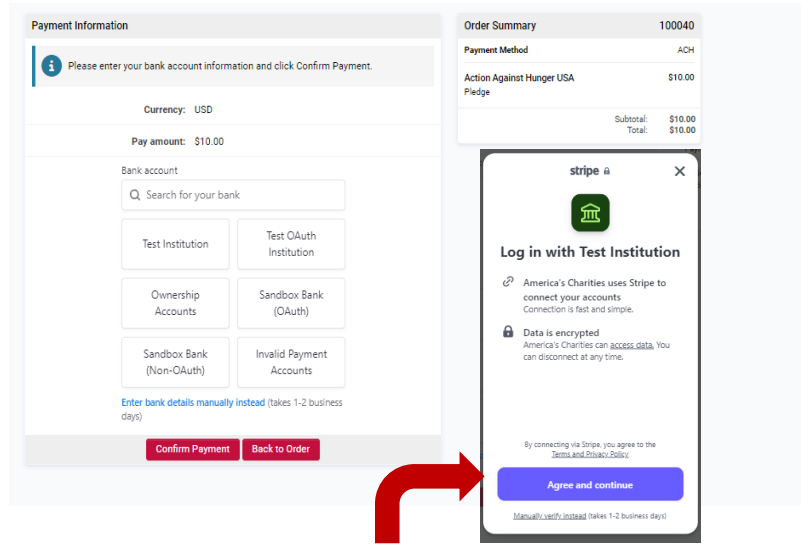
- In the final step, an order summary will display all charities, donation totals, and the payment method you have entered. When you are ready to submit your donation for processing, click the "Confirm Order" button. If you want to cancel your order and start over click Back to Order and then you will have the option to Cancel Your Order. **If you would like to change your payment method, you must cancel your order and start over.**



- Credit card
  - A credit card donation is a one-time, lump-sum amount. Credit-card transactions are processed immediately. **All credit card donations will incur a per transaction fee of 3.5% collected by your card provider.**
  - If you need to cancel your transaction after submitting your order, send an email to [mcc@charities.org](mailto:mcc@charities.org) (share that you are a State of Maryland employee, the donation amount, and designated charity).

- ACH

- An ACH Debit/Electronic Check donation is a one-time, lump sum amount. ACH/eCheck transactions are processed immediately. All ACH/eCheck donations will incur a per transaction fee of 0.8% (with a \$5 cap) collected by your bank.
- In the Bank Account search box, enter the name of your bank and you should see it display as an option to select. Our funds management partner, America’s Charities, uses Stripe to link to and process ACH/eCheck donations.
- Click “Agree and continue” in the box that displays to grant permission for Stripe to connect to your bank account.
- Your account(s) associated with the bank will display. Select the account you want to make your donation with and click Connect Account.
- After you click Link Account, you will see message stating if your account was successfully connected. Click Continue with America’s Charities and then click Confirm Payment to submit your donation for processing.



- Donation Receipt

- After submitting your donation, an order summary will be emailed to you summarizing your contribution. Please keep a copy of that email for tax purposes



- Your Donation History

- On the home page of the site, you can view your giving history, along with your total donations this year. To view a more detailed summary of which charities you have pledged support to and the status of those contributions, click the “View Pledges/Donations” button.



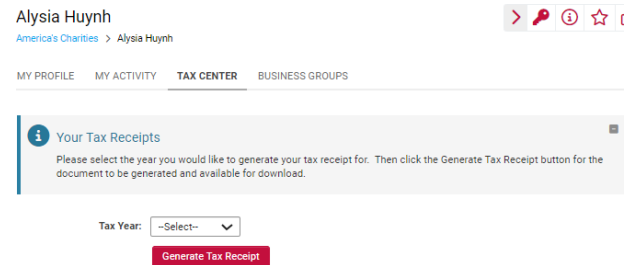
Giving History and Requests

You will be able to generate a year-end tax summary of your donations for the year from the Tax Center in your User Profile.

GIVING HISTORY

|                          | # | Status     | Organization              | Date of Donation/Pledge | Pledge Method               | Pledge Amount |
|--------------------------|---|------------|---------------------------|-------------------------|-----------------------------|---------------|
| <input type="checkbox"/> | 1 | Processing | A Wider Circle, Inc.      | 08/27/2024              | Recurring Payroll Deduction | \$780.00      |
| <input type="checkbox"/> | 2 | Complete   | Action Against Hunger USA | 08/27/2024              | ACH                         | \$10.00       |
|                          |   |            |                           |                         |                             | \$790.00      |

- You can also access a year -end donation receipt summarizing all of your donations for the year (typically towards end of January), by clicking on your profile, selecting “Tax Center,” and entering the tax year you would like to generate a receipt for.



**Need Help?** For assistance, please:

- Email: [mcc@charities.org](mailto:mcc@charities.org)
- Call: 571-458-1072
- Visit: [www.charities.org/support](http://www.charities.org/support)
- For login issues with the giving portal, complete the Login Help Request Form: <http://impact.ac/mcclogin> (URL is all lowercase)