2015 Annual Fund Campaign
Payroll Deduction Tutorial
Log Into Web Advisor

Please click On Web Advisor Link.
Login to WebAdvisor

Please select “Login To WebAdvisor”
Log In

Please click on “LOG IN”.

KING’S COLLEGE

Welcome Guest!

WebAdvisor gives students, staff, and the community access to our systems.

Select your point of entry to the right.

This site uses VeriSign SSL for secure e-commerce and confidential communications.

ACCOUNT INFORMATION | Sign In to WebAdvisor | What’s My Password?

Prospective Students

Students

Faculty

Employees

WebAdvisor
Enter User ID & Password

Please enter your User ID (first name last name with no spaces) and your password. You will then click on “SUBMIT”.
Select “Employees” tab

You will see your name on the page and you will then need to select The “Employees” tab. This may be in a different order on your individual page.
Select “2015 Annual Fund Enrollment”

Please click on “2015 Annual Fund Enrollment”.
Select “Enroll or Change Benefits”

Your current benefits will be listed that are not available to change during this Campaign.

Please select “Enroll or Change Benefits” and then click on “Continue”. The only benefit you can enroll in or change is the Annual Fund Campaign.
Please select “Annual Fund Drive 2015” and then click on “Continue”.

Select Annual Fund Drive 2015
Please select “2015 Annual Fund Drive” and “Save Information and go to the next form”. Then please click on “Continue”.

If you would like your donation to go towards a specific use please click on this link for a list of options. You will enter this designation on the Designate your Gift screen (future Screen).
Choose your bi-weekly donation

Please enter the BI-WEEKLY payroll deduction here. This will be deducted for each of the 26 pays starting with the first pay in July 2015.

Once the bi-weekly payroll deduction amount is entered, please click on “Save information and go to the next form” and then “SUBMIT”.
Designate Your Gift

Please designate your gift on this screen as either “unrestricted” or specify the use of your funds:

- Greatest need (unrestricted)
- Presidential Hope Fund
- Employee Scholarship
- Faculty Scholarship
- Other (please identify specific designation – contact Institutional Advancement for other options)

Type in the name and then click on “Save information and go to the next form” and “Continue”
Review Gift and Allocation

Please review your bi-weekly payroll deduction and allocations.
You are not done until you sign the form by clicking “Ready to Sign” and “Electronic Signature for Final Enrollment” and “Submit”.

Once you receive this confirmation page you are done. If you do not receive this page you have NOT completed the enrollment process.