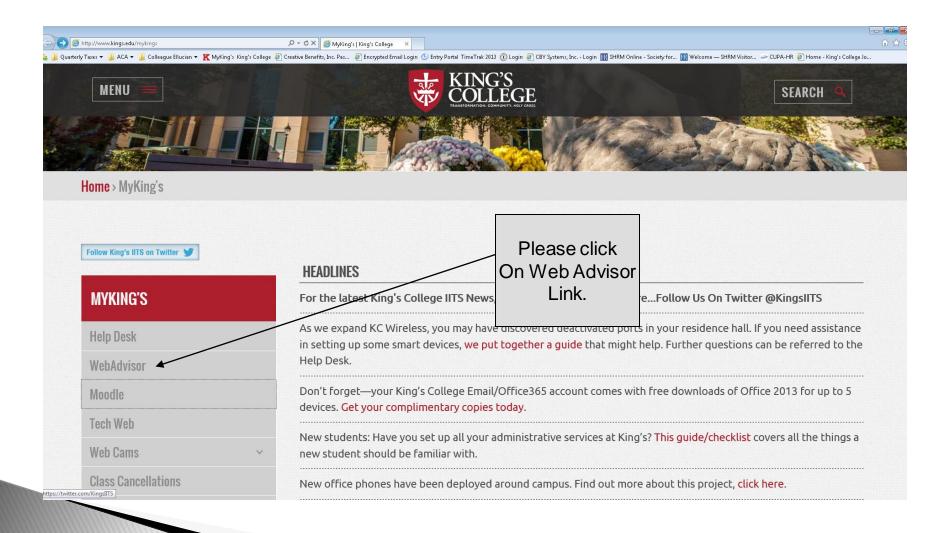# 2016 Annual Fund Campaign
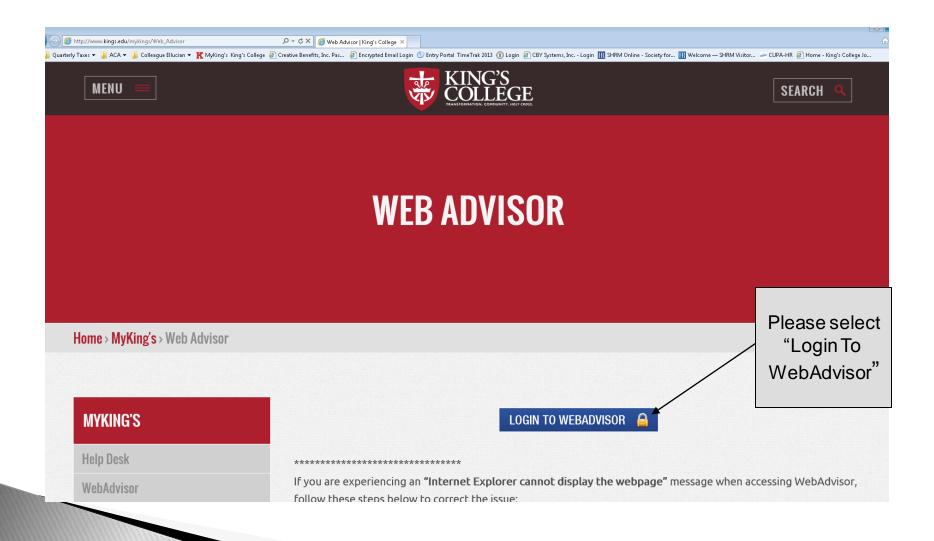
Payroll Deduction Tutorial
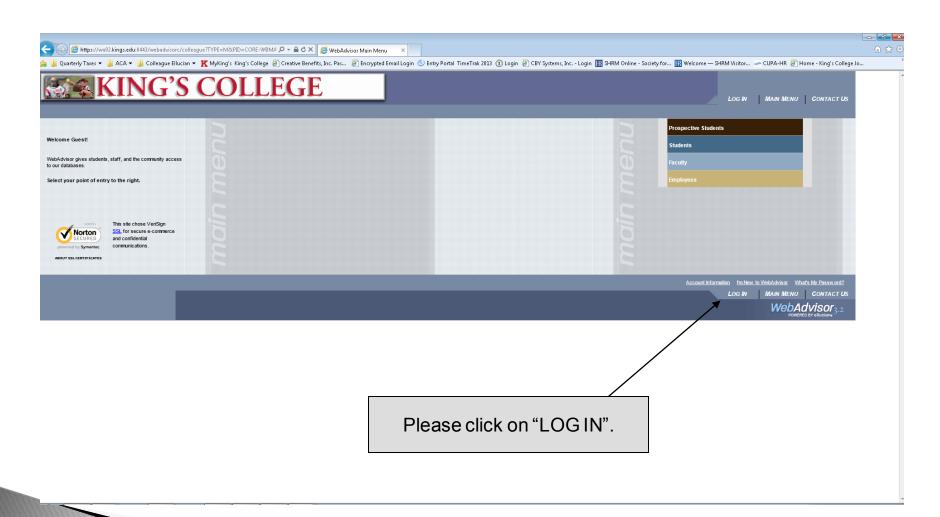
Log Into Web Advisor
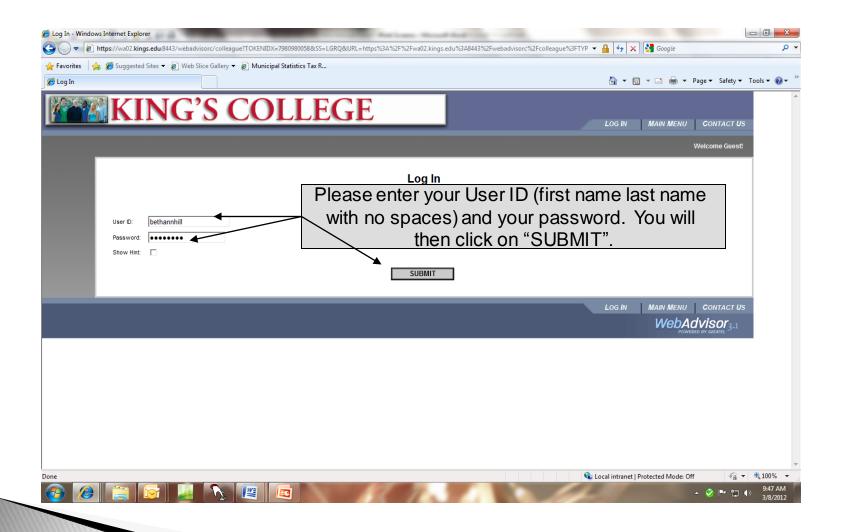
Login to WebAdvisor

Please select "Login To WebAdvisor"

Log In

Please click on "LOG IN".

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 "2016 Annual Fund Enrollment"

Please click on "2016 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.

Select Annual Fund Drive 2016

Please select "Annual Fund Drive 2016" and then click on "Continue".

Make an Election & Designation

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).

Please select "2016 Annual Fund Drive" and "Save Information and go to the next form". Then Please click on "Continue".

Choose your bi-weekly donation

Enter Bi-weekly Payroll Deduction Amount

Benefit	Maximum Annual Amount	Pay Period Amount
2016 Annual Fund Drive	$999,999.99	10.00

- ⦿ Save information and go to the next form
- ○ Do not save changes and go to the next form

SUBMIT

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 2016.

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

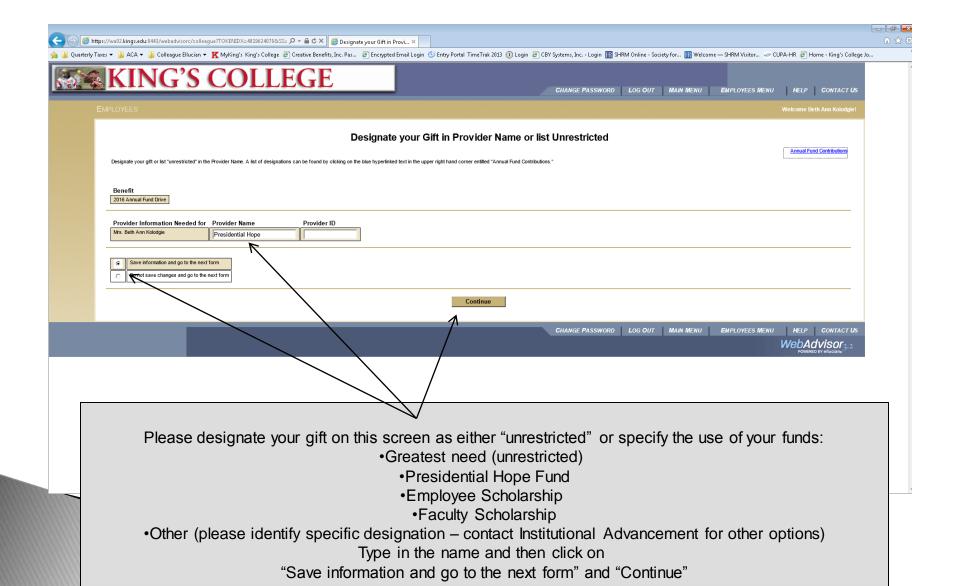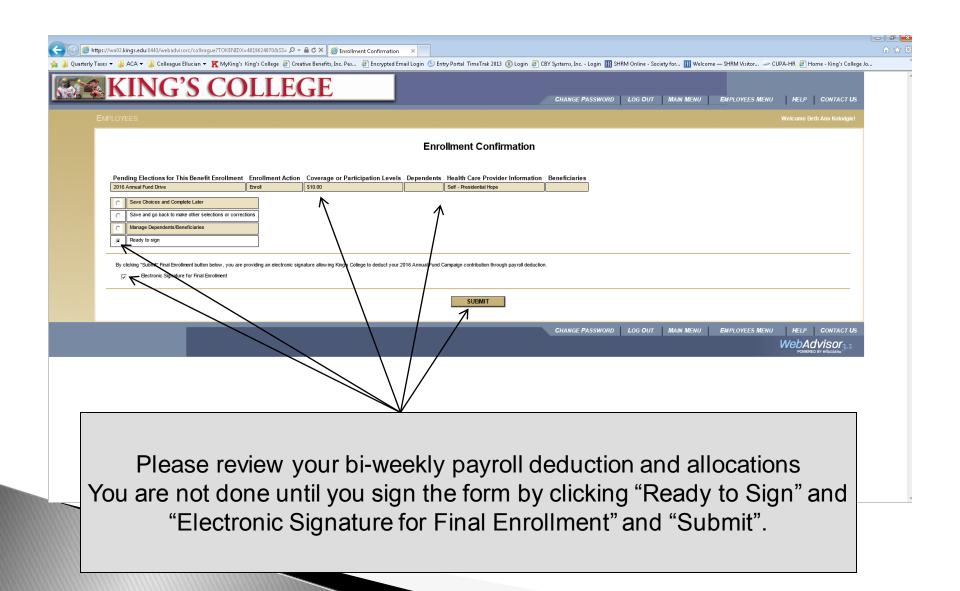Please designate your gift on this screen as either "unrestricted" or specify the use of your funds:
•Greatest need (unrestricted)
•Presidential Hope Fund
•Employee Scholarship
•Faculty Scholarship
•Other (please identify specific designation – contact Institutional Advancement for other options)
Type 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".

You are done

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