# 2014 United Way

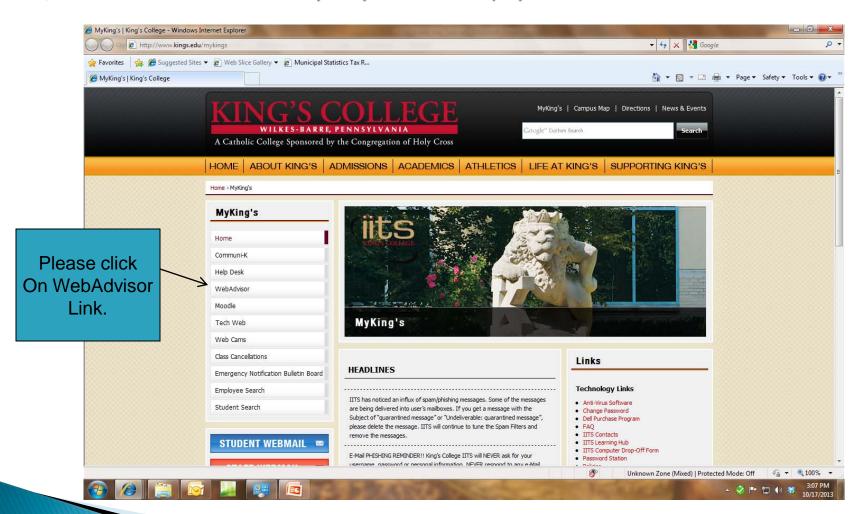
Payroll Deduction Tutorial

United Way of Wyoming Valley

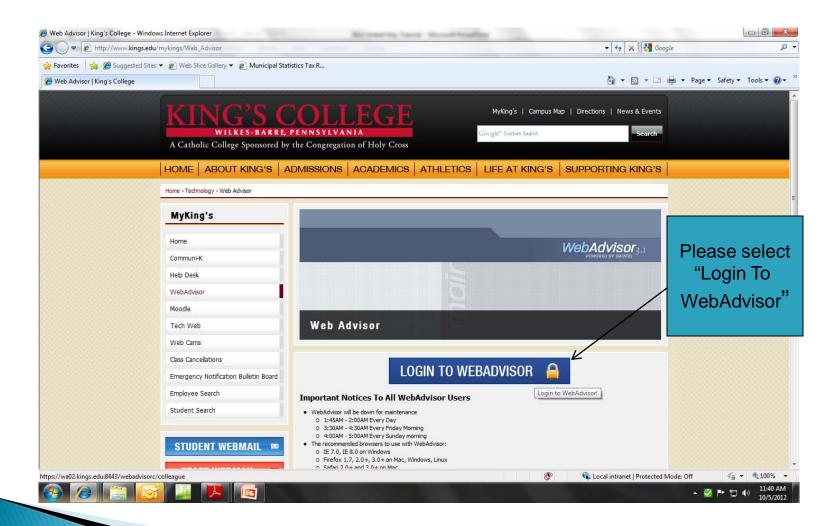


### Log Into WebAdvisor

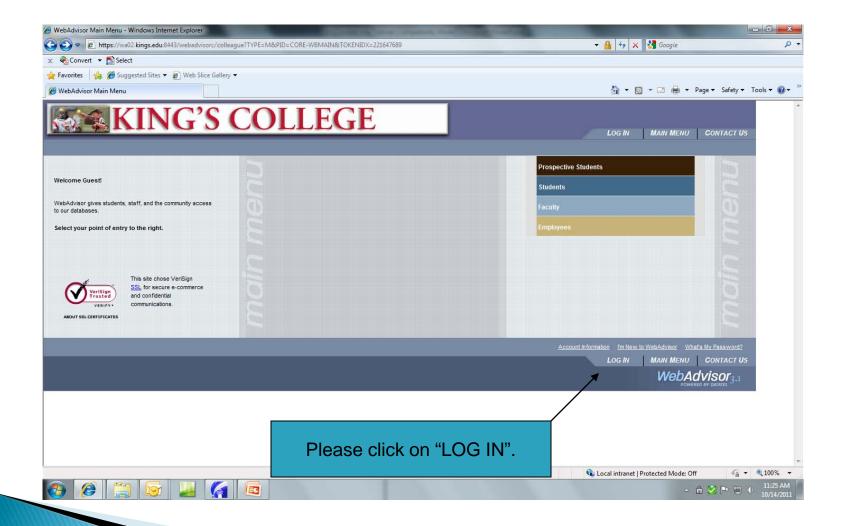
(Please note this is the only way in which a payroll deduction can be authorized)



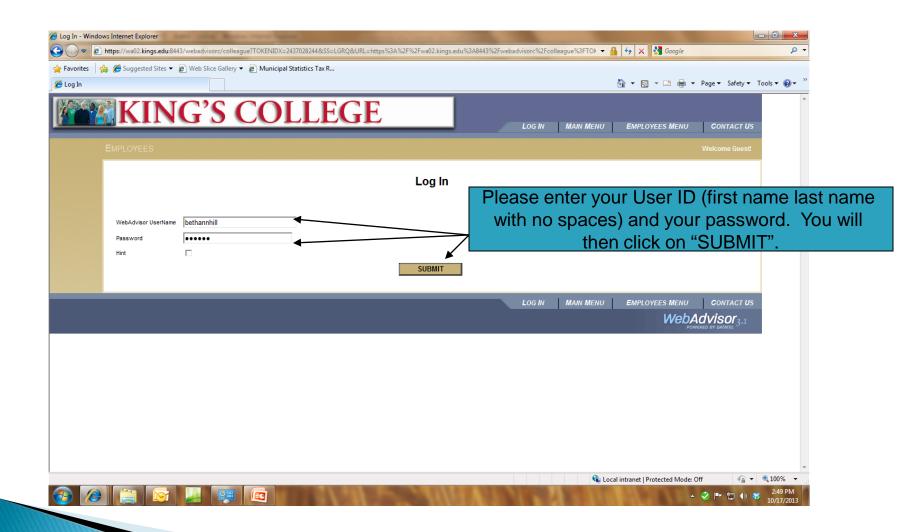
### Login



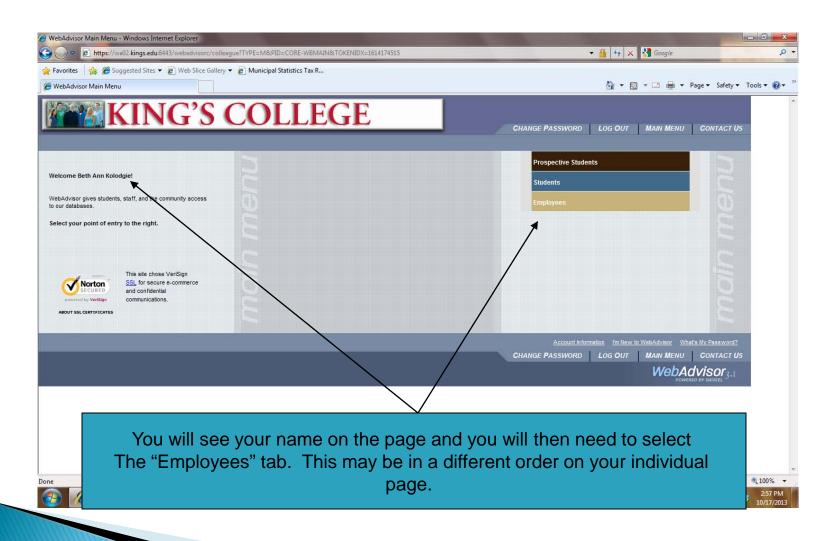
### Log In



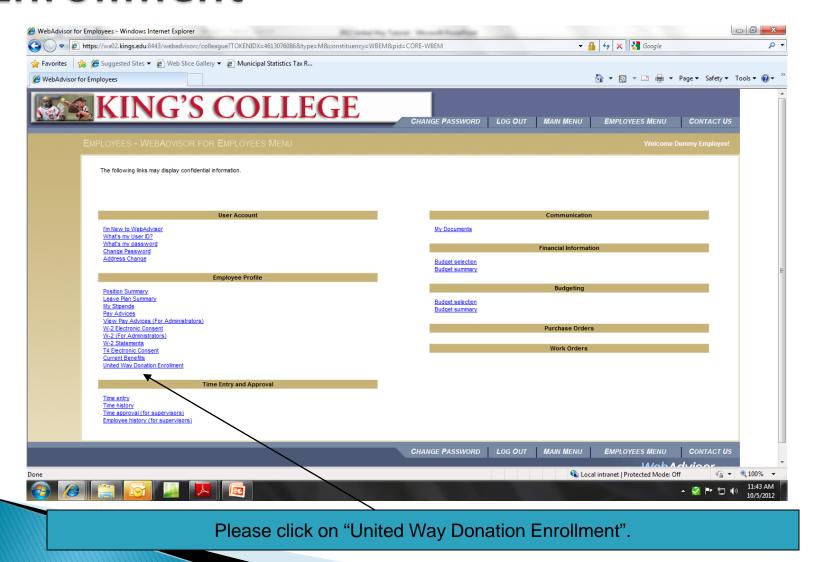
#### Enter User ID & Password



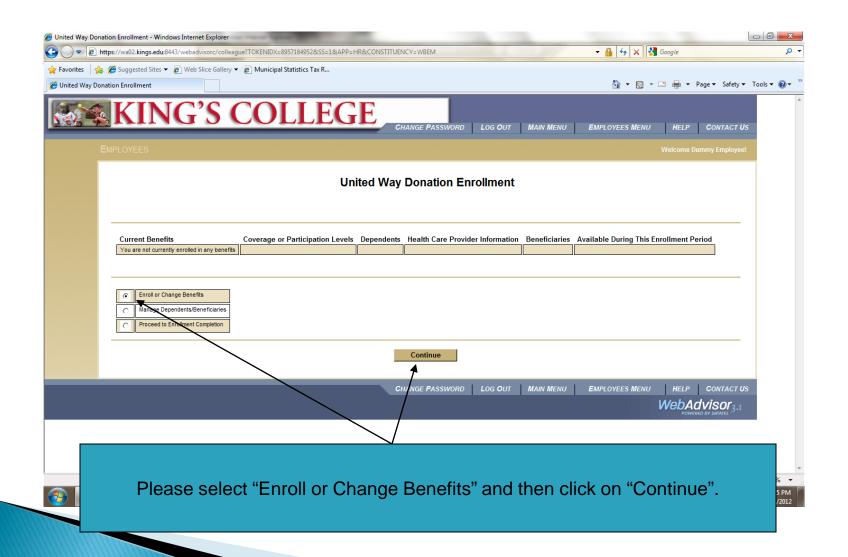
## Select "Employees" tab



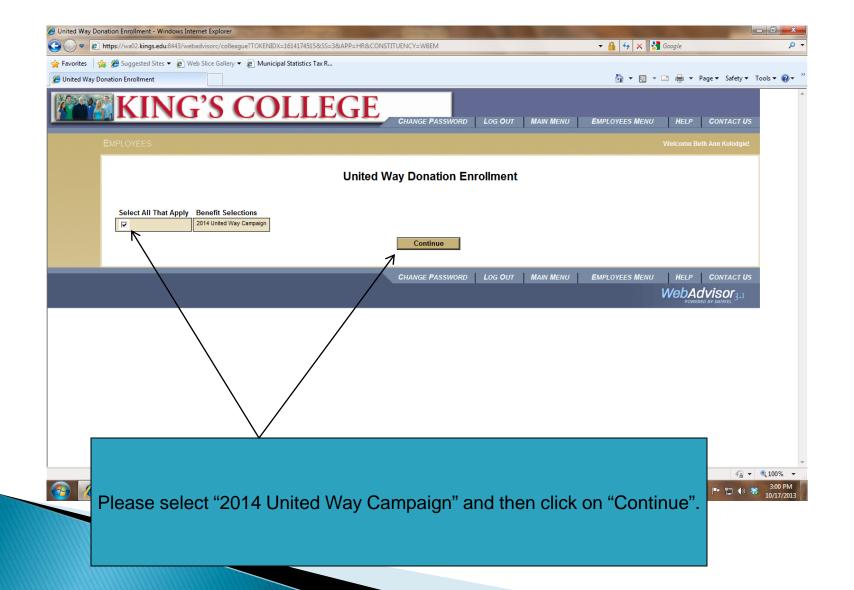
#### Select "United Way Donation Enrollment"



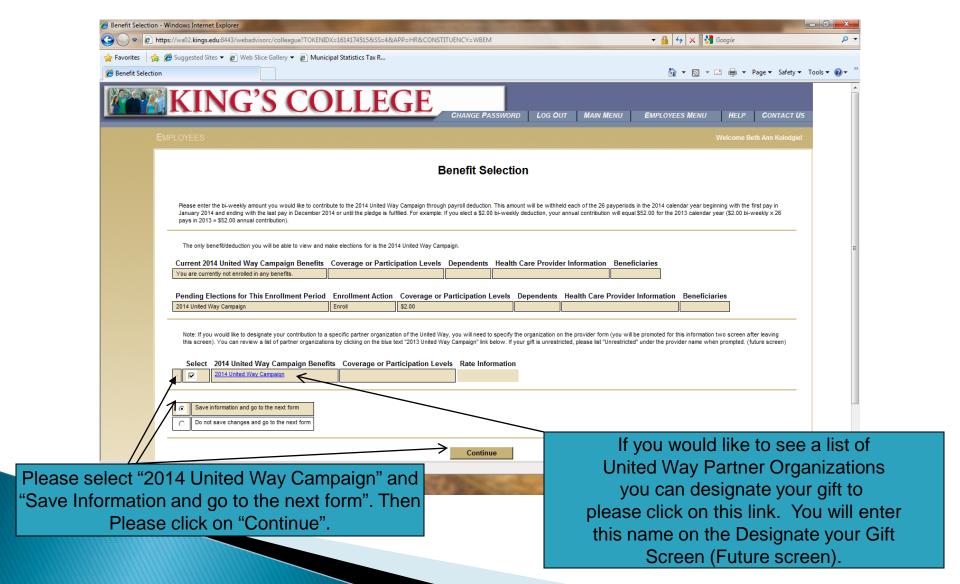
### Select "Enroll or Change Benefits"



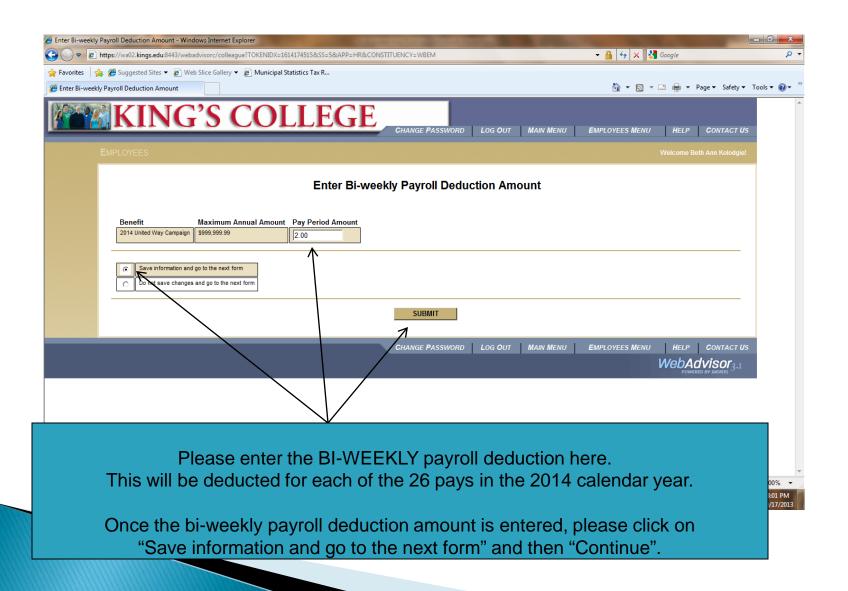
#### Select 2014 United Way Campaign



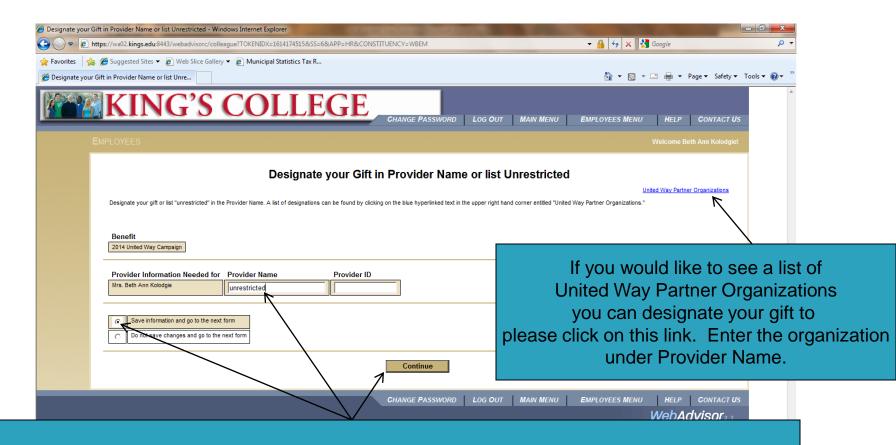
## Make an Election & Designation



#### Choose your bi-weekly donation

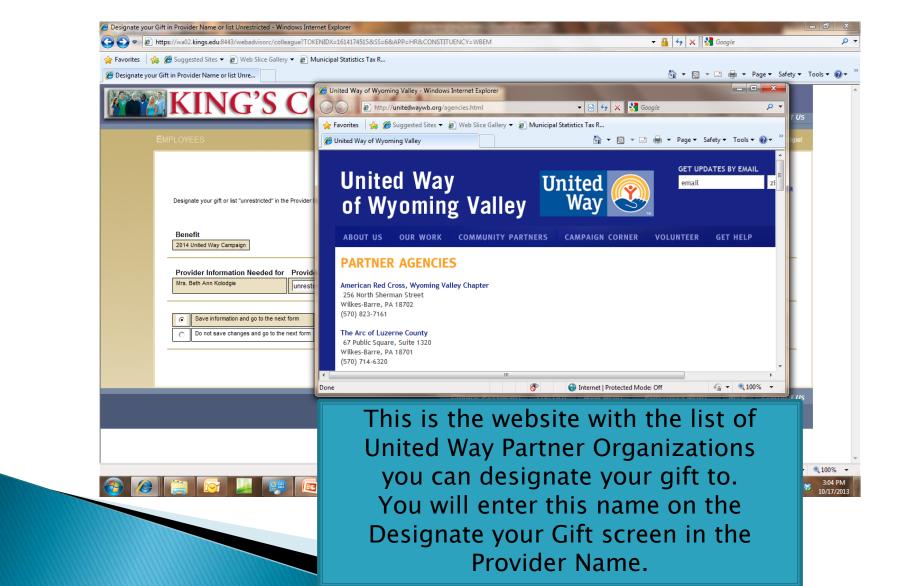


## Designate Your Gift

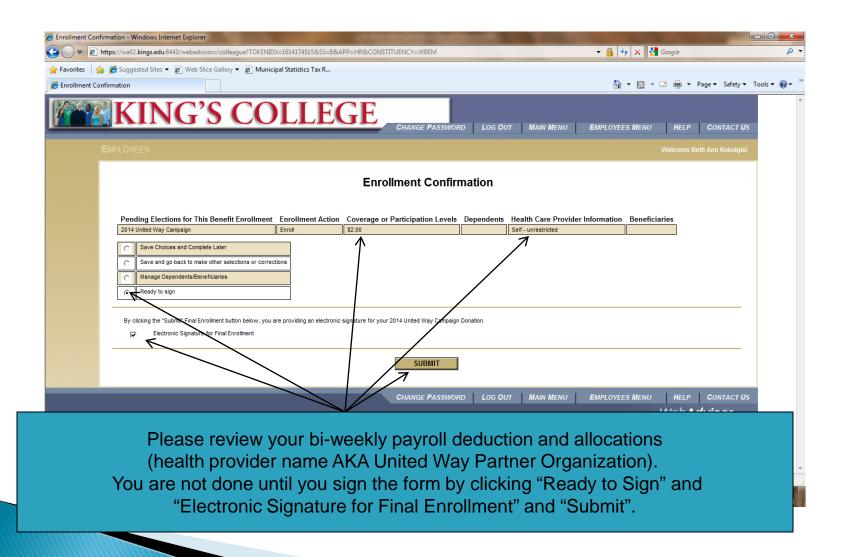


Please designate your gift on this screen. If you are identifying your gift please list a **Partner Organization**. If you are not identifying your gift, type "**unrestricted**". "Save information and go to the next form" and "Continue"

## Partner Agencies



#### Review Gift and Allocation



#### You are done

