2016 United Way
Payroll Deduction Tutorial

United Way of Wyoming Valley
Log Into WebAdvisor

Please click On WebAdvisor Link.
Login

Please select “Login To WebAdvisor”
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 “United Way Donation Enrollment”.

Please click on “United Way Donation Enrollment”.
Select “Enroll or Change Benefits” and then click on “Continue”.
Select 2016 United Way Campaign

Please select “2016 United Way Campaign” and then click on “Continue”.

Please select “2016 United Way Campaign” and “Save Information and go to the next form”. Then please click on “Continue”. If you would like to see a list of United Way Partner Organizations you can designate your gift to please click on this link. You will enter this name 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 in the 2016 calendar year.

Once the bi-weekly payroll deduction amount is entered, please click on “Save information and go to the next form” and then “Continue”.
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”
The blue hyperlink text is a list of United Way Partner Organizations you can designate your gift to. You will enter this name or number on the Designate your Gift screen in the Provider Name.
Please review your bi-weekly payroll deduction and allocations (health provider name AKA United Way Partner Organization). You are not done until you sign the form by clicking “Ready to Sign” and “Electronic Signature for Final Enrollment” and “Submit”.

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