2011 Annual Fund Campaign

Payroll Deduction Tutorial
Log Into Web Advisor

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

Please select "Login To WebAdvisor"
Log In

Please click on “Log In”. 
Enter User ID & Password

Please enter your UserID (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 “Benefit Enrollment”

Please click on “Benefit Enrollment”.
Select “Enroll or Change Benefits” and then click on “Continue”.
Select 2011 Annual Fund Campaign

Please select “2011 Annual Fund Campaign” and then click on “Continue”.
Make an Election & Designation

Please select “2011 Annual Fund Campaign” and “Save Information and go to the next form”. Then Please click on “Continue”. 
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 April 2011.

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

Designate Your Gift

Please designate your gift on this screen as either “unrestricted” or specify the use of your funds.
Type in the name and then click on “Save information and go to the next form” and “Continue”
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”.

Review Gift and Allocation
Your 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.