


Step 1: Please go to teamwork website: <http://portal.teamworks.wellsfargo.com/1/Social-Responsibility/CS/Pages/CommunitySupportandUnitedWayCampaign.aspx>

, Please now should be on the upper right corner

Step 2: After input your user name and password, you will see the following screen: then choose Give Now

Tutorial video 

Welcome

Thank you for visiting the Wells Fargo online pledge tool. This tool provides an easy, efficient and effective way for you to give financially to those nonprofit organizations you passionately support.

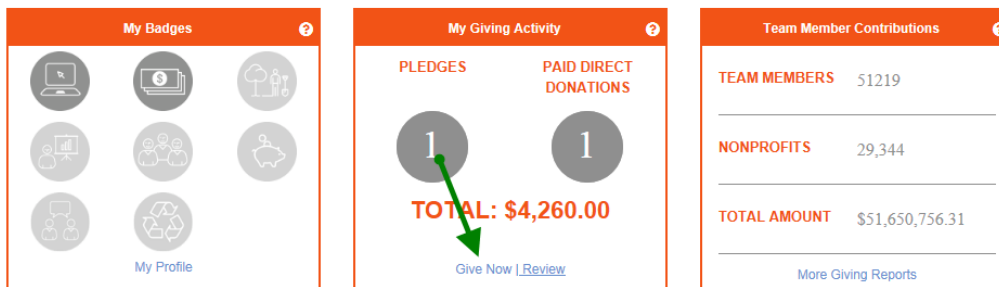
Before you begin, take a moment and watch a tutorial [video](#) of the new pledge tool. This video is 6 minutes in length, however, a menu option is available so you may select specific sections of the tool you want to review.

The campaign takes place September 1-30, 2015. Through the online pledge tool, you can donate in many different ways including payroll deduction, credit card, check or stock.

Gifts made to eligible schools and educational foundations are matched by Wells Fargo up to \$5,000 per team member per year.

You are also encouraged to give your time and talent and volunteer during the campaign, or at any time throughout the year. Be sure and record your hours on My Volunteer Time.

Thank you for all you do to lift up those communities where we live and work. If you're ready to begin, click [Give Now](#).



Team Member Contributions	
TEAM MEMBERS	51219
NONPROFITS	29,344
TOTAL AMOUNT	\$51,650,756.31

Step 3: In next screen, please choose Record a Paid Direct Gift

Give Now

[Home](#) / Give Now

Before you begin, take a moment and watch a tutorial [video](#) of the new pledge tool. This video is 6 minutes in length. Or scroll down to start your pledge now.

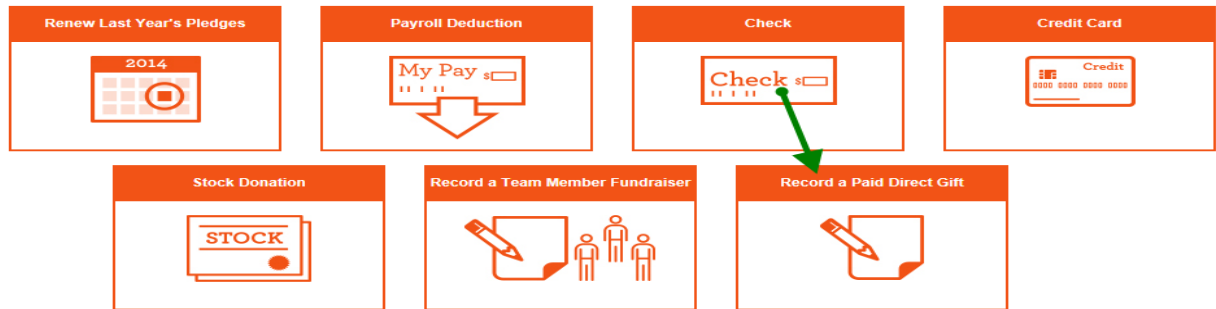
Through the Wells Fargo Community Support Campaign, you can support as many nonprofit organizations you are passionate about in a variety of giving options.

You can easily donate by [check](#), [credit card](#), [payroll deduction](#), or [stock](#). You can also [renew last year's pledges](#) or make changes to this year's contributions. If you made a donation to a nonprofit organization outside the campaign at any time during the year, you may record this gift as a [paid direct gift](#). These contributions will be included as part of your total campaign donations.

Through the campaign, Wells Fargo pays all administrative and processing costs so that 100% of your donations go directly to the organizations of your choice. Donations will be disbursed to your designated nonprofit organizations as detailed in the [disbursement calendar](#). We disburse more than \$30 million to more than 30,000 nonprofit agencies each year. Our intent is to send these important payments in an efficient and cost-effective way for both Wells Fargo and the nonprofit organizations that team members support.

Thank you for contributing through the Wells Fargo Community Support Campaign.

Click one of the options below to start your pledge.



Step 3: Please hit "I Agree" button in the next screen, you will see this screen next, please input Charlotte Chinese Academy, then hit Search button

Record a Paid Direct Gift

If you have made a donation to a nonprofit outside the campaign at any time during the year, complete the steps below to record the gift. These contributions will be included as part of your total campaign donations.

If this paid direct gift is match-eligible, you will need to request a match by visiting the [Matching Gift portal](#). Only gifts made through the campaign via check, credit card, payroll deduction, or stock will be matched automatically.

Step 1 of 3: Select Organization ⊖

Search (One field required to search.)

State

🔍

Designation (optional)
If you would like your donation to be directed to a specific cause or area of your selected organization, type it in below.

[Next >](#)

Or add

Step 2 of 3: Enter Paid Direct Detail ⊕

Step 3 of 3: Certify and Submit ⊕

Step 4: In the next screen, please select our organization: Charlotte Chinese Academy, after input the donation amount and date in step 2, please proceed to step 3: certify and submit to record your donation.

Give Now: Record a Paid Direct Gift

Home / Paid Direct Gift

Record a Paid Direct Gift

If you have made a donation to a nonprofit outside the campaign at any time during the year, complete the steps below to record the gift. These contributions will be included as part of your total campaign donations.

If this paid direct gift is match-eligible, you will need to request a match by visiting the [Matching Gift portal](#). Only gifts made through the campaign via check, credit card, payroll deduction, or stock will be matched automatically.

Step 1 of 3: Select Organization ⊖

Charlotte Chinese Academy
PO Box 78314
Charlotte, North Carolina 28271

[Edit](#)

Designation (optional)
If you would like your donation to be directed to a specific cause or area of your selected organization, type it in below.

[Next >](#)

Step 2 of 3: Enter Paid Direct Detail ⊕

Step 3 of 3: Certify and Submit ⊕

Step 5: Since this is a paid direct donation, you need the last step: Request a Match , please Hit Request a Match button, you will see the following screen, please input Charlotte Chinese Academy, then choose Search



My Pledge Tool

Welcome, EDWARD YU

New Match Request: Find an Organization

Home/Match Request: Find an Organization

Only complete this match request form if you have donated to an organization outside of the Community Support Campaign. If you have pledged via payroll deduction, check, credit card or stock through the Community Support Campaign your donation will be automatically matched to educational institutions. Please only submit a match request if you have recorded a paid direct gift and/or donated directly to a match eligible, nonprofit organization.

Begin your new Match Request by finding the organization you donated to using the search tool below.

Please complete one or more fields to continue. You can narrow your search by entering additional information.

<input type="text" value="Charlotte Chinese Academy"/>
<input type="text" value="EIN"/>
<input type="text" value="Address"/>
<input type="text" value="City"/>
<input type="text" value="State"/>
<input type="text" value="Zip"/>
<input type="button" value="Search"/> Back

Step 6: Select our organization

Choose an Organization

[Home](#) / [New Match Request: Find an Organization](#) / Choose an Organization

Your search found the following organizations. Please select one to continue with your Match Request or, if your organization was not found you may add it by clicking the "Add an Organization" button.

You can also [Contact Us](#) if you continue to have trouble locating your organization.

Request Match	Organization Name	Street Address	City, State
<input type="button" value="Select"/>	Charlotte Chinese Academy	PO BOX 78314	Charlotte,NC

[Cancel](#) [Back](#)

Step 7: Please fill in the next screen and hit Continue button

Enter Matching Gift Information

[Home](#) / [New Match Request: Find an Organization](#) / Enter Matching Gift Information

The organization will use this information to verify your gift.

Fields with an asterisk (*) are required.

Organization Name:

*

Payment Method:

*

Exact Date of Gift:

*

Your Gift Amount:

*

Amount to Match:

*

Remaining Match Amount, Year-to-Date:

Comment (Optional):

Although donors may enter instructions in this section, the educational institution and the donor are responsible for ensuring that the gift complies with the Wells Fargo Educational Matching Gift Guidelines. Please call the Wells Fargo Educational Matching Gift Program at 866-229-9382 if you have any questions.

[Back](#)

Step 8: You should see your match fund request in Pending Match Requests, we will follow up with the proper department to make sure CCA get the match fund.

Pending Match Requests

[Home](#) / Pending Match Requests

Listed below are match requests that are awaiting confirmation from the organization. Approved match requests can be found in [My Giving History](#).

To learn more about which donations are match-eligible please read the matching guidelines [here](#).

Edit Request	Organization Name	Street Address	City, State	Donation Date	Donation Amount	Match Status
Edit Request	Charlotte Chinese Academy		Charlotte, North Carolina	8/30/2015	\$760.00	Pending

If your match-eligible donation is not listed above please submit a new Match Request by clicking the link below.

[New Match Request](#) [Back](#)