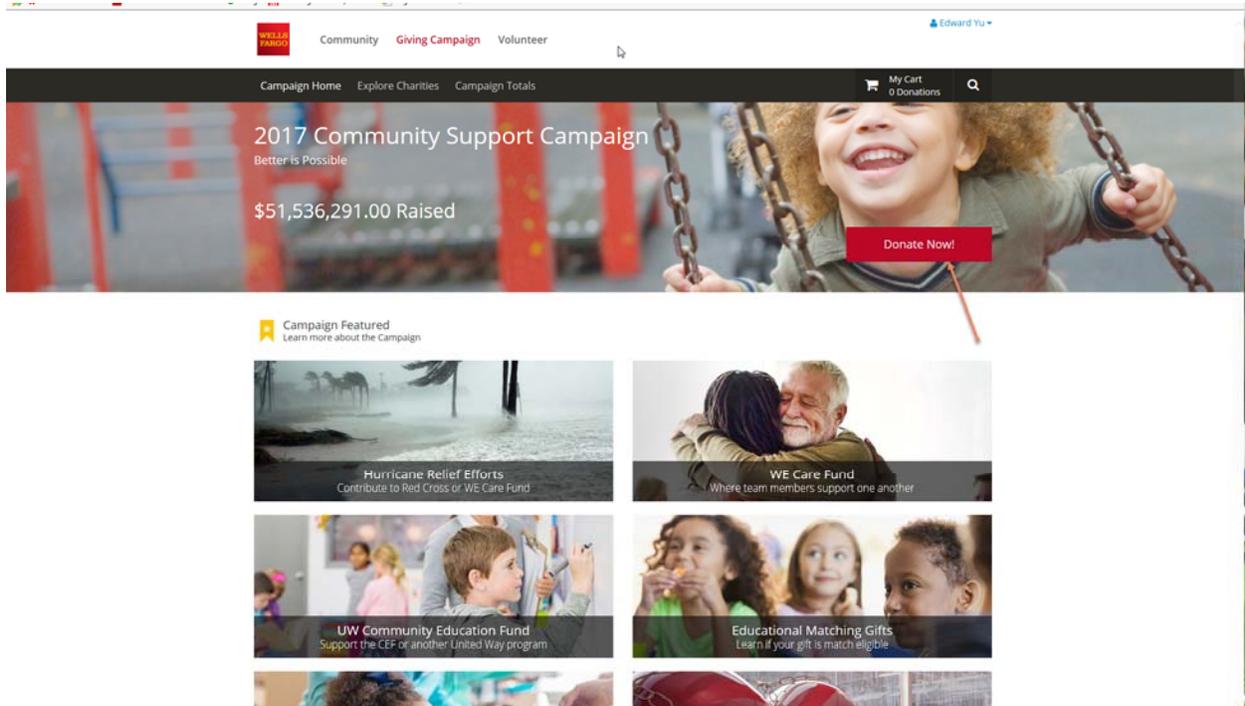


Step 1: Please go to teamwork website: <http://portal.teamworks.wellsfargo.com/1/Social-Responsibility/CS/Pages/Give-During-the-Campaign.aspx>

Then Click on “Pledge Now” button on your upper right screen, if the web link doesn’t work, please find “2017 Community Support Campaign” web link from your internal website

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



Step 3: In next screen, please type in **“Chinese Academy Inc”** then click on the magnified glass icon to search, please ignore all other fields; our school’s information will pop up immediately appear below, then click on “View Profile” button

WJLA Parents Community Giving Campaign Volunteer Edward Yu

Campaign Home Explore Charities Campaign Totals My Cart 0 Donations

## Explore Charities

Chinese Academy Inc

Select a Category Select a Country Enter City Name Update Search

Showing 1 - 10 of 10000 Results Matching "Chinese Academy Inc" Clear Search Results

**Chinese Academy Inc**  
Po Box 78314, Charlotte, NC, 282717030, United States  
ID : 56-2043169  
[View Profile](#)

**Kc Chinese Academy Inc**  
14070 Rilev St Apt 2301, Overland Park, KS, 662233974, United States  
ID : 26-4620157  
Not Accepting Donations  
[View Profile](#)

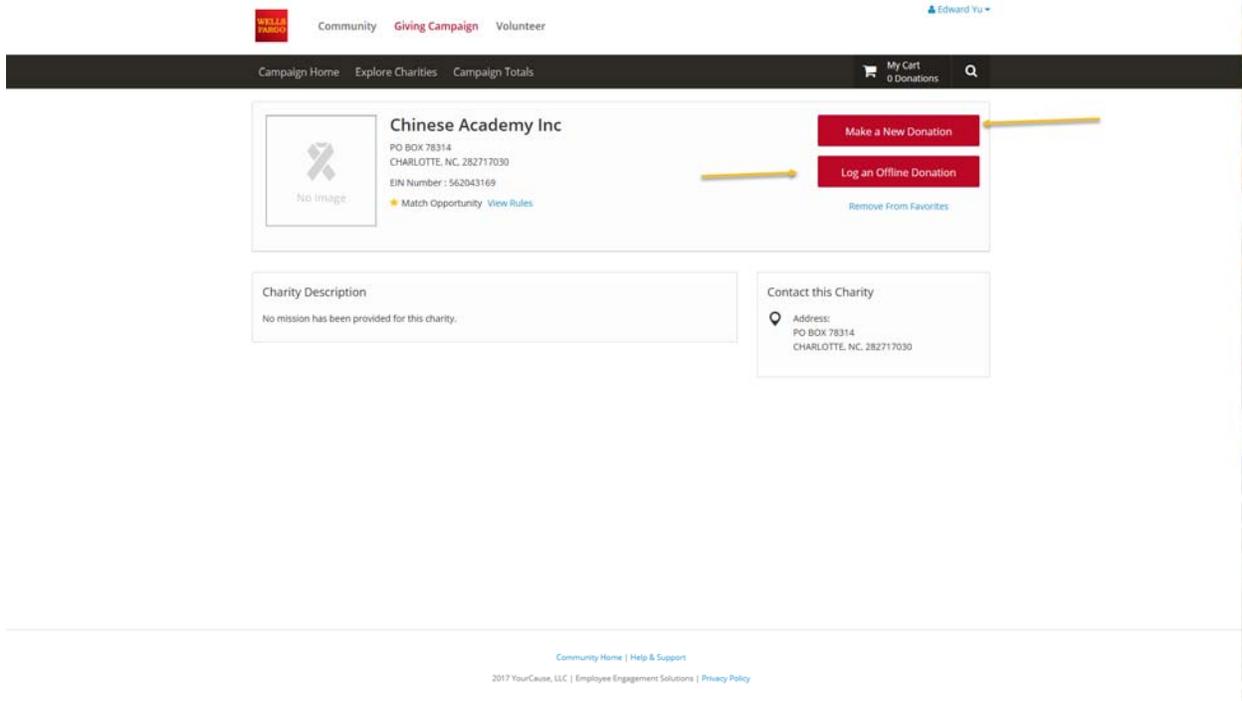
**Huayuan Chinese Academy Inc**  
11007 Lampighter Ln, Potomac, MD, 208542764, United States  
ID : 32-0348012  
[View Profile](#)

Washington Chinese Academy Inc.

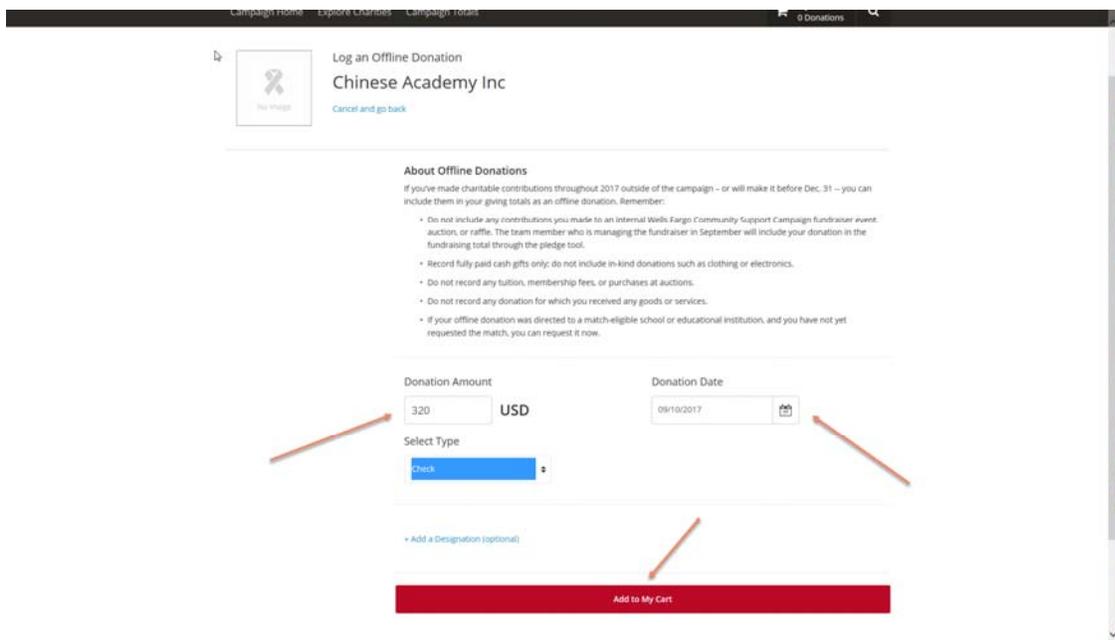
Step 4: In the next screen, you will see our school's detailed information such as official name, address and our IRS tax id, you have 2 options:

- Make a New Donation
- Log an Offline Donation

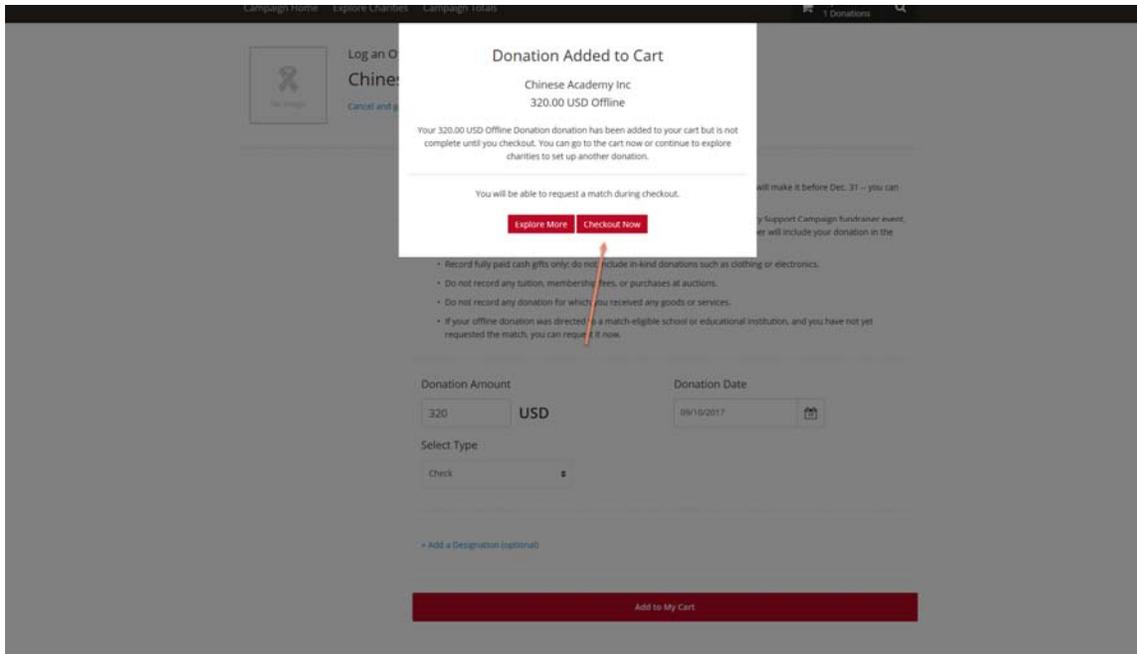
For most of our parents, you will choose "Log an offline Donation"; however, if you want to donate a little bit extra, you can choose "Make a New Donation",



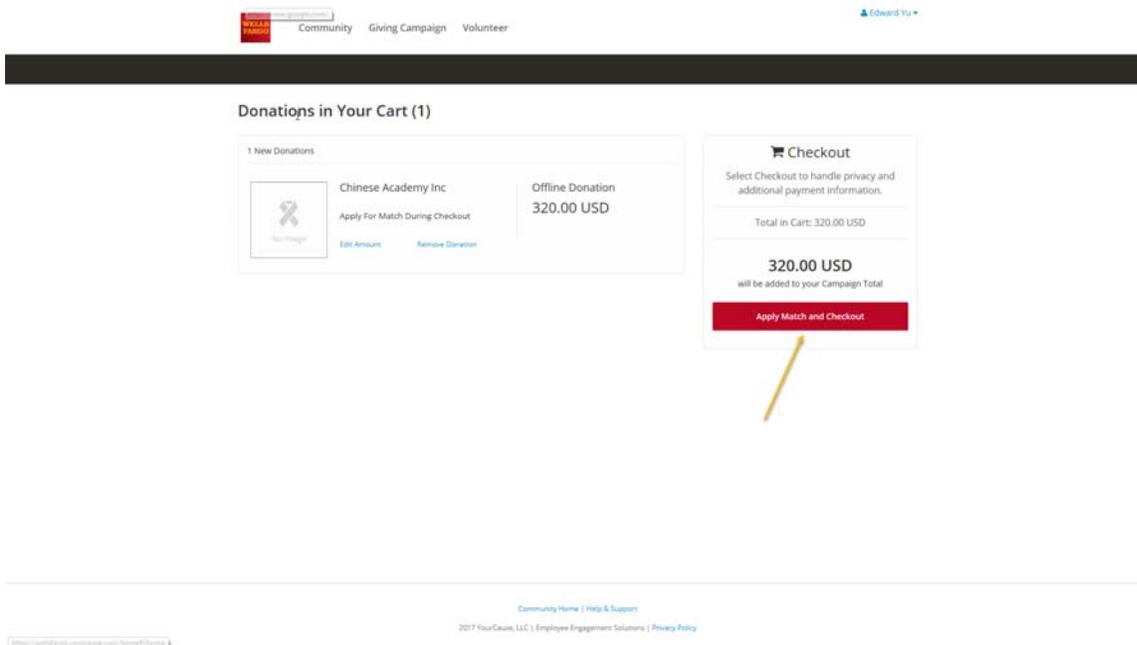
Step 5: Log an Offline Donation, please put in donation amount, Donation Date and Select Type, then click on “Add to My Cart” button



In the next screen, please make sure click on “Checkout Now” button



Finally, please click on “Apply Match and Checkout” button in the next screen



Step 6: In the next screen, you need to submit the donation receipt which we attached a standard CCA receipt, you can fill in on your own, CCA will verify with Wells Fargo. Receipt number you can generate Receipt No. by yourself, use the date you donated + your child’s birthdate, for example, if you donate on

09/10/2017 and your child birthday is 11/22/2006, the number is "201709101122", please save the file to PDF version and upload it

Return to Cart

1 Match Information 2 Privacy & Payment Info 3 Confirm Your Preferences 4 Complete

**Match Eligibility & Questions**  
Before you can select Match Amounts, please complete the question(s) listed below on this page for each donation.

**Chinese Academy Inc**  
Donation Amount: 320.00 USD Offline Donation

**MATCH PROGRAM**

Which Match Program would you like to use?  
This match is eligible for multiple match programs. Choose one of the following.

- 2017 Offline Match Program - Approved (USD) - 320.00 USD Available
- Do Not Match This Donation

**MATCH QUESTIONS**

If applying for a match you must upload your receipt here \*  
[View Uploaded document](#)

Drag & Drop File or Upload File

Cancel **Next Step**

Step 8:

Return to Cart

1 Match Information 2 Privacy & Payment Info 3 Confirm Your Preferences 4 Complete

**Apply for Match**  
Great news. You can request a match for 2 of your donations. For each donation, handle the steps below.

**Chinese Academy Inc**  
Your Donation Value: 320.00 USD Offline Donation

**Match Program Info**  
This match requires Admin Approval

Eligible Match Amount: 320.00 USD

- Apply for 320.00 USD [Change Amount](#)
- Do Not Match This Donation

**Match Cap**  
2017 Match Cap (USD)

Total Match Cap: 4,680.00 USD  
5,000.00 USD Available for Match

Processed Match: 0.00 USD  
Allocated/Pending: 320.00 USD

Total Match Requested: 320.00 USD

Back **Next Step**

Step 9: Please click on “Confirm and Finish”, you should receive an email confirmation from WeCare shortly

[Return to Cart](#)

1 Match Information 2 Privacy & Payment Info 3 Confirm Your Pledges 4 Complete

You are about to confirm 1 donations and 320.00 USD to your Campaign Total.

All one-time payroll contributions will be deducted from paychecks in mid-March 2018.

**There is no one-time payroll option for November this year.** If you are renewing a one-time payroll pledge you made last year, your contribution will be deducted in mid-March 2018 regardless of whether last year's pledge was a November one-time or March one-time.

Select "Go back a step" if you need to edit your donation.

Donation Type	Charity Name	Amount	Frequency	Donation Total
Offline Donation	Chinese Academy Inc	320.00 USD		320.00 USD
Match	Chinese Academy Inc	320.00 USD		

TOTAL: 320.00 USD  
Match Requested: 320.00 USD

**CONFIRM AND FINISH**

[Go Back a Step](#)