



## How to Access Dorchester School District Four ePledge Form for Employees

**Step 1:** Click on this link: <https://epledge.tuw.org/dd4>

**Step 2:** Type in **your DD4 email address** as your Username.

**Step 3:** Type **dd420** as your password. You'll be asked to change it.

**Step 4:** You should be at the Superintendents letter – Please read Dr. Wymb's letter.

**Step 5:** At the bottom of the letter, above Sincerely, click on the hyperlink that says "**Click Here to Pledge**".

**Step 6:** Complete the pledge form. Note the various options for payment.

**Payroll deductions will begin in August 2021 with the new school year.** Print a copy for yourself if you like.

## HOW TO DESIGNATE TO ANOTHER NON-PROFIT

***If you choose to designate your pledge to a specific agency:***

- Check the small box under your pledge amount on the 1<sup>st</sup> screen. It is asking if you do NOT want to pledge it all to Trident United Way – that will get you to the designation screen.
- Once there, scroll down to Agency Designations.
- Complete the amount you want to designate (all or part of your pledge). Must be no less than \$50 per agency.
- Type in the name of the agency and click the search button. If it is in their database it will come up.
- Press the "+" to select it. If it doesn't come up there is an option to write it in, but you will need:
  - the agency name address including city, state and zip
  - their Employer ID # or (EIN).

Note: There is drop down to the IRS website at this point on the form, but I recommend *contacting the agency ahead of time and asking them for their EIN number*. This is much easier than maneuvering through the IRS website.

- Continue completing the form per instructions.

Melrose Smith's story - <https://www.youtube.com/watch?v=IJHYMrNu1nU&t=4s>

Deanna Scott's story - <https://www.youtube.com/watch?v=rVJEZiGbSXc&t=43s>

Together We Can - [https://www.youtube.com/watch?v=FIHIQwl\\_uIU](https://www.youtube.com/watch?v=FIHIQwl_uIU)