2013 United Way
Payroll Deduction Tutorial
Log Into Web Advisor
(Please note this is the only way in which a payroll deduction can be authorized)

Please click On Web Advisor Link.
Login

Please select “Login To WebAdvisor”
Please click on “LOG IN”.
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 2013 United Way Campaign

Please select “2013 United Way Campaign” and then click on “Continue”.
Please select “2013 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 2013 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".
Designate Your Gift

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”.

If you would like to see a list of United Way Partner Organizations you can designate your gift to please click on this link. Enter the organization under Provider Name.
This is the website with the list of United Way Partner Organizations you can designate your gift to. You will enter this name 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.