

# LOGGING INTO YOUR ONLINE GIVING WEB SITE IS EASY!

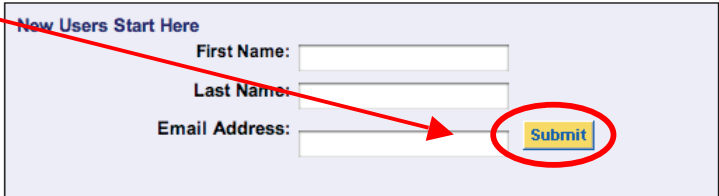
To Begin: Log on to <https://www.pledgefirst.org/hoganlovellstouch>

## New Users

All new employees must use the **“New Users?”** link to create an online giving account. After clicking the “New Users?” link, follow the instructions below to create your account.




Enter your First Name, Last Name and work Email Address, to begin creating your account, and click “Submit”.



The screenshot shows the "New Users Start Here" registration form. It has three input fields: "First Name:", "Last Name:", and "Email Address:". A red circle highlights the "Submit" button. A red arrow points from the "Submit" button to the "Please Register for Access" form below.

Now set up your username and password, and specify a security question, in case you forget your log in information. Then click “Submit”...



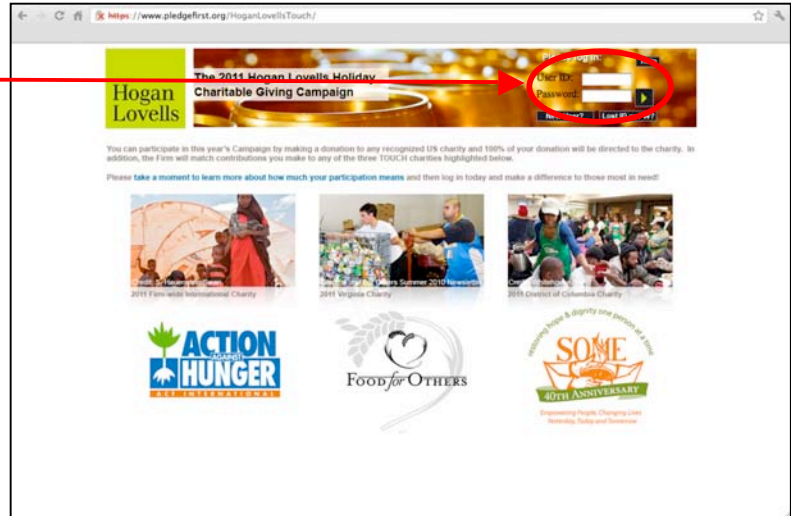
The screenshot shows the "Welcome Employees!" registration form. It has five input fields: "Choose a User Name:", "Choose a Password:", "Reenter Password for verification:", "Security Question:", and "Answer:". A red circle highlights the "Submit" button. A red arrow points from the "Submit" button to the "Please Register for Access" form below.

You will automatically enter your **Charitable Giving** website.

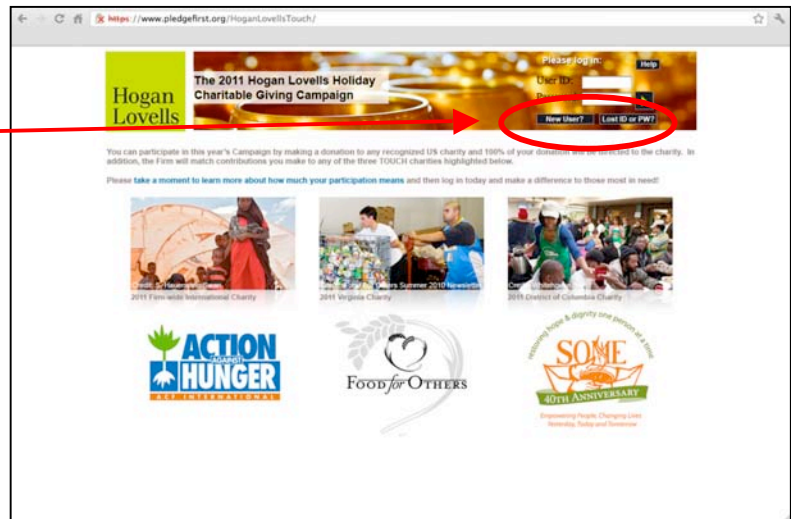
The screenshot shows a web browser window with the URL <https://www.pledgefirst.org/index.cfm?action=Home.Employee&createCookie=1>. The page features a header with the Hogan Lovells logo and the title "The 2011 Hogan Lovells Holiday Charitable Giving Campaign". A navigation menu includes "Home", "Getting Started", "Give", "Browse Charities", and "My Account". The main content area is titled "Welcome, cmp229475comm cmp229475comm" and includes a "Give" button and a calendar icon for December 1st. A "My Account Manager" sidebar on the left provides options for "My Pledge History" and "My Pledge Confirmation". The central section, "Highlights and Features", introduces the "Holiday Charitable Giving Campaign" with a message to colleagues and a progress bar showing 200 donors. Below this is a "Charity Search" section with filters for "Special Giving Choices", "Browse Charity Groups", and "Areas of Interest". A "Become a Volunteer" section is also present. The footer contains contact information and a copyright notice for America's Charities.

# Returning Users

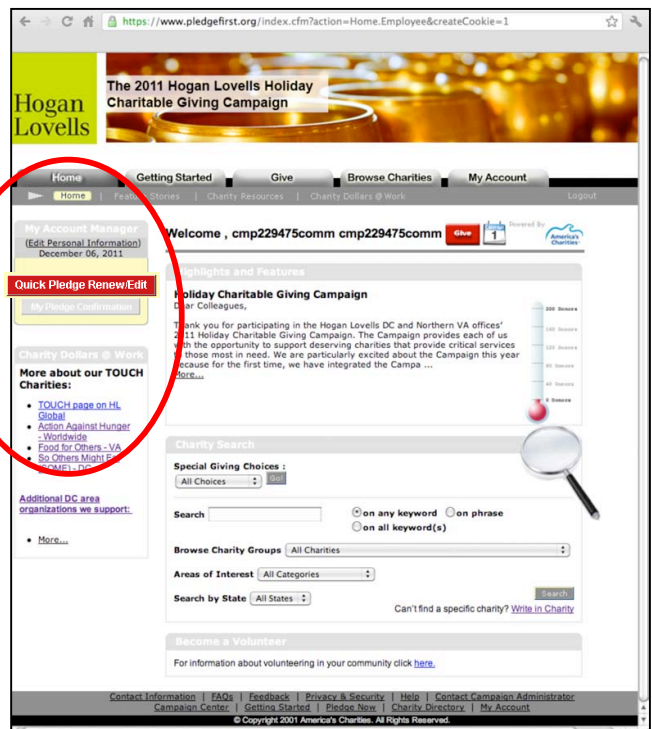
If you are a Returning User to this website, simply enter the same username and password you created then.



If you do not remember your username and password, you can create a new account using the **"New Users?"** link or you can use the **"Forgot your Password"** link on the page to retrieve your information.



If you participated last year, you will have the opportunity to quickly renew or edit your pledge(s) in just a few simple steps. Click the red button in your "My Account Manager" to proceed.



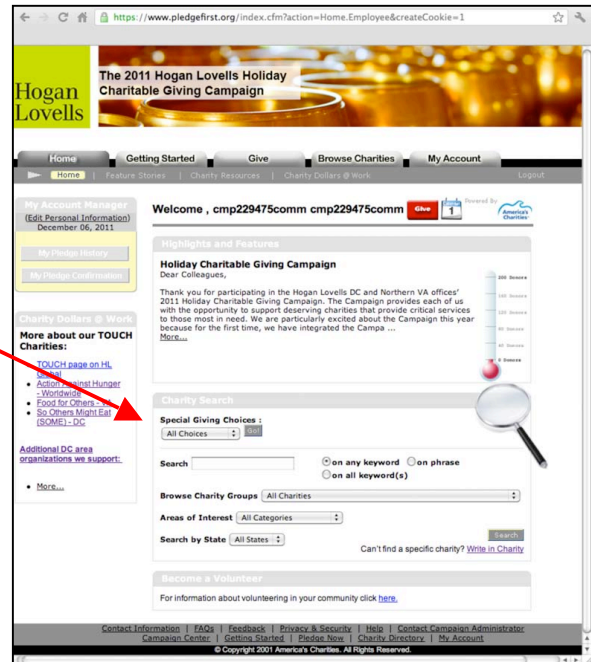
# TOUCH Charities

We are particularly excited about the Campaign this year because for the first time, we have integrated the Campaign with the firm's TOUCH matched charitable giving program.

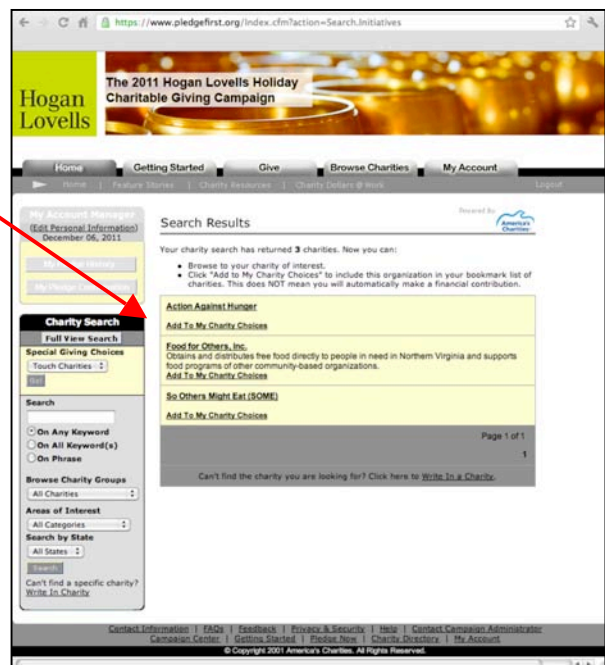
Donations you make to the firm's global TOUCH charity *Action Against Hunger (ACH)*, the DC office TOUCH charity *So Others Might Eat (SOME)* and the Northern VA office TOUCH charity *Food for Others* will be matched 100% by the firm.

## Finding and donating to TOUCH Charities

Once you sign on, you'll see the home page of your web site. You can find the charity search box, from here you can TOUCH charities from the drop down menu.



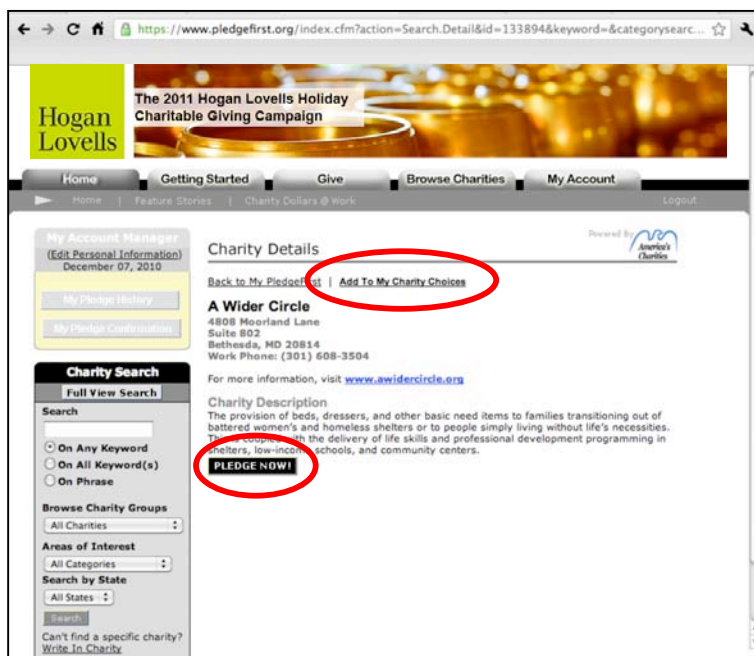
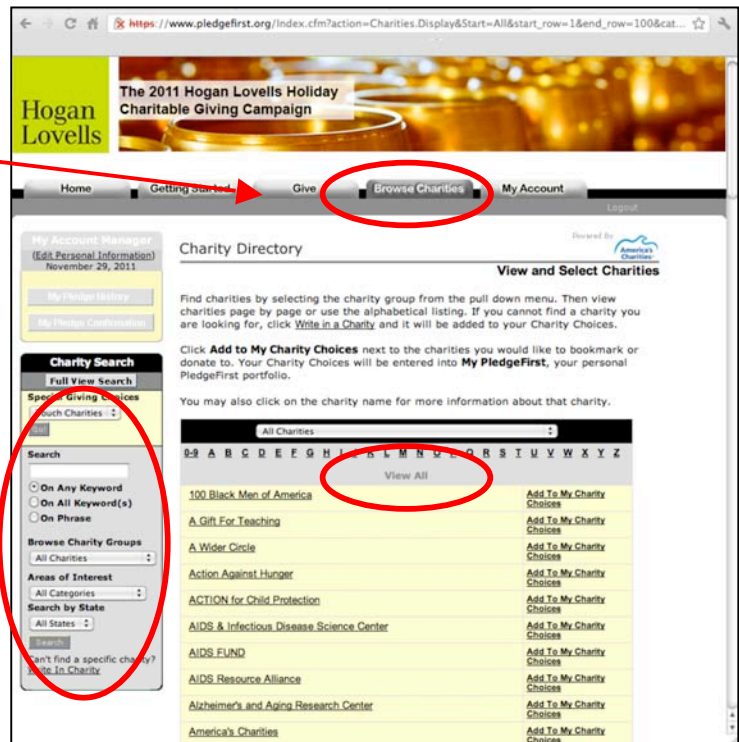
And a listing of the TOUCH Charities will appear. You can decide at this point which of the TOUCH Charities you would like to pledge to. Simply click on the name of the charity to proceed.



## Choosing Additional Charities

When you sign on, you'll see the home page of your web site. You can find everything you need there – it's that easy.

**Browse Charities** - Click the “Browse Charities” tab from the top of your home page. Under the “Browse Charities” tab you can shop by the pull-down menu in the middle titled “View All,” or you can use the pull-downs on the left that include keyword search, charity groups, areas of interest, etc.



Once you find a charity, click on the charity name to get contact information, a short description **if available**, and a link to the charity's Web site. You can either:

1. Pledge directly from this page by clicking the “**Pledge Now**” button, or
2. Select “**Add to my Charity Choices**” and continue shopping for additional charities.

Selecting “Add To My Charity Choices” places your selection(s) in “My Charity Interests” under the “My Charity Account” tab.

Once your selection is in “My Charity Interests” you can click “Pledge Now!” to proceed with your pledge.

<b>My Charity Interests</b>		<b>PLEDGE NOW!</b>
<a href="#">A Wider Circle</a>		<a href="#">Remove</a>
<a href="#">Give Kids The World</a>		<a href="#">Remove</a>
<b>CHOOSE ADDITIONAL CHARITIES</b>		
<a href="#">Write in Charity</a>		

## WRITE-IN A CHARITY

Suppose you have looked through all of the charities in your online charity directory and you STILL can't find your favorite. On the “Browse Charities” page you will find a link to Write-In your favorite charity. Fill in as much information about the charity as you can and click “Submit” to complete your pledge.

The screenshot shows the 'Write In Charity' page on the PledgeFirst.org website. The browser address bar shows the URL: <https://www.pledgefirst.org/Index.cfm?action=Pledge.WriteIn>. The page features a navigation menu with 'Home', 'Getting Started', 'Give', 'Browse Charities', and 'My Account'. A sidebar on the left contains a 'My Account Manager' section with links for 'My Pledge History' and 'My Pledge Confirmation', and a 'Charity Search' section with a search box and filters for 'On Any Keyword', 'On All Keyword(s)', and 'On Phrase'. The main content area is titled 'Write In Charity' and includes a note: 'Please fill out the charity information below as completely as possible. Note: You will not be able to complete your pledge until the name, city, state, and phone are provided.' Below this note are links to 'The Better Business Bureau', 'Give.org', 'GuideStar', 'Network for Good', and 'The Internal Revenue Service'. The form fields include: Charity Name, Charity Tax ID, Street, City, State, Zip Code, and Phone. At the bottom of the form are 'Reset', 'Cancel', and 'Submit' buttons.

Please use the proper name of the charity, rather than a casual name that you may know it by. We want to make sure your donation gets to the right place, quickly.

If you write in a charity, it will be in the database for next year's pledging and other people will have the ability to see it and make a donation.

## MAKING A DONATION

You will then be directed to a step-by-step process to complete your pledge.

Your **Charitable Giving** website allows payroll deduction as a method of giving. It also includes the opportunity to pledge by check and credit card.

Select your method of giving, then hit “Next”.

**If you selected “Per Pay Period”**, please note that your gift will automatically be computed to reflect the annual amount.

1. Either select or manually enter the amount you would like to donate per pay period.
2. Hit “Next” to review. You will then see that your gift will be automatically computed to reflect the annual amount.
3. Review your pledge. If you want to correct it, hit “Back.” If you are satisfied with the Pledge, hit “Next”.
4. On the final page, review your personal information and indicate if you wish to be acknowledged for your gift. Now select “Submit,” and you’re done!

https://www.pledgefirst.org/index.cfm?action=Pledge.MakePledge

Hogan Lovells

The 2011 Hogan Lovells Holiday Charitable Giving Campaign

Home Getting Started Give Browse Charities My Account Logout

Pledge Now! Powered by America's Charities

3 Easy Steps to Make a Donation

Three Easy Steps 1 2 3

Select Payment Method

- Click "Back" to return to the My Charity Choices page
- Click "Cancel" to cancel this transaction and return to the Campaign Center
- Click "Next" to continue

If you have more than one charity listed below, you may choose to contribute to any or all organizations. Simply select a Payment Method for those you wish to give to at this time. For those that you do not currently wish to support, do not select a payment method.

You may return at any time during the pledge period to contribute to additional charities.

My Charity Choices	Payment Method	Remove
A Wider Circle:	Payroll Deduction	Remove
Give Kids The World:	Check	Remove

Back Cancel Next

Contact Information | FAQs | Feedback | Privacy & Security | Help | Contact Campaign Administrator  
Campaign Center | Getting Started | Pledge Now | Charity Directory | My Account

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**If you selected “Check”** as your payment option, your pledge is considered a one-time gift to that charity. Like a “Per Pay Period” payment, you will be able to review your pledge prior to committing.

**If you select “Check”:**

1. Either select or manually enter the amount you would like to donate. Then, hit “Next”.
2. The screen will then show you to whom and where you should send your check.
3. Review your pledge. If you want to correct it, hit “Back.” If you are satisfied with the pledge, hit “Next”.
4. On the final page, review your personal information and indicate if you wish to be acknowledged for your gift. Now select “Submit” and you’re done!

**If you selected “Credit Card”** as your payment option, your pledge is considered a one-time gift to that charity. Like a “Per Pay Period” payment, you will be able to review your pledge prior to committing.

**If you select “Credit Card”:**

1. Either select or manually enter the amount you would like to donate. Then, hit “Next”.
2. Select your credit card type; enter in your account number and then the card’s expiration date. Then hit “Next”.
3. Review your pledge. If you want to correct it, hit “Back.” If you are satisfied with the Pledge, hit “Next”.
4. On the final page, review your personal information and indicate if you wish to be acknowledged for your gift. Now select “Submit” and you’re done!

**If you selected “Recurring Credit Card”** as your payment option, this is considered an ongoing gift to that charity until you elect to stop your gift before or on 11/30/2011. Like all other payments, you will be able to review your pledge prior to committing.

1. Select **“recurring credit card”** from the drop down menu. Then, hit “Next”.
2. Enter the date you would like your donations to begin, the frequency you would like your donation to be deducted from your credit card (Weekly, Monthly, or Quarterly) and select or manually enter the amount you would like to donate. Then hit “Next”.
3. Review your pledge. If you want to correct it, hit “Back.” If you are satisfied with the Pledge, hit “Next”.
4. Select your credit card type, enter in your account number and then the card’s expiration date. Then hit “Next”. On the final page, review your personal information and indicate if you wish to be acknowledged for your gift. Now select “Submit” and you’re done!