## Step 1 – Log on to <u>CMPC Bridge</u>

• If you do not yet have a CMPC Bridge account/log on, please contact <u>Kathleen Smith</u>.

Step 2 – Select the "Giving" on the left side of the screen.



Step 3 – Select "+ Pledge" near the top of the Giving page



Step 4 – The Next Year's <u>General Fund</u> campaign will be displayed at the top. Please complete your pledge information

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Amo \$ 1	ount .00.00	ASCAN				F
		ASCAN			JET A JUILEDUE	
	EVERY WEEK	EVERY 2 WEEKS	EVERY MONTH	TWICE A MONTH	EVERY 3 MONTHS	ANNUALLY
	Start Date 1/1/2022			End Date 12/31/2022		
Tota	I Pledge: \$1,20	00.00			Cancel	Save Pledge

When you have completed entering your information, select "Save Pledge"

You will receive an acknowledgement screen. Note that this action only completes your online "pledge card."

Check the box at the bottom of the screen to be taken to the online giving screen where you can schedule recurring payments to fulfill your pledge. You can also schedule one-time or recurring gifts at a later date.)

