

ORDER CAMPAIGN MATERIALS ONLINE

Now, your company can custom order your campaign materials and have them delivered directly to you on the date of your choice.

This process is designed to allow you to get the materials you need when you need them and reduce waste.

HOW TO PLACE YOUR ORDER IN 5 STEPS:

1. Go to the [distributor's website](#) and log in using your company's account number. (This number was provided via email from your Employee Campaign Coordinator(s). If you did not receive your account number, or if you are unsure who your contact person is, please send an email to uwgsleccinsider@stl.unitedway.org.)
2. Verify the shipping information on the first page. The default is your company's main address.
 - If the address shown is where you'd like to receive the delivery, select "Ship to Ordered By" (this box is checked by default) and press "Continue with Order."
 - To ship to a different address, uncheck "Ship to Ordered By" and press "Continue with Order." You will be prompted to fill out the shipping information for this order.
3. Select your "Deliver By" date. Orders should be placed at least 10 working days before you need the materials. Materials will be delivered the week before your selected date.
4. Choose your materials by entering the quantity of each item you'd like to order. (To help determine how many of each item you may need, click on "Previous Orders" to view your company's 2017 order.) The following materials are available:
 - Campaign video: One DVD will be automatically shipped with your first order. You can order more than one, if needed. If you prefer, you can stream or download the video.
 - Campaign posters: Each poster highlights both of the stories featured in this year's campaign video, with Doshiemae on one side and Angelita on the reverse.
 - Campaign brochures: Regional inserts are available upon request.
 - Pledge cards and payroll deduction summary cards.
 - Report envelopes. ePledge will automatically be sent to ePledge companies.

If you need other materials that are not listed on the order form, contact your United Way staff person, or visit the Campaign Materials section of Campaign HQ to download materials.

5. Check out once you have selected all items. You're done!

United Way will send several follow-up emails reminding you to complete your order form, if you have not done so already. We want to ensure that you receive your materials when you need them.

All United Way campaign materials are available for download at HelpingPeople.org/campaign-hq.

Helping people.



Greater St. Louis