

## HOW TO ORDER CAMPAIGN MATERIALS ONLINE

All the tools you need to run a fun, energetic and successful campaign are right at your fingertips. Simply order your campaign materials online and have them delivered directly to you. 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 6 STEPS:

1. Go to the website at <https://shops.directedje.com/UWSTL/login.asp> and log in using your company's account number. (**Note:** The login information was provided via email to 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 [helpdesk@stl.unitedway.org](mailto:helpdesk@stl.unitedway.org).)

2. Click on the 'Campaign Materials' link under the Categories section.

3. Choose your materials by entering the quantity of each item you'd like to order. Add the selected items to your cart by using the button at the bottom of the screen. Materials available:

- Campaign video DVD
- Campaign posters: Each poster highlights the stories featured in this year's campaign video.
- Campaign brochures
- Pledge cards and payroll deduction summary cards
- Report envelopes

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.

4. Review your order on the next page. If it is correct, click on the 'Finished Shopping' button. If corrections are needed, click on the 'Continue Shopping' button to return to the previous page.

5. Enter the shipping information and your email address on the next screen. Select the dropdown for standard delivery. (**Note:** If expedited delivery is needed, approval from your staff member is required.) Click on the 'Review Order' button.

6. Once you have confirmed your order, click on the 'Place Order' button to check out. You're done!

All United Way campaign materials are available for download at [HelpingPeople.org/campaign-hq](http://HelpingPeople.org/campaign-hq).

