



**UNITED WAY**  
Greater St. Louis

## HOW TO REQUEST CAMPAIGN MATERIALS FROM THE WAREHOUSE

1. Go to <https://unitedwaymaterials.myshopify.com> or scan the QR code below from your mobile device.



2. Choose your materials by clicking the item you want to order. Enter the desired quantity, then select “Add to cart.”
  - a. From here, you get the options to View Cart, Check Out if you have everything you need, or Continue Shopping if you need additional items.
  - b. Materials available include United Impact brochures, report envelopes, 211 buckslips, payroll deduction summary cards, pledge cards, and campaign posters. If you need other materials not listed on the order form, contact your United Way staff person, or visit the “Campaign Materials” section of Campaign HQ to download materials.
3. At any time, you can view your cart by clicking on the shopping bag icon in the upper right corner of the page, or go back to the Products page by clicking on the United Way logo at the top of the page.

## COMMUNITY CAMPAIGN TALKING POINTS FOR NEW HIRES

4. When you're ready to check out, go to your cart to review your items. Quantities can be updated and items can be removed directly from your cart. Once everything looks correct, select "Check out."
5. Enter your email address and shipping information. Select the Standard shipping method. *Note: if expedited delivery is needed, approval from your staff member is required.* Select the Billing address: Same as shipping address.
6. Complete order. You will be redirected to a confirmation page, and you will receive a confirmation email from United Way of Greater St. Louis Materials.

