

# HOW TO UPDATE YOUR PLEDGE AS A CONTINUOUS GIVER:

UPSTATE

Community Giving

Campaign

Workplace  
Givers for  
United Way and SEFA

**Step 1:** Please visit:

<https://selfserve.upstate.edu/ais/applications/marketing/sefa/eplodge/>

You will need to log-in to self-serve

**Step 2:** You will be able to see a summary of your current pledge  
Scroll down to the bottom of the page and you will see two gray buttons.

**Step 3:** One button will say “Step-Up Your Pledge”. If you would like to increase your pledge without changing any of your designations, please use this button. It will equally distribute to your current designations. These new deductions will not start until January 2025.

The other button will say “Submit A New Pledge”. Use this button if you would like to change your designations / amounts. When you click this button, a new ePledge form will pop-up. It will have saved your previous amounts/designations. Please follow the prompts and edit as you see fit.

**Step 4:** If you are an Emerging Leader or a Women United member, please make sure to complete the “Get Involved” section. If you are a leadership giver, please make sure to complete the “leadership giving” section.

Once you submit, this will be your new pledge for 2025. These new deductions will not start until January 2025.

If you have any questions about the Community Giving Campaign please contact Zanette Howe, [howez@upstate.edu](mailto:howez@upstate.edu) or 315-753-1303.