



CARES GIVING

Invest in the well-being of others



ABOUT CARES GIVING

Cares Giving provides FOAC employees the ability to manage their payroll donations to Cares nonprofit through the UKG platform.



QUESTIONS?

Contact
Cares@financeofamerica.com



HOW TO ACCESS THE CARES GIVING PAGE

Log into UKG and click "Giving" from the "Myself" menu tab.

Recurring Donations

- Schedule a new Recurring donation -

Choose Donation Type

On the Cares Giving homepage, click the recurring donation campaign tile

Input Donation Amount

Enter a pre-set option or click "Other"

Select Donation Date

Select preferred payroll deduction date

Select Recurring Donation

Click "Donate this amount from each regular pay"

Authorize Donation

Read consent message and click "Authorize"

Submit

Click "Submit" and review scheduled donation

- Edit a Recurring donation -

Adjust donation details & submit

In the "Scheduled" section on the Cares Giving homepage, click on the donation. On the next screen, click "Edit" (blue text) and update donation amount and/or date. Click "Submit" and review scheduled donation info on the homepage.

- Cancel a Recurring donation -

Stop donation

In the "Scheduled" section on the Cares Giving homepage, click on the donation. On the recurring campaign screen, click "Edit" and "Stop Donation".

Confirm selection & submit

Click "Stop Donation" on the pop-up message. Click "Submit" and review to confirm donation is removed from the "Scheduled" section.

One-Time Donations

- Schedule a new One-Time donation -

Choose Donation Type

On the Cares Giving homepage, click the one-time donation campaign tile

Input Donation Amount

Enter a pre-set option or click "Other"

Select Donation Date

Select preferred payroll deduction date

Authorize Donation

Read consent message and click "Authorize"

Submit

Click "Submit" and review scheduled donation

- Edit a One-Time donation -

Adjust donation details & submit

In the "Scheduled" section on the Cares Giving homepage, click on the donation. On the next screen, click "Edit" (blue text) and update donation amount and/or date. Click "Submit" and review scheduled donation info on the homepage.

- Cancel a One-Time donation -

Stop donation

In the "Scheduled" section on the Cares Giving homepage, click on the scheduled donation. On the one-time campaign screen, click "Edit" and "Stop Donation".

Confirm selection & submit

Click "Stop Donation" on the pop-up message. Click "Submit" and review to confirm donation is removed from the "Scheduled" section.

**Scheduled donations can be stopped up to 5 business days prior to payroll processing. If you wish to re-enroll in recurring donations, please contact Cares@financeofamerica.com.*