

How to Make a Pledge

FedEx Trade Networks

To make your pledge via the IMS system:

1. On a blank FedEx® screen, type "IMS" and press "enter." (If you do not have IMS access, notify your manager immediately.)
2. Type your employee number and password, and press "enter."
3. Type "69" in the "enter the number of the desired system" field and press "enter." (Or you may view the ASAP menu and then enter "69.")
4. The first screen will be the log-in warning screen. Press "enter."
5. Read and page through the donation screens and make your donation decision. Please remember that **your gift is not refundable**.
6. A page will appear with your contribution information. To substantiate and claim a tax deduction for your charitable contribution, you are required to retain your W-2 or final check stub showing the total amount withheld for the charitable organization *and* a donor pledge confirmation. Please retain this pledge form with your tax return records.
7. Once you have completed the process, the screen should return to a blank FedEx screen. (If this does not happen, please notify your manager immediately.)

To make your pledge via the intranet system:

1. Go to <http://home.fedex.com>.
2. Enter keyword "pledge."
3. Enter your employee number and LDAP password.
4. Make your gift and select "submit."
5. Please make your selection carefully and reconfirm. **Your gift is not refundable**.
6. A page will appear with your contribution information. To substantiate and claim a tax deduction for your charitable contribution, you are required to retain your W-2 or final check stub showing the total amount withheld for the charitable organization and a donor pledge confirmation. Please retain this pledge form with your tax return records.

NOTE: Payroll deductions begin in January 2012 and are paid monthly to United Way.

Learn more at fedexcares.com.

For additional information about the **FedEx Trade Networks United Way campaign**, contact your manager or the FedEx Trade Networks United Way Coordinator – Marilyn Sartain at mbsartain@fedex.com.

For **general campaign** information, email the FedEx United Way National Campaign Advisor at unitedway@fedex.com.