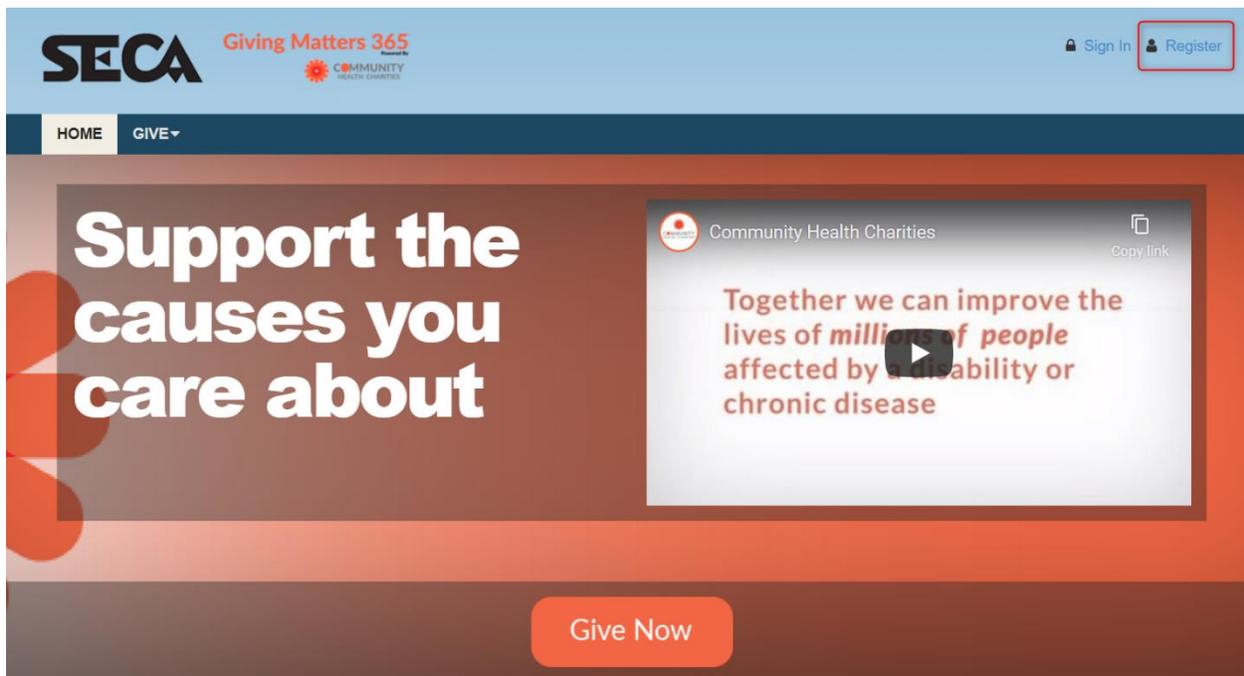# GivingMatters365 Login Process
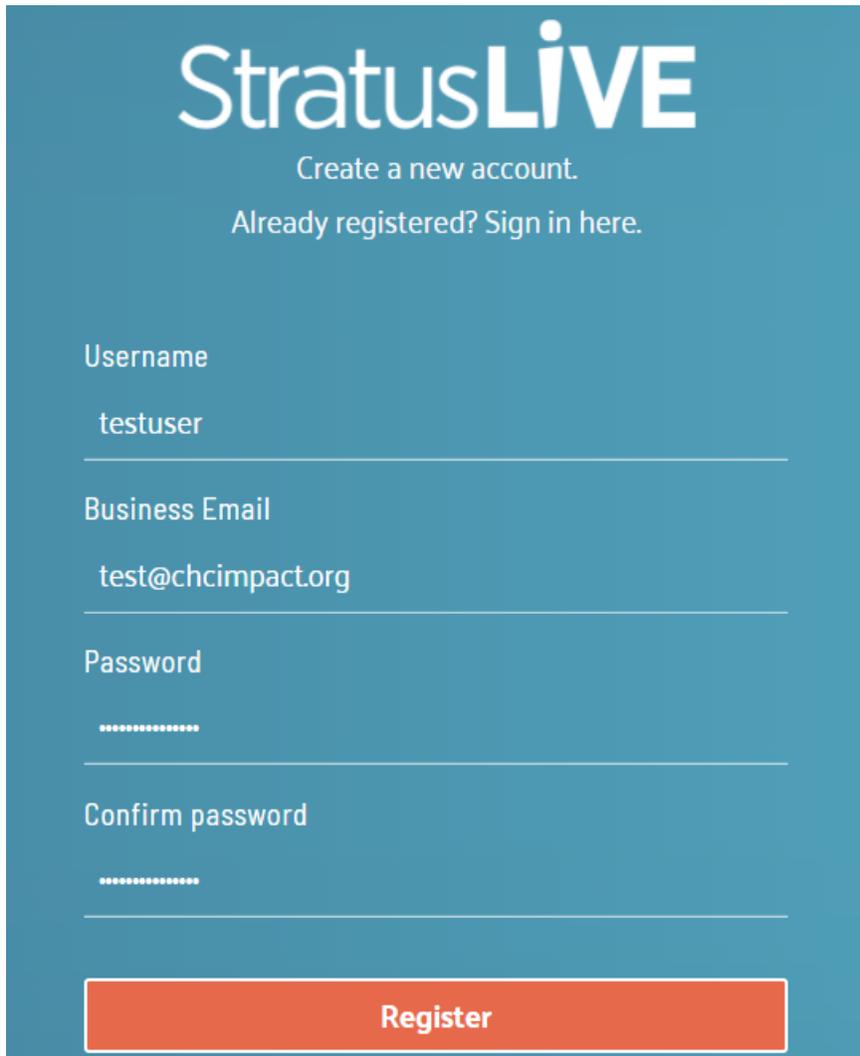
If you are using GivingMatters365 for the first time, you will need to create an account before logging in.

Create your account

From the home page of the GM365 site, click Sign In.

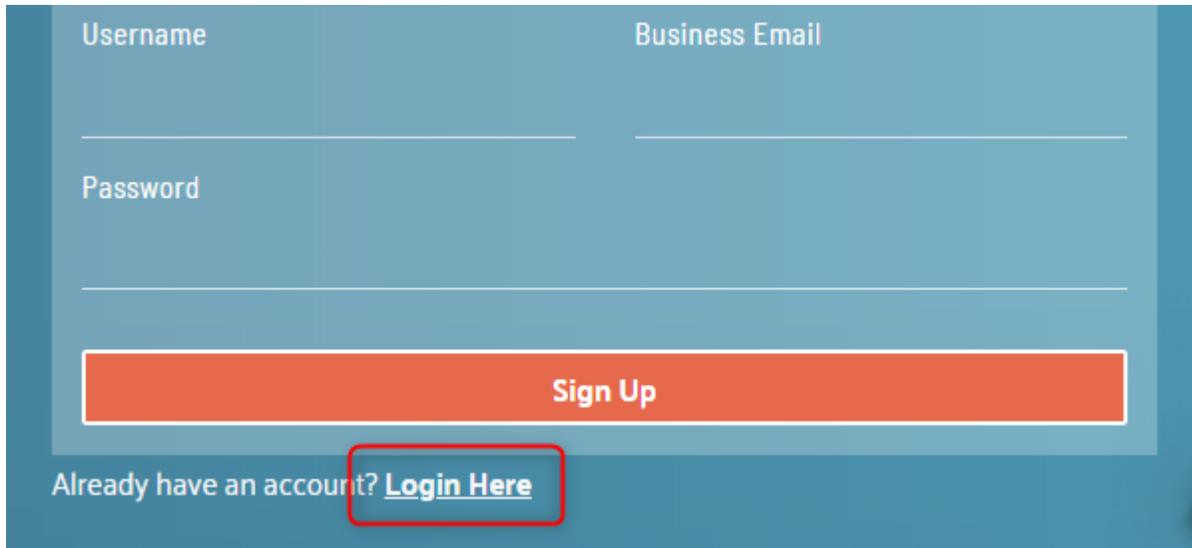Enter the email address that you use for work, and a username and password of your choice.

You will receive and email to the address provided so that you can verify your account. Once verified, go back to the GM365 site and log in.
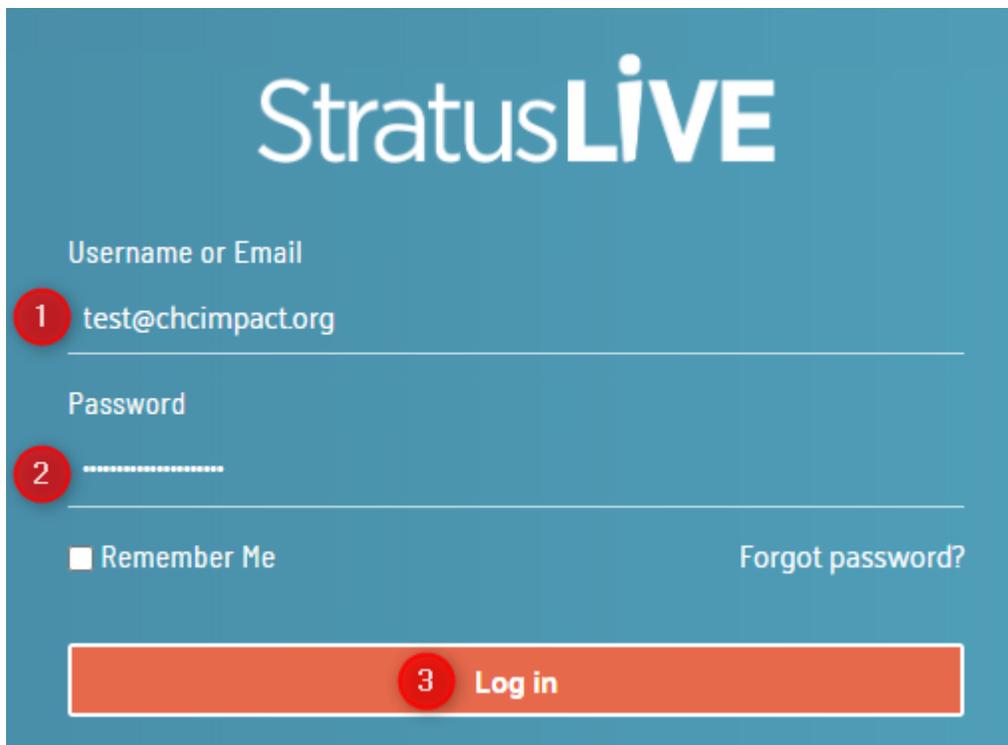
Log in with your account

From the home page of the GM365 site, click Sign In. Click Log In, below the Sign Up button.

Enter your username or business email, and password, then click Log In.
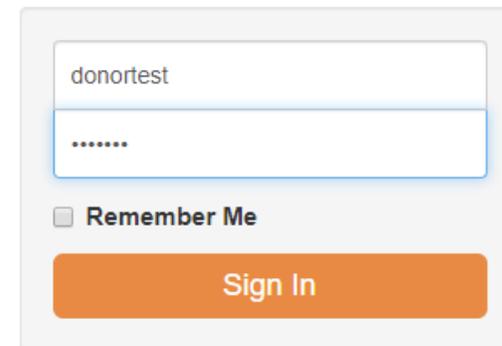
GivingMatters365 Employee Guide

Sign In

- Click Sign In in the top-right corner of the page.

- If you don't know your password, click Lost your Password? To send an email that will allow you to reset it.

Start your gift

- Open the dropdown by clicking Give, then click Give Now.

Set up your payment method

- Select the amount to be deducted per period.

- Select the number of pay periods.

- Click continue when done.

Choose where to send your gift

- Drag the sliders or use the text boxes to set the amount for each designation.

- There are 3 featured charities by default.

- To view more charities, click the Local Charities button to bring up the Charity Picker.

- Click Continue when done.

The Charity Picker

- You can search for additional charities using the following:
  - Name
  - City
  - State
  - EIN

- Click on the charity that you want to give to, then click Add this charity.

- Repeat for as many charities as you'd like.

- When you're done, click Add to designations.

Contact Information Page

- Enter your contact information or correct any errors.

- Only the following fields are required. They should be filled in when the page loads:
  - First Name
  - Last Name
  - Email Address

Review you gift

- If you choose to not share your name with your designated charities, your gift will be reported as anonymous donation.

- If do not wish to be contacted, you won't receive any communications from Community Health Charities.

- The email confirming your gift is unaffected by these options.

Thank You Page

- Make sure you keep your password and welcome email safe

- You will automatically be logged out after a short period of inactivity

- That's it! You're all done! Thank you for your generosity!

Thank You

On behalf of the SECA Advisory Board, thank you for your generous contribution. We appreciate you taking the time to give a little in order to help a lot.

If you need to make a change to your pledge, please reach out to your agency's ambassador or email seca@illinois.gov within 24 hours.

It's through State and University active employees and retirees like you that we can support our communities, our state, and our country.