

**VERIZON FOUNDATION -PAYROLL DEDUCTION**  
**CONTRIBUTIONS FOR CWA LOCAL 13000 COMMUNITY**  
**SERVICES FUND**

- STEP 1. GO TO [WWW.VERIZONFOUNDATION.COM](http://WWW.VERIZONFOUNDATION.COM)
- STEP 2. UNDER SECTION VERIZON EMPLOYEES IN UPPER RIGHT HAND CORNER CLICK ON “REGISTER YOUR MATCHING GIFTS.”
- STEP 3. IF YOU ARE NOT ALREADY A REGISTERED USER, CLICK ON THE GREEN BOX THAT SAYS “FIRST TIME USER? CLICK HERE TO CREATE YOUR PASSWORD.”
- IF YOU ARE A REGISTERED USER, SIMPLY ENTER YOUR EMPLOYEE GIVING I.D. AND YOUR PASSWORD. IF YOU DO NOT KNOW YOUR EMPLOYEE GIVING I.D., CLICK ON THE TAB ABOVE IN RED THAT STATES “LOOK UP YOUR EMPLOYEE GIVING I.D.”
- STEP 4. ONCE YOU HAVE LOGGED IN SCROLL DOWN UNDER MY MATCHING GIFTS PROGRAM AND CLICK ON “PAYROLL INCENTIVE PROGRAM” (PIP).
- STEP 5. NEXT GO TO THE SEARCH FOR ORGANIZATION BLOCK ON LEFT SIDE OF PAGE AND TYPE IN “COMMUNICATION WORKERS OF AMERICA LOCAL 13000” AND ALSO ENTER THE STATE OF PENNSYLVANIA.
- STEP 6. THE NEXT PAGE SHOULD SHOW 2 DIFFERENT CHOICES FOR THE COMMUNITY SERVICES FUND. CLICK ON THE ONE WITH THE ADDRESS INCLUDING THE 3RD FLOOR AT 2124 RACE ST.
- STEP 7. NEXT IT WILL ASK YOU TO SELECT YOUR CONTRIBUTION AMOUNT. MAKE SURE YOU CLICK THE TAB TO CONFIRM ONCE YOU HAVE MADE YOUR SELECTION.
- STEP 8. SUBMIT YOUR SELECTION IN ORDER FOR IT TO BE PROCESSED.