



## Online Enrollment Steps for United Way

- 1) Log in on UCONNECT
- 2) Click on the "School Services" tab
- 3) Click on "Broncho Central Services"
- 4) Click on "Employment Services"
- 5) Click on "Benefits and Deductions"
- 6) Click on "Open Enrollment"
- 7) Click on "Miscellaneous"
- 8) Click on "United Way"
- 9) Determine your choice as a PER PAYROLL deduction
- 10) Enter the total amount you want deducted for the calendar year
- 11) Click on "Add Choice" (Please note that enrollment is NOT yet saved at this point so read instructions carefully.)
- 12) Click on "Open Enrollment"
- 13) Click on "Complete" button at the bottom
- 14) Complete and return your pledge card, but please write "BANNER" on the card in a very prominent spot or your card will be sent to Payroll for input and could be double deducted!
- 15) If you previously contributed through payroll deduction, your deduction will begin again in January. If you want to stop the payroll deduction, you need to change the deduction to 0.

This enrollment process is designed for an annual limit. **If you do not enter a total, the amount will be on-going.** If you have problems with the enrollment process, please contact the Technical Support Help Desk at extension 2255 during regular business hours.