How to Run SECC e-Pledge Reports

- **Go to www.insecc.org.**
- **Click on Donate Now button.**
- **Sign in using the instructions on the screen.**
- **You will see How Are We Doing, Reports and My Reports at the top of the page.**
- **Click on How Are We Doing and you will see how much your Agency has in rollover and early pledges. If you have submitted your goal, it will show you where you are in comparison to your goal.**
- **Click on Reports and you will see 3 reports listed. Response Report, Campaign Summary and Transaction Report.**
- **Response Report will show you employee's name, previous year donation and whether they have responded (Y or N). Y just means they have responded, not necessarily that they made a pledge.**
- **Campaign Summary Report will show you the number of employees, how many have responded, current and previous year's pledges, $ change and % change compared to previous year.**
- **Transaction Report will show you the employee's name, charity designated (if you clicked on include DC detail), transaction type (e-Pledge or paper pledge) and the pledge amount.**
- **Once you click on the report you want, it will take you to a screen with several fields. You don't need to change the date fields or the amount fields. If you want to see who employees designated to, click on DC Detail.**
- **You can run the Reports in PDF and/or CSV (Excel spreadsheet).**
- **Scroll to the bottom of the page and click on Submit.**
- **Once you've submitted the Report, go to My Reports. You should see "Waiting or Ready" on the right hand side of the report name. You can click on refresh until the report says Ready.**
- **Once it says "Ready", you can click on the Report name and view it or save it to your computer.**
- **Instructions on each page in red will help guide you through the process.**
- **The Report will stay there until you delete it.**