## Instructions for filling out pledge card:

## When you click on the link, the pledge card will open in a new window.

Use the Tab key to navigate between fields.

- Type in your pledge amount per week, month, or year.
- Check the box if you want to also pay your membership costs.
- Fill in your name, address, and email address.
- Go to File and then Print to print your card, or right click on the card and choose Print; OR
- Go to File and then Save to save the card to your computer to submit electronically or right click on the card and choose Save As.
- Follow the instructions for returning the pledge card via mail, or submit it electronically.

## To submit your pledge card electronically:

## Make sure you know where your pledge card is saved on your computer. Likely places are in your Downloads folder or on your Desktop.

- Go here <u>https://cpctucsonaz.org/giving/stewardship-2025/</u> and fill out the Stewardship Form with your Name, Email, and Phone Number.
- Scroll down to the gray button that says Choose File and click on it.
- In the window that pops up, choose the location of your saved pledge card (i.e. Desktop or Downloads).
- Double click on the card file or click once to select it and choose Open.
- Click Submit on the website form.