

University of Maryland Baltimore Foundation, Inc.

Instructions to Set Up Payroll Deductions

1. Please go to: <https://www.usmd.edu/give/>
2. Login (upper right of screen)
3. Click on our campus (UMB is listed under Frostburg). Login using your university credentials.
4. Click on **orange** box (*Click here to begin a new payroll deduction*)

Note: for giving to more than one fund, you must create more than one new payroll deduction

5. Complete the first screen (use Drop-Down Menus for **School** and **Fund** and manually enter Dollar Amount).

Note: We are all 26 pay periods on our campus.

Note: It defaults to “continue until notice to change or cancel is submitted by me through the payroll deduction site,” for those wishing to set up giving for more than one year; you must manually click on “continue through the last pay period of 2025” if you only want one calendar year of giving.

6. Click *Proceed to Verification Page*
7. Complete second screen with requested information
8. Submit Payroll Deduction

Note: the “are you sure” appears at the top of the screen

*Once you have set up active deductions, you will be able to see them at any time and may **CANCEL** or **EDIT** from there.

For questions, please contact:

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