United States Office of Personnel Management

CFC Charitable Giving

User Guide

2017 CFC

September 2017

Table of Contents

How to Use This Manual

The CFC Charitable Giving User Guide was created to help users navigate through the CFC pledging process. The Table of Contents on the preceding page lists the tasks considered in this volume. The User Overview and Navigation Guide provide a brief summary of site usage, followed by more detailed, step-by-step instruction provided for each common task.

Information provided in each section and relevant to a given task:

Task Category (e.g. *Printing Tax Receipts*)

A summary of the task is often provided along with helpful screenshots and step-by-step instructions. Site features are written in italics for clarity. Red boxes highlight tabs that need to be selected to move forward. Yellow boxes highlight important information on the screen. For example:

1. While signed in, select *Tax Receipts* listed under your account management options.

2. Your most recent tax receipt will be displayed.

3. Scroll down to the bottom of the screen and select the *Print Tax Receipt* tab.

4. You can print your tax receipt from this page for your records.

About the Combined Federal Campaign (CFC)

The mission of the CFC is to promote and support philanthropy through a program that is employee focused, cost-efficient, and effective in providing all federal employees the opportunity to improve the quality of life for all.

CFC is the world's largest and most successful annual workplace charity campaign, with almost 200 CFC campaigns throughout the country and overseas raising millions of dollars each year. Pledges made by Federal civilian, postal, and military donors during this campaign season (October 2, 2017 – January 12, 2018) will support eligible non-profit organizations that provide health and human service benefits throughout the world.

CFC Zones

The term 'zone' is used to describe CFC programs in various geographical regions. Users are assigned a zone based on work location. This helps to personalize the user experience as unique zone news pages will have information on upcoming events, fundraisers, and giving campaigns in a user's area.

CFC Approved Charities

Prior to the campaign season, nonprofit organizations apply to participate in the CFC. Users can only donate to organizations that have applied and met the CFC's eligibility requirements.

To be eligible to participate in the CFC, a charitable organization must be recognized as a tax-exempt non-profit organization under 26 U.S.C. 501(c)(3) of the Internal Revenue Code. An application to participate in the CFC must provide specific information about the organization's accounting, governance, and program functions as specified in the CFC regulations at 5 CFR §950. The organization must also provide a complete and signed copy of its IRS Form 990 for the most recent fiscal year. Organizations must also demonstrate that they provide services in the service area to which they are applying.

To search through eligible organizations, use the search feature available through the CFC Charitable Giving Center at opm.gov/ShowSomeLoveCFC.

Users do not have to be registered to search through the database of eligible charitable organizations.

User Overview

To create an online pledge to this year's CFC campaign:

1. Visit opm.gov/ShowSomeLoveCFC to register or sign-in to an existing account and submit a pledge.

   - New users should select the *Create an Account* tab and follow the prompts provided while filling in the information required to sign up.

2. Navigate through the site via easy-to-access account management options available on the user home page, or in the drop-down menu under "Your Account" in the top right-hand section of each page.

3. Establish payment methods by selecting *Payment Sources* and entering the information requested for the method(s) you would like to use to fund your donations.

4. Create a pledge by selecting *Make a Pledge* on the home page. Select your charities, then choose your payment method, frequency, and designate how you wish to distribute your donations to each charity you select. Submit to finalize.
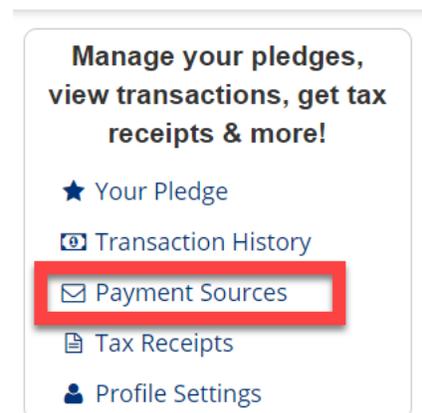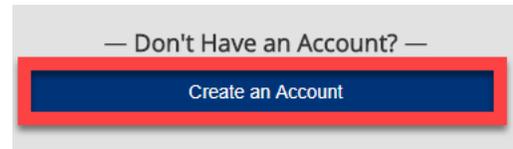
Navigation Guide

The graphic below indicates the different navigation points located on the home screen and the functionality available from those points.

Search for charities.

Click the down arrow next to "YOUR ACCOUNT" to access the quick navigation drop down.

Select from the account management links provided to administer your account:

Your Pledge – Review, change, or cancel pledge information

Transaction History- Review payments made and donation statuses

Payment Sources- Update payment method

Tax Receipts – Print tax receipts

Profile Settings- Update personal information, add a secondary email, reset password, or reset security questions

Click *Get More Information* to see the assigned CFC Zone news page.

Click *Pledge Now* to start your pledge.

Creating an Account

New users should access the CFC Charitable Giving Center at opm.gov/ShowSomeLoveCFC.

To sign up:

1. Select *Create an Account*

Creating an Account (continued)

2. New users will then be asked to enter their email and select a password. Either a government or personal email can be used for this purpose.

Creating an Account (cont.)

3. Fill in the blanks with the information required and select the box below agreeing to the Privacy & Terms and Conditions of Use.

Email used can be a government or personal email.

Passwords must be 8 characters long and include one uppercase letter, one lower case letter, one number, and one special character.

Both the Privacy & Terms and Conditions of Use are available for review. To access, click the document title which links to the full content.

Creating an Account (cont.)

4. A verification PIN will be sent to the email address provided. Follow the link provided, enter the PIN and continue to follow the site prompts to complete your sign-up process. Please note, the verification PIN will only be valid for one (1) hour. If you do not verify your account in this time, you will need to request a new code.

Your account has been created. **Please check your email for verification pin.** If you have not received an email, please request sending code again or contact customer service.

Resend Code

Creating an Account (cont.)

5. You will be asked to select and answer a few security questions. Select questions and note the answers used.

Update Your Security Questions
Change or modify your questions and answers.

Question 1

What is the first name of your best friend? ▼

Answer:

Your Answer

Question 2

What is the first name of your best friend? ▼

Answer:

Your Answer

Question 3

What is the first name of your best friend? ▼

Answer:

Your Answer

Creating an Account (cont.)

6. Complete your user profile:

- Under *Type of Donor* select either Federal Employee, Retiree/Beneficiary, or Federal Contractor, depending upon your employment status.
- The system will require different information depending on donor type.

Enter the required information into each field:

👤 Your Profile

Profile information is required to associate your account with your CFC Zone and to help manage your pledge.

Personal Information

Type of Donor ⓘ

Select Type	▾

FEDERAL EMPLOYEE OR MEMBER OF THE MILITARY
FEDERAL ANNUITANT OR MILITARY RETIREE
FEDERAL CONTRACTOR

Last Name

Primary Work Location ZIP or Postal Code ⓘ

☐ I am located in a non-US or foreign territory without a ZIP Code.

Your Department

Select Department   Independent Executive and Quasioffical Agencies

Your Agency

Select Agency   U S Postal Service

Your Office

Select Office   Other

Contact Information

Primary Email

name@organization.org

Secondary Email (optional) ⓘ

johndoe@domain.org

All fields are required unless noted.

Save Profile

7. When done, select *Save Profile* and your account will be ready for you to set up your pledge.

Signing In (for returning users)

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Users with pre-established accounts should access the CFC Charitable Giving Center at opm.gov/ShowSomeLoveCFC and sign in using the email and password they selected during the setup process.

To sign in:

1. Return to the CFC Campaign website
2. Enter the email used during signup
3. Enter the password chosen during signup
4. Select *Log In*

You will be directed to your home page after selecting *Log In*.

Establishing a payment method

For an optimal experience, begin by establishing a payment method to fund any pledge made. Not all payment methods need to be established. Only those which will be used to fund donations are necessary.

Payroll Account can only be used to fund recurring donations. *Credit or Debit Card* and *Bank Account* can fund both one-time and recurring donations.

To establish a payment method:

1. Select *Payment Sources* under the options provided.

Establishing a payment method (Continued)

2. From *Payment Sources* select a payment method to add. Different types of users will have different options to select from.

- Federal contractors will not be eligible for payroll deductions.

Adding a Payroll Account

1. While in the *Payment Sources* section, select *Add New Payroll Account* under *Payroll Accounts*.

2. Enter your Social Security number twice for confirmation and press *Add Payroll Account*.

<div align="center">

Your Payroll Account

Based on the department and agency selection you made while updating your profile, the payroll processor that processes your paycheck is:

Payroll Processor Name

The payroll processor uses your social security number to identify your payroll for processing payments. Please enter your social security number below.

Social Security Number

Social Security Number

Confirm Social Security Number

Confirm Social Security Number

Add Payroll Account

Cancel

</div>

Establishing a payment method (cont.)

3. The system will establish a payroll connection based on your Social Security number and the department, agency, and office information entered during signup.

4. The payroll option will then show in *Payment Sources*.

Establishing a payment method (cont.)

Adding a Credit or Debit Card:

1. While in the *Payment Sources* section, select *Add New Card* under *Credit or Debit Cards*.

2. Enter all the information needed:

- Type of Card
- Name on Card
- Card Number
- Confirm the Card Number
- CVV – a three- or four-digit security code located on the front of back of the card.
- Expiration Date – month and year
- Billing postal code

Establishing a payment method (cont.)

3. Select *Add Card* to complete.

4. Card will then be listed under available payment methods in *Payment Sources.*

Establishing a payment method (cont.)

Adding a Bank Account

1. While in the *Payment Sources* section, select *Add New Bank Account* under *Bank Accounts*.

2. Enter all the information needed:

- Name on Bank Account
- Bank Account Number
- Confirm Bank Account Number
- Bank Routing & Transit Number
- Billing ZIP Code

Add a Bank Account

Name on Bank Account

Name on Account

Bank Account Number

Account Number

Confirm Bank Account Number

Confirm Account Number

Bank Routing & Transit Number

Routing Number

Billing ZIP Code

Billing ZIP Code

Add Bank Account

Cancel

3. Select *Add Bank Account*

Establishing a payment method (cont.)

4. Bank Account is then added to *Payment Sources*.

Payroll Accounts	Add New Payroll Account
Fast Pay 5544	Edit Delete

Credit or Debit Cards		Add New Card
Visa ending ####	Expires 01/21	Edit Delete
Visa ending ####	EXPIRED	Edit Delete

Bank Accounts	Add New Bank Account
ACH 6789	Edit Delete
ACH 6789	Edit

Creating a Pledge

Establish individual giving for the plan year by creating a pledge.

- Users can give on a one-time basis or establish scheduled giving.
- One-time pledges are processed immediately and may take up to 3 or 4 business days to settle from the date the pledge is submitted and can be funded by credit card or bank account.
- Ongoing or recurring giving is processed monthly, starting in the same month after the official solicitation period ends of the campaign year and can be processed by payroll, credit card, or bank account.
  - Recurring giving funded via credit card or bank account will occur monthly.
  - Recurring giving funded by payroll deduction will begin with the user's first payroll date following the end of the official solicitation period.

1. To create a pledge, select *Pledge Now* on the home page.

Creating a Pledge (Continued)

2. Search for charities.

Find a Charity

Your search can be very specific or broad — fill in any of the search criteria below.

Charity

Enter Charity Name, CFC #, EIN, or Keyword

Location Near

Enter City, State, or ZIP Code

Select a Category

All Categories ▼

Select a Zone

Your Zone ▼

Select an Administrative Fundraising Rate ⓘ

Any Rate ▼

☐ **FSYP, FSYA or MWR Only**

All Military Installations ▼

☐ **Volunteer Opportunities Available** ⓥ

[Search for Charities]

Search by:

- Charity – Name, CFC #, EIN, or keyword
- Location Near – City, state, or ZIP Code
- Select a Category – Organizations are sorted by categories such as education, healthcare, and public safety
- Select a Zone – Choose from organizations in a specific CFC regional zone
- Select an Administrative Fundraising Rate – Fundraising rate is the percentage of funding that goes to service work
- FSYP, FSYA, and MWR Only – Organizations with military association
- Volunteer opportunities available – Select this box to search those organizations who accept volunteers

Once the search criteria are chosen select *Search for Charities*.

Creating a Pledge (Cont.)

3. Add charities to your cart by selecting the *Add* tab with the star icon located to the left of the charity name.

Sort your results by selecting the *Sort By:* tab. Results can be sorted by Listing Print Order, Name, EIN, CFC code, City, Category, Zone, or AFR.

Creating a Pledge (Cont.)

4. The site will confirm that a charity has been saved to your *Pledge Cart*.

Charity Saved to Your Pledge Cart

Find More Charities   Checkout
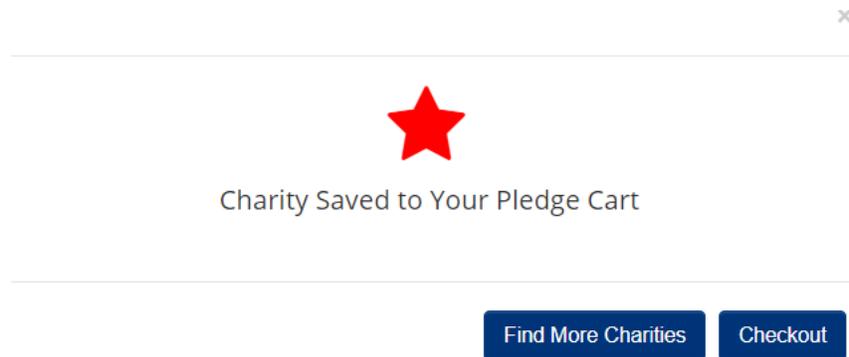
5. Once done adding charities, select *Checkout*.

Creating a Pledge (Cont.)

6. Once in the *Pledge Cart*, select a payment method and frequency from the drop-down menu. Depending on payment method chosen, different frequencies will be available.

7. Set the pledge amount. Filling in the annual amount will populate the other frequency amounts and vice versa.

8. Finally, select what percentage of the pledge should be allocated to each charity, enter in any amount of volunteer hours desired, and choose whether to include donor information.

By default, donations are anonymous unless the *YES, share my information* box is checked and address information is entered on the following Information Sharing page.

Your 20XX Combined Federal Campaign Pledge
Follow these 4 steps and click continue to review and submit your pledge.

1 Select Your Payment Method & Account

○ Payroll [error] ○ Bank Account ○ Credit Card Select ▾
○ Volunteer hours only

2 Select Your Payment Frequency

Select ▾

3 Set Your Annual Pledge

Enter Your Scheduled Contribution:

Monthly	$	.00
Semi-Monthly	$	.00
Bi-Weekly	$	.00

Enter Your Total Annual Pledge Amount:

| Annual | $ | .00 |

Rounded to nearest dollar

Your total annual pledge will match your contributions if deductions are received in all pay periods for the complete CFC pledge year. Actual annual deductions could be less than your pledge. The scheduled contribution shown is the amount of each of your deductions regardless of when processing begins. Your scheduled deductions may take up to 1 to 2 cycles to process. Due to rounding, your deductions may also vary slightly.

4 Update this table to reflect how you want to distribute your pledge to your selected charities.

⊕ Add More Charities

| | ANNUAL | | | |
Charity Information	Percentage To Charity	Amount To Charity	Volunteer Hours ❶	Share Pledge Information ❶
Charity Name - IRS Name City, State | EIN 00-0000000 Delete	%	.00	# hrs	☐ YES, share my information.
Charity Name - IRS Name City, State | EIN 00-0000000 Delete	%	.00		☐ YES, share my information.
Charity Name - IRS Name City, State | EIN 00-0000000 Delete	%	.00	# hrs	☐ YES, share my information.
	###%	$000.00	##	

Continue With Your Pledge →

_____

Creating a Pledge (Cont.)

9. When the form is completed click *Continue With Your Pledge*.

10. If *Yes, share my information* is selected, enter the information to be shared with the charities on the Information Sharing page.

- Users can share email and home address information.
- Keep email or home address information private by deselecting the associated box.
- Include only personal emails; do not include government-issued emails.
- If you elect to volunteer for an organization, you may wish to share your contact information for the charity to contact you. Otherwise, you will need to contact the charity directly.

When done, select *Continue With Your Pledge*.

Creating a Pledge (Cont.)

11. Finally, you'll be asked to confirm your pledge

Confirm & Submit Your Pledge

You are pledging to the following charities:

Charity Name	Percentage	Dollars	Volunteer Hours
Charity Name - IRS Name	00.00%	$000.00	##
Charity Name - IRS Name	00.00%	$000.00	##
Charity Name - IRS Name	00.00%	$000.00	##

Total Pledge Amount:	$000.00
Pledge Method	Payroll
Frequency	Per Pay Period Recurring pledge processing begins 2/1/18
Pledge Amount	Monthly: $000.00 Semi-Monthly: $000.00 Bi-Weekly: $000.00

Total Volunteer Hours:	##

← Back

Check box below and submit your pledge.

By clicking "I Agree" below, you authorize your agency's payroll provider to deduct the amount(s) displayed above from your pay, based on your pay schedule, for one full year and to furnish the amount(s) to the Combined Federal Campaign. You may revoke this authorization at any time by cancelling your pledge online in this system.

☐ Confirm My 2017 Pledge

Submit Pledge

Check the box next to *Confirm My 2017 Pledge* and select the *Submit Pledge* tab to finalize.

Creating a Pledge (Cont.)

12. Your pledge will then be confirmed for a second time:

Thank You for Being Part of the 20XX Combined Federal Campaign

Your Annual Pledge

Total Pledge Amount:	$0,000.00
Pledge Method	Payroll
Frequency	Per Pay Period Recurring pledge processing beings 2/1/18
Pledge Amount:	Monthly: $000.00 Semi-Monthly: $000.00 Bi-Weekly: $000.00

You are pledging to the following charities:

Charity Name	Annual %	Annual $	Volunteer Hours
Charity Name - IRS Name	00.00%	$000.00	##
Charity Name - IRS Name	00.00%	$000.00	##
Charity Name - IRS Name	00.00%	$000.00	##
Charity Name - IRS Name	00.00%	$000.00	##

Total Volunteer Hours:	##

You have a thank-you note from a charity!

The Combined Federal Campaign and Give Back Foundation do not provide goods or services in whole or partial exchange for your contributions made to the organizations via this pledge.

Reviewing Payment and Donation Records

Once payments have been processed, transaction records will be available for review. To access these records:

1. Select *Transaction History* from the account management options or drop-down menu under *Your Account*.

Reviewing Payment and Donation Records (continued)

2. The *Transaction History* page will show a record of all processed payments. To see more detail and the status of your disbursement of funds to the charities, select the down arrow to the right of *Disbursement to Charity* under the *Amount to Charity* column.

◎ Your Transaction History

View the status of your donation.

Campaign 2017 ▾

Transaction Date	Method	Account	Transaction ID	Amount to Charity	Status
00/00/0000	Payroll	FastPay ####	000-0000-0000	$000.00 Disbursement To Charity ▾	Authorized
00/00/0000	Payroll	FastPay ####	000-0000-0000	$000.00 Disbursement To Charity ▾	Settled
00/00/0000	Payroll	FastPay ####	000-0000-0000	$000.00 Disbursement To Charity ▾	Settled
00/00/0000	Payroll	FastPay ####	000-0000-0000	$000.00 Disbursement To Charity ▾	Settled

« First   « Prev   1   2   3   4   Next »   Last »

Your contributions are tax-deductible once received. Disbursements to charities occur automatically every month. Please note actual amounts disbursed may be different than amounts pledged due to fees associated with administering the CFC Program.

Reviewing Payment and Donation Records (cont.)

3. The system will then show all donations associated with a given payment and display a donation status.

- Donations *Pending Disbursement* have not yet been sent to the charity.
- Donations *Disbursed* have been sent to the charity and will display the date settled.

💵 Your Transaction History

View the status of your donation.

Campaign 2017 ▾

Transaction Date	Method	Account	Transaction ID	Amount to Charity	Status
00/00/0000	Payroll	FastPay ####	000-0000-0000	$000.00 Disbursement To Charity ▾	Authorized
Charity Name 1		$000.00		Pending Disbursement	
Charity Name 2		$000.00		Pending Disbursement	
Charity Name 3		$000.00		Pending Disbursement	
00/00/0000	Payroll	FastPay ####	000-0000-0000	$000.00 Disbursement To Charity ▾	Settled
Charity Name 1		$000.00	Pending Disbursement		
Charity Name 2		$000.00	Pending Disbursement		
Charity Name 3		$000.00	Disbursed	00/00/0000	
00/00/0000	Payroll	FastPay ####	000-0000-0000	$000.00 Disbursement To Charity ▾	Settled
00/00/0000	Payroll	FastPay ####	000-0000-0000	$000.00 Disbursement To Charity ▾	Settled

Printing Tax Receipts

1. To print tax receipts for the year, select *Tax Receipts* from the account management options.

Printing Tax Receipts (continued)

2. Select *Print Tax Receipt* and either save or print a copy for your records.

📄 Your Tax Receipt

Tax Year 2017 ▾

Month ##, 20XX

Dear CFC Participant,

Thank you for your generous donation this year. In 201X, your charitable donation of $XXX.XX ensures the charities and organizations you care most about receive the support they need.

Your 20XX Tax-Deductible Donation is $550.00

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this website.

Print Tax Receipt

For previous years' tax receipts, please contact xxx@xxxx.gov.

Three years of tax receipts will be available from the drop-down menu at the upper left starting with any 2017 records. To obtain copies of your tax receipts prior to 2017, you will need to contact OPM.

Updating Personal Information

1. To edit your personal information, select *Profile Settings* under the account management options.

Updating Personal Information

From the *Your Profile* page, you can change:

- Type of Donor
- First Name
- Last Name
- Primary Work Location ZIP Code
- Department
- Agency
- Office information

*Information captured will differ depending upon donor type.

👤 Your Profile

Profile information is required to associate your account with your CFC zone and to help manage your pledge.

Personal Information

Type of Donor ❶

Select Type ▾

First Name

Last Name

Primary Work Location ZIP or Postal Code ❶

☐ I am located in a non-US or foreign territory without a ZIP Code.

Your Department

Select Department ▾

Your Agency

Select Agency ▾

Your Office

Select Office ▾

Contact Information

Primary Email   ✎ Edit
johndoe@organization.org

Secondary Email ❶ **(optional)**   ✎ Edit
johndoe@domain.com

Update Your Password

Update Your Security Questions

*All fields are required unless noted.

Save Changes

Update any information needed and select *Save Changes* to submit.

*If updating department, agency, or office information after a change in employment, be sure the user status is active in the new system before entering the change.

Editing or Adding an Email

To edit your primary email or add a secondary email:

1. Select *Profile Settings* under the account management options.

Editing or Adding an Email (continued)

2. Select the *Edit* icon to the left of either the *Primary* or *Secondary Email* listing.

👤 Your Profile

Profile information is required to associate your account with your CFC zone and to help manage your pledge.

Personal Information

Type of Donor ❶

| Select Type | ▾ |

First Name

Last Name

Primary Work Location ZIP or Postal Code ❶

☐ I am located in a non-US or foreign territory without a ZIP Code.

Your Department

| Select Department | ▾ |

Your Agency

| Select Agency | ▾ |

Your Office

| Select Office | ▾ |

Contact Information

Primary Email   [✎ Edit]
johndoe@organization.org

Secondary Email ❶ (optional)   [✎ Edit]
johndoe@domain.com

[Update Your Password]

[Update Your Security Questions]

*All fields are required unless noted.

[Save Changes]

Editing or Adding an Email (cont.)

3. Enter your new primary (or secondary) email twice for confirmation and select *Update Email Address*.

Editing or Adding an Email (cont.)

4. An email will be sent to verify the email address with a link for confirmation.

We Have Received Your Request

Please check your email and follow the link to confirm the update.

Changing Your Password

To change your password, from the Your Profile screen:

1. Select *Update Your Password* on the *Your Profile* page.

Changing Your Password (continued)

2. Enter your current password, and the new password twice for confirmation.

Update Your Password

Current Password

New Password

Confirm New Password

Update Password

Cancel

3. Select *Update Password*.

4. The new password will be confirmed. Select *Log In to Continue*.

Your Password Has Been Successfully Updated
Log In to Continue

Log In

5. Enter the new password when logging in.

Updating Security Questions

To change your security questions, from the *Profile* screen:

1. Select *Update Your Security Questions*.

Updating Security Questions (continued)

2. Select three questions and answers. Note your answers for future access.

Update Your Security Questions
Change or modify your questions and answers.

Question 1

What is the first name of your best friend? ▼

Answer:

Your Answer

Question 2

What is the first name of your best friend? ▼

Answer:

Your Answer

Question 3

What is the first name of your best friend? ▼

Answer:

Your Answer

Update Security Questions

Cancel

3. Select *Update Security Questions*.

4. The new questions will be confirmed. Select *Continue* to return to the *Profile* page.

Your Questions Have Been Successfully Updated

Continue

Editing or Canceling a Pledge

Users can edit or cancel a recurring pledge any time during the official solicitation period. One-time donations made via bank account or credit card cannot be edited or canceled as they are processed immediately. After the official solicitation period ends, recurring pledges can be cancelled but not edited. Cancelations made online will be communicated to payroll providers. Only pledge balances can be canceled and it can take 1-2 payroll cycles for cancelations to take effect.

1. Select *Your Pledge* under the account management options.

Editing or Canceling a Pledge (continued)

2. Select either *Cancel Balance* or *Edit Pledge* depending on intended action.

★ Your Pledge

Your 2017 Campaign Pledge Summary ▾

This pledge was cancelled on XX/XX/XXXX.

| Cancel Balance | Edit Pledge |

Total Annual Pledge Amount	$000.00
Pledge Method	Payroll
Frequency	Per Pay Period
Per Pay Period Deduction	Monthly: $000.00 Semi-Monthly: $000.00 Bi-Weekly: $000.00
Volunteer Hours	##

Get Help from Your Zone

Want to learn more about charities to support? Check out your zone page for upcoming campaign events and more.

Learn More

2017 Combined Federal Campaign

Official Solicitation Period October 2—January 12

Charities You Are Supporting

| Charity Name | ANNUAL | | |
	Percentage	Dollars	Volunteer Hours
Charity Name - IRS Name	00.00%	$000.00	##
Charity Name - IRS Name	00.00%	$000.00	##
Charity Name - IRS Name	00.00%	$000.00	##

Editing or Canceling a Pledge (cont.)

To Edit:

1. Select *Edit Pledge*.

2. You will receive a notification explaining that once you select the *Edit Pledge* button your pledge must be re-submitted to be completed. Select *Continue With Edit*.

ATTENTION!

After clicking "edit pledge" **you must re-submit your pledge** even if you do not make changes to the existing pledge. Are you sure you want to continue?

[No, go back]   [**Continue With Edit**]

2. This tab will lead you back to the *Pledge Page* where you can change payment method, update frequency, and redistribute donation percentages.

<mark>Pledges can only be edited during the official solicitation period.</mark>

Your 20XX Combined Federal Campaign Pledge

Follow these 4 steps and click continue to review and submit your pledge.

1 Select Your Payment Method & Account

○ Payroll [error] ○ Bank Account ○ Credit Card [Select ▾]
○ Volunteer hours only

2 Select Your Payment Frequency

[Select ▾]

3 Set Your Annual Pledge

Enter Your Scheduled Contribution:

Monthly	$	.00
Semi-Monthly	$	.00
Bi-Weekly	$	.00

Enter Your Total Annual Pledge Amount:

Annual	$	.00
		Rounded to nearest dollar

Your total annual pledge will match your contributions if deductions are received in all pay periods for the complete CFC pledge year. Actual annual deductions could be less than your pledge. The scheduled contribution shown is the amount of each of your deductions regardless of when processing begins. Your scheduled deductions may take up to 1 to 2 cycles to process. Due to rounding, your deductions may also vary slightly.

4 Update this table to reflect how you want to distribute your pledge to your selected charities.

Editing or Canceling a Pledge (cont.)

To Cancel a Pledge:

1. From *Your Pledge* screen, select *Cancel Balance* at the top right (see screen shot above).

2. If you cancel your pledge during the official solicitation period, you cannot submit a new pledge.

3. You will be asked to confirm your cancelation:

4. Select *Yes, cancel pledge* to continue.

5. Cancelation will then be confirmed at the top of the Your Pledge screen:

Retrieve Primary Email

If at any time the primary email is forgotten, users can have an email sent to their secondary email reminding them of their primary email address. To request a primary email reminder:

1. Select the *Forgot Email?* link from the login page.

2. Enter the secondary email registered and an email with your primary email will be sent as a reminder.

3. Follow the directions in the email.

If secondary email is also forgotten, please submit a Contact Us form for technical support.

A link to the form is located at the upper right-hand corner of the screen.

Request Temporary Password

If at any time a password is forgotten, users can have an email sent to their primary email address with a temporary password. To request a temporary password:

1. Select the *Forgot Password?* link from the login page.

2. Enter the email used to register and a temporary password will be emailed.

3. Follow the directions sent in the temporary password email.

Volunteer Time

In addition to pledging monetary donations, CFC donors can pledge time through the online volunteer features.

- When searching for organizations, select the *Volunteer Opportunities Available* box with the raising hand icon to search for organizations that are accepting volunteers.

Find a Charity

Your search can be very specific or broad — fill in any of the search criteria below.

Charity	Location Near
Enter Charity Name, CFC #, EIN, or Keyword	Enter City, State, or ZIP Code
Select a Category	**Select a Zone**
All Categories ▼	Your Zone ▼
Select an Administrative Fundraising Rate ❶	☐ **FSYP, FSYA or MWR Only**
Any Rate ▼	All Military Installations ▼

☐ **Volunteer Opportunities Available** 🖐

Search for Charities

Volunteer Time (continued)

- When pledging, enter in the number of volunteer hours intended. You must check the box to share your information with the charity and to notify them you wish to volunteer. If you elect not to share your contact information, you will need to contact the charity directly to notify them of your pledge to volunteer time.

Charity Information	ANNUAL			
	Percentage To Charity	Amount To Charity	Volunteer Hours ⓘ	Share Pledge Information ⓘ
Charity Name - IRS Name City, State | EIN 00-0000000 Delete	%	.00	# hrs	☐ YES, share my information.
Charity Name - IRS Name City, State | EIN 00-0000000 Delete	%	.00		☐ YES, share my information.
Charity Name - IRS Name City, State | EIN 00-0000000 Delete	%	.00	# hrs	☐ YES, share my information.
	###%	$000.00	##	

⊕ Add More Charities

- To pledge volunteer hours without making a monetary donation, enter 0 in the *Percentage To Charity* column for that charity.