

How to Pledge Online

Click "DONATE" on the Combined Federal Campaign Website

(https://givecfc.org)

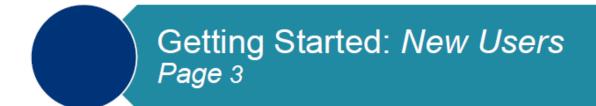
OR

Go to the CFC Donor Pledging System

(opm.gov/ShowSomeLoveCFC)



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Getting Started: New Users





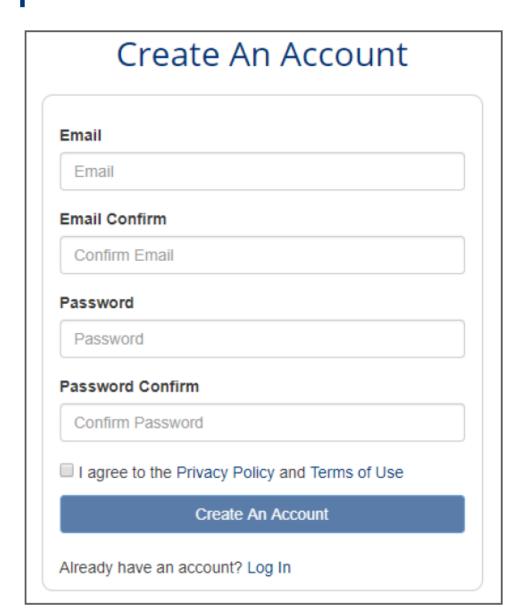
new users

Step 1: Sign Up

Click "Sign Up Now"



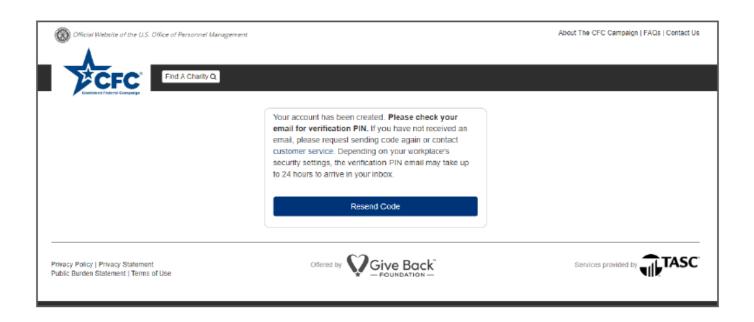
Step 2: Create an Account



New users will need to provide their email and select a password with at least eight characters including one uppercase letter, one lower case letter, one number, and one special character.

new users

Step 3: Enter Verification Pin



You will receive an activation pin and link via your provided email to finish setting up your account.

PLEASE NOTE: The verification PIN will only be valid for 48-hours. If you do not verify your account in this time frame, you will need to request a new code.

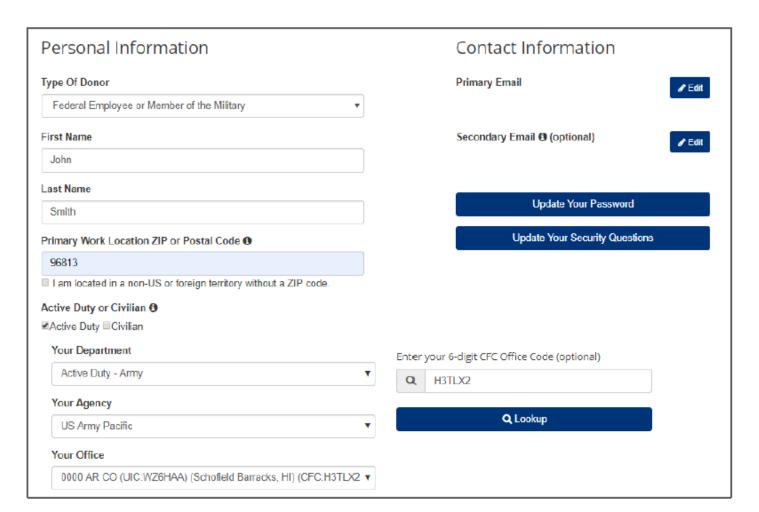
Step 4: Provide Security Questions/Answers



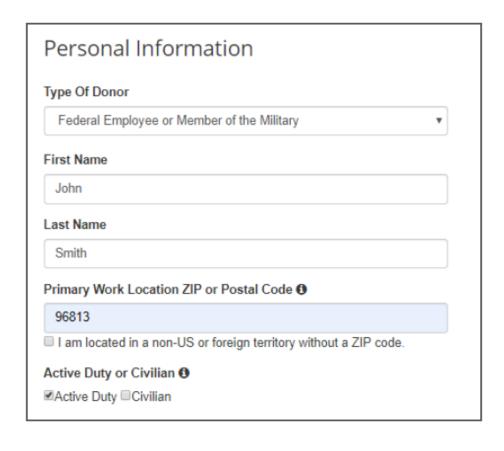
You will be asked to select three security questions and answers.

Step 5: Create Your Profile

This is what the profile page looks like. The next several slides walk through completing the different portions of your profile, which is critical to ensuring proper processing of your pledge.



Step 6: Enter Your Personal Info



Choose your donor type from the drop down box.

Enter your name.

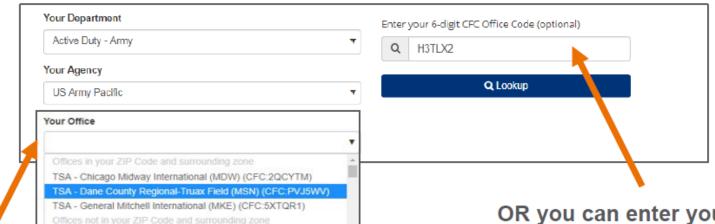
Enter your WORK ZIP Code (not your personal ZIP Code).

If you are stationed outside of the U.S., click the checkbox.

Select "Active Duty" or "Civilian." (DoD Civilians should select "Civilian.")

Step 7: Select Your D/A/O

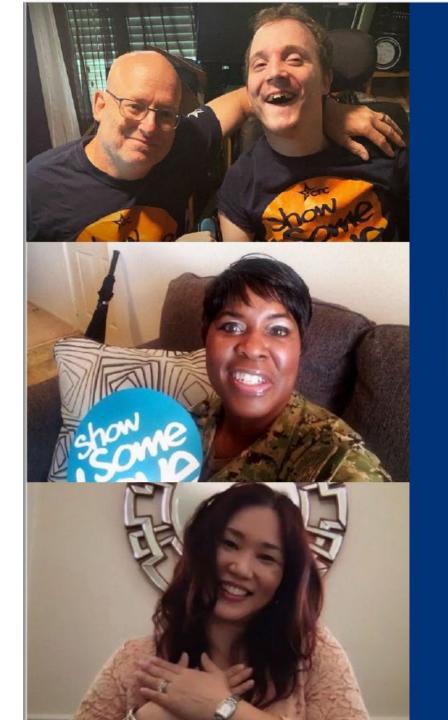
In order for your pledge to be processed correctly and your agency/office/unit be credited with your pledge, you must select the correct Department, Agency, and Office (D/A/O).



You can do that using the drop-down selectors. Offices in your zone will be sorted on the top of the list in the "Offices in your ZIP Code and surrounding zone" section. All other offices are listed in the "Offices not in your ZIP Code and surrounding zone" section.

(Arlington, VA) (CFC:A730U2)

OR you can enter your office/unit 6-digit CFC code (if you have it) and click "Lookup" and the selectors will automatically populate.



Getting Started: Returning Users



Step 1: Sign In

Enter the email and password you used to establish your account.

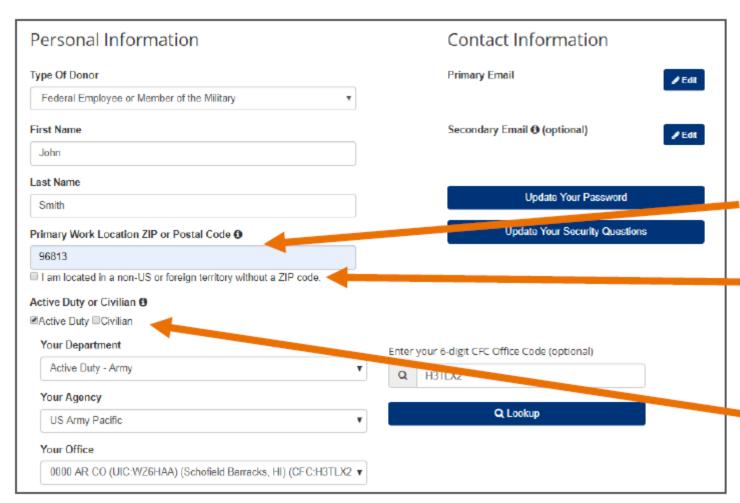
Click "Sign In"



Troubleshooting:

- Click "Forgot Email?" and you can provide your secondary email.
- Click "Forgot Password?" and a temporary password will be sent to your email on file.
- Click "Contact Us" if you are still unable to login.

Step 2: Review Your Profile

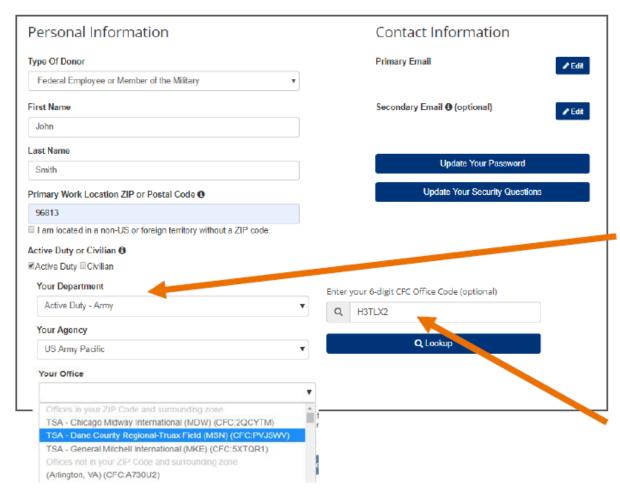


Review the information in your profile to see if there have been any changes over the past year.

Pay particular attention to:

- Your work zip code
- The overseas checkbox if you are located outside the U.S.
- The "Active Duty" or "Civilian" check boxes (DoD Civilians should select "Civilian.")

Step 3: Select Your D/A/O

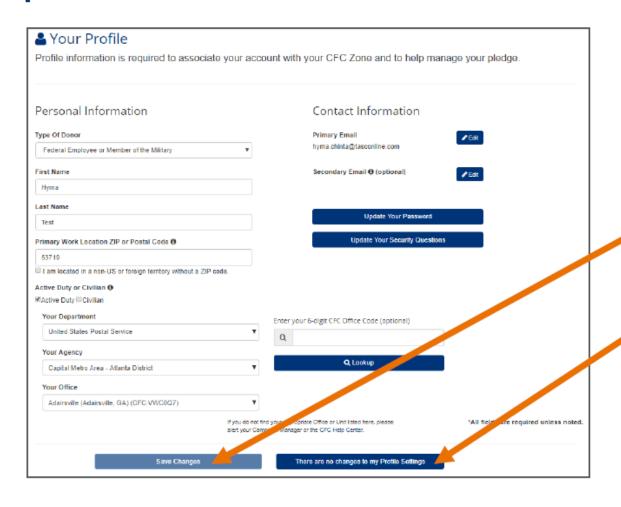


In order for your pledge to be processed correctly and your agency/office/unit be credited with your pledge, you must select the correct Department, Agency, and Office (D/A/O).

You can do that using the dropdown selectors. Offices in your zone will be sorted on the top of the list in the "Offices in your ZIP Code and surrounding zone" section. All other offices are listed in the "Offices not in your ZIP Code and surrounding zone" section.

OR you can enter your office/unit 6-digit CFC code (if you have it) and click "Lookup" and those selectors will automatically populate.

Step 4: Save Your Profile



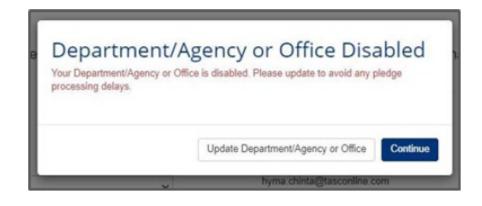
If you made changes, click "Save Changes."

If you have no changes, click "There are no changes to my Profile Settings."

Step 5: Confirm Changes



If you clicked "Save Changes," you will be asked to confirm your changes. If the changes were correct, click "Continue." If the changes were made in error, click "Cancel."

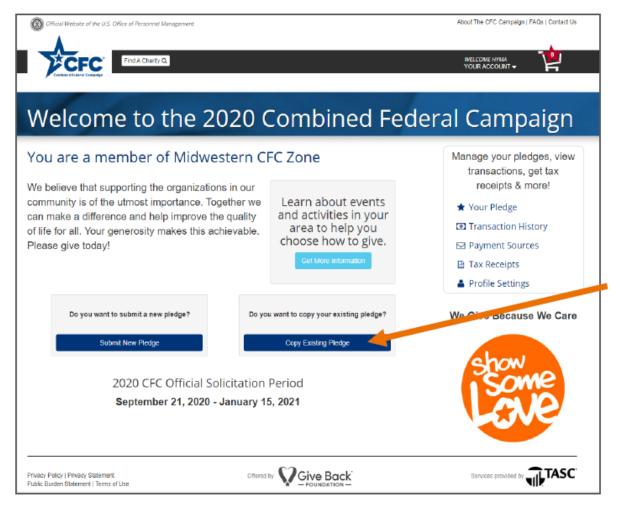


If you did not select a Department/ Agency/Office (for example if you pledged originally through CFC Giving Mobile App), the system will alert you.

To ensure your office/unit receives credit for your donation and so to avoid any delays in processing your pledge, please ensure you select a Department/Agency/Office.

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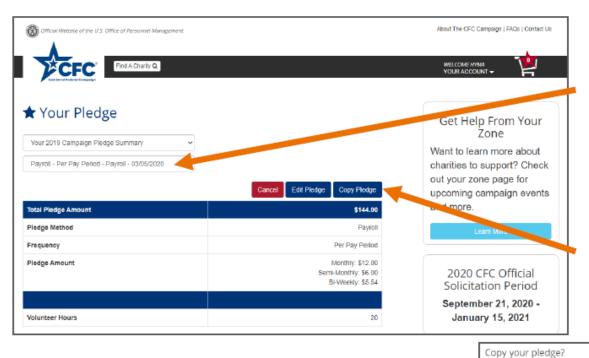
Step 6: Copy Existing Pledge



After updating and saving your profile, you will be routed to the landing page where you will be able to submit a new pledge or reload a previous pledge.

If you would like to reload a pledge from a previous year, click "Copy Existing Pledge."

Step 7: Select Existing Pledge



Select the existing pledge you wish to reload using the drop-down options at the top of the page for campaign year and pledge type.

If this is the pledge you wish to reload, click "Copy Pledge."

Please review your charity allocation and payment source before submitting your pledge. The system will create your draft pledge form. Your form may not look the same as last year because some charifies from prior years may not be in the current campaign. Once you create the draft pledge, you can edit it further before submitting it. Are you sure you want to continue?

No, go back

Continue with copy

You will be asked to confirm your choice to copy your pledge by clicking "Continue with Copy."

Then skip to page 23 in these instructions.

Step 8: Start a New Pledge



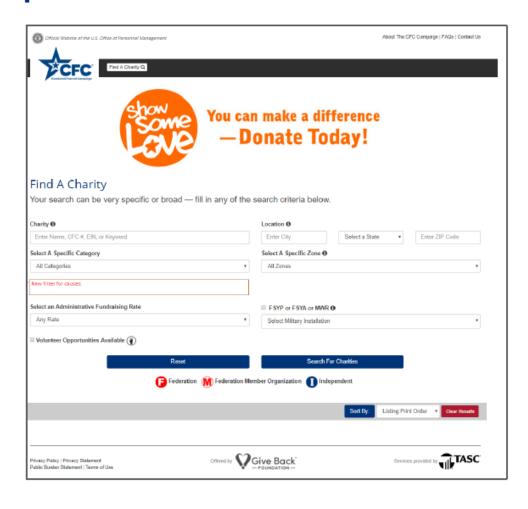
If you do not wish to copy an existing pledge, you can return to the landing page and select "Submit New Pledge".



Make Your Pledge: All Users



Step 1: Search for Charities



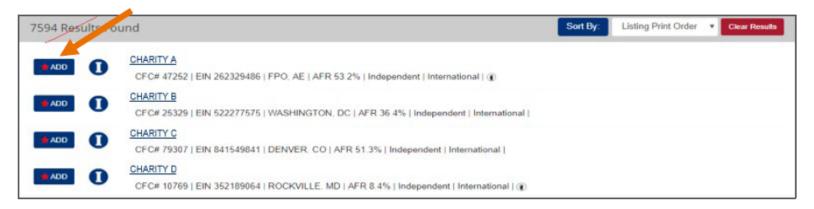
Search by:

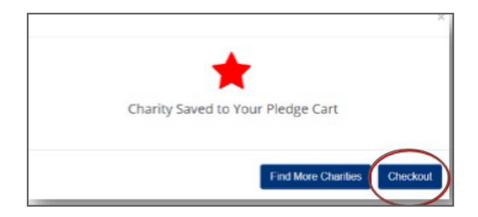
- Charity: Name, CFC #, EIN, or keyword
- Location: City, state, or ZIP
- Select a Category (ex.: education, healthcare, and public safety)
- Zone: e.g. Hawaii-Pacific
- Category
- Cause
- Administrative Fundraising Rate (AFR): AFR is the percentage of funding that goes to service work
- FSYP, FSYA, or MWR
- Volunteer opportunities: Select this box to search those organizations who accept volunteers (only available for federal employees)

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Step 2: Select Charities

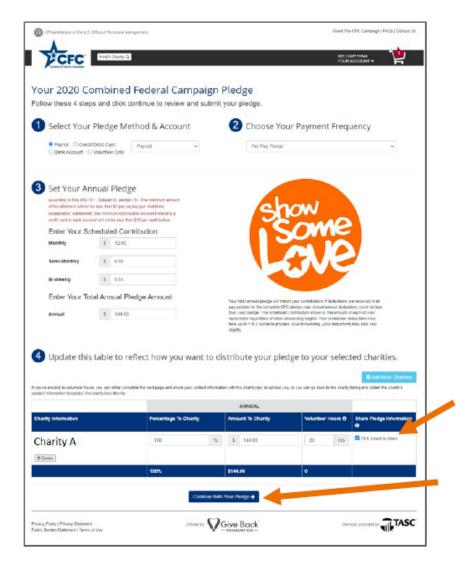
You can sort your list and then select charities by clicking the "add" button.





You will receive confirmation that each charity you chose has been added to your pledge. When you are finished, click "Checkout."

Step 3: Make Your Donation



There are four sections to making your actual pledge.

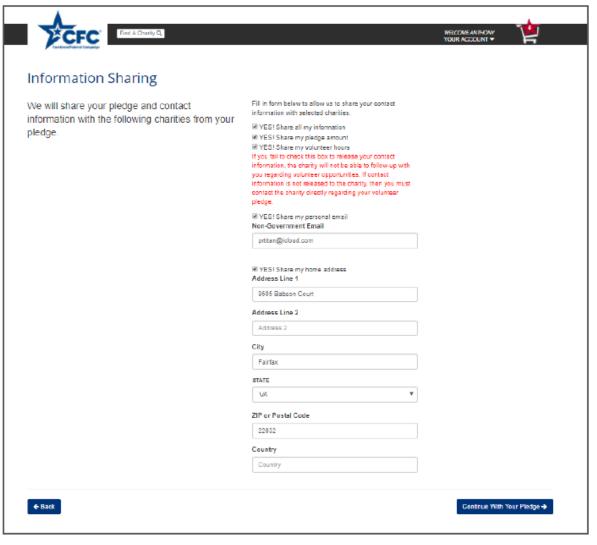
- I. Select your pledge method.

 You will not see "Payroll" as a payment method if you have already submitted a payroll pledge for the current campaign. You can submit additional credit/debit, bank account, or volunteer pledges.
- 2. Choose your payment frequency.
- 3. Set your annual pledge amount.
- Distribute that amount to the charities you selected.

Click this box if you want to share your information with your charity.

Click "Continue with your pledge" when you are finished.

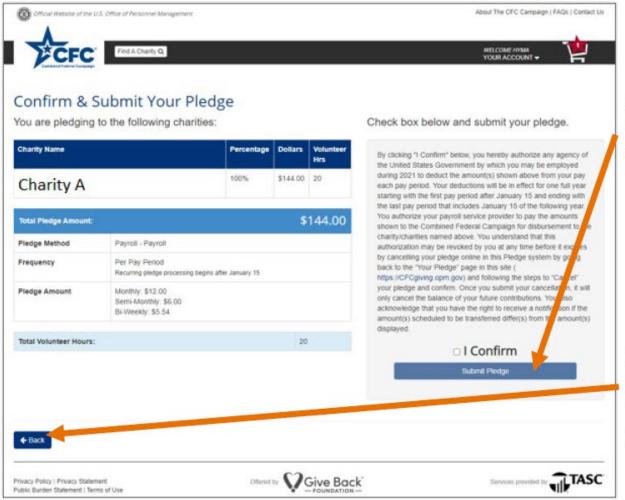
Step 4: Provide Contact Information



If you checked the box to share your information with the charity, you will be asked to provide this information. (The default is remaining anonymous.)

NOTE: If you pledged volunteer hours, the only way the charity will be able to contact you about volunteer opportunities is if you share your information. If you choose not to share your information, you will need to reach out to the charity.

Step 5: Submit Your Pledge



After review, click "I Confirm" and then click "Submit Pledge."

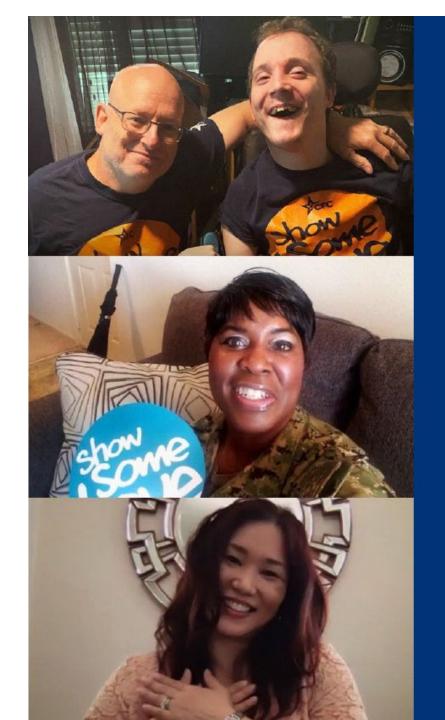
If you discover an error, you can click "Back" to return to the previous screen to edit.

Step 6: Confirm Your Pledge



Click to read any thank you notes from your selected charities.

Click "Print Pledge Confirmation" for a receipt.

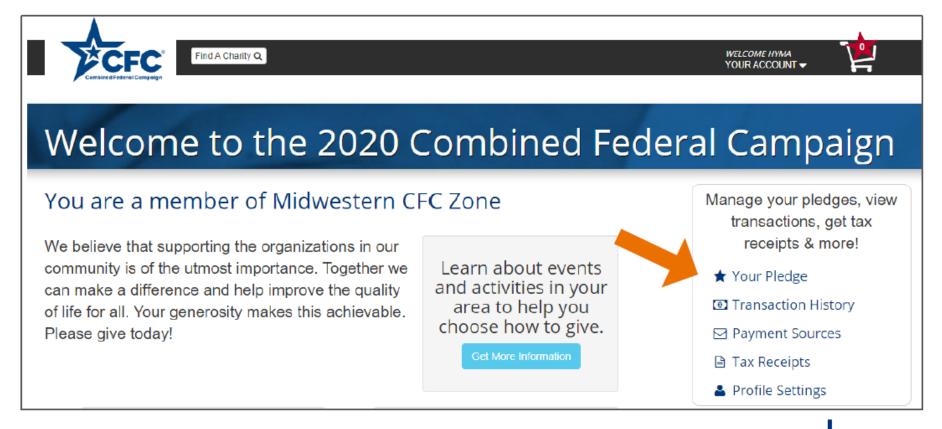


Manage Your Account



Manage Your Account

Manage your pledges, view transactions, get tax receipts and update your profile and payment settings from the landing page.





Contact CFC Customer Care

800-797-0098 608-237-4898

TTY available - Hours: 8am - 6pm (CST) M-F Voicemail option for Hawaii and Overseas calls only Last day of solicitation period until midnight ET/11 pm CT



2020 Combined Federal Campaign

POCs: (Primary) Mr. Stephen White FLW Campaign Coordinator <u>stephen.e.white1.civ@mail.mil</u> (Alternate) Ms. Renea Lazzarini at 3-5962, <u>renea.l.lazzarini.civ@mail.mil</u>

CFC Region: Gateway