



How To Pledge Online

Click "DONATE" on <u>GiveCFC.org</u> to get started.





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Getting Started: New Users



Step 2: Create an Account

Create An Account Email Email Email Confirm Confirm Email Password Password Password Confirm Confirm Password

I agree to the Privacy Policy and Terms of Use

Create An Account

Already have an account? Log In

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.

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

Security Questions Select question and supply your answer.
Question 1
Select a Security Question
Answer:
Answer 1
Question 2 Select a Security Question Answer: Answer 2
Question 3
Select a Security Question
Answer:
Answer 3
Undate Security Questions

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.

Personal Information	Contact Information
Type Of Donor	Primary Email
Federal Employee or Member of the Military	
First Name	Secondary Email () (optional)
John	
Last Name	
Smith	Update Your Password
Primary Work Location ZIP or Postal Code 6	Update Your Security Questions
96813	
I am located in a non-US or foreign territory without a ZIP code.	
Active Duty or Civilian ()	
Active Duty Civilian	
Your Department	Enter your 6-digit CFC Office Code (optional)
Active Duty - Army	Q H3TLX2
Your Agency	
US Army Pacific 🔹	Q Lookup
Your Office	
0000 AR CO (UIC:WZ6HAA) (Schofield Barracks, HI) (CFC:H3TLX2 V	

Step 6: Enter Your Personal Info

Personal Information Type Of Donor Federal Employee or Member of the Military v First Name John Last Name Smith Primary Work Location ZIP or Postal Code 3 96813 I am located in a non-US or foreign territory without a ZIP code. Active Duty or Civilian () ■Active Duty ■Civilian

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).

Active Duty - Army	Q H3TLX2
Your Agency	
US Army Pacific	Q Lookup
Your Office	
Offices In your ZIP Code and surrounding zone TSA - Chicago Midway International (MDW) (CFC:2QCYTM)	
TSA - Dane County Regional-Truax Field (MSN) (CFC:PVJ5WV)	•
TSA - General Mitchell International (MKE) (CFC:5XTQR1)	OR you can enter your
Offices not in your ZIP Code and surrounding zone	OK you can enter your
rlington, VA) (CFC:A730U2)	office/unit 6-digit CF

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. 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*

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

Personal Information	Contact Information
Type Of Donor	Primary Email
Federal Employee or Member of the Military	
First Name	Secondary Email (optional)
John	
Last Name	
Smith	Update Your Password
Primary Work Location ZIP or Postal Code 0	Update Your Security Questions
96813	
I am located in a non-US or foreign territory without a ZIP code.	
Active Duty or Civilian 0	
Active Duty Civilian	
Your Department	Enter your 6-digit CFC Office Code (optional)
Active Duty - Army	Q H31LXz
Your Agency	
US Army Pacific 🔹	Q Lookup
Your Office	
0000 AR CO (UIC:WZ6HAA) (Schofield Barracks, HI) (CFC:H3TLX2 V	

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

Personal Information	Contact Information
Type Of Donor	Primary Email
Federal Employee or Member of the Military	
First Name	Secondary Email 6 (optional)
John	
Last Name	
Smith	Update Your Password
Primary Work Location ZIP or Postal Code 9	Update Your Security Questions
96813	
I am located in a non-US or foreign territory without a ZIP code.	
Active Duty or Civilian	
Active Duty Civilian	
Your Department	Enter your 6-digit CFC Office Code (optional)
Active Duty - Army	
Your Agency	
US Army Pacific	Q Lookup
Your Office	
	<u></u>
Offices in your ZIP Code and surrounding zone	1
TSA - Chicago Midway International (MDW) (CFC:2QCYTM) TSA - Date County Regional-Truax Field (MSN) (CFC:PV/I5WV)	
TSA - General Mitchell International (MKE) (CFC:5XTQR1)	
Offices not in your ZIP Code and surrounding zone	
(Arlington, VA) (CFC:A730U2)	

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.

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

Step 4: Save Your Profile

💄 Your Profile			
Profile information is required to associate your acc	count with your CFC Zone and to help manage	your pledge.	
Personal Information	Contact Information		
Type Of Donor	Primary Email	✓ Edit	
Federal Employee or Member of the Military	hyma.chinta@tasconline.com		
First Name	Secondary Email () (optional)	Edit	
Hyma			
Last Name			
Test	Update Your Password		If you made changes, click "Save
Primary Work Location ZIP or Postal Code ()	Update Your Security Questions		Changes."
53719			Changest
I am located in a non-US or foreign territory without a ZIP code.			
Active Duty or Civilian ()			If you have no changes, click
Active Duty Civilian			If you have no changes, click
Your Department	Enter your 6-digit CFC Office Code (optional)		"There are no changes to my
United States Postal Service	Q		
Your Agency			Profile Settings."
Capital Metro Area - Atlanta District	Q Lookup		
Your Office			
Adairsville (Adairsville, GA) (CFC:VWC0Q7)			
If you do not	find your opriate Office or Unit listed here, please	*All field are required unless noted.	
alert your Ca	more Manager or the CFC Help Center.		
Saus Changes	There are no observes to my Drofile Setting		
Save Changes	There are no changes to my Profile Settings		

Step 5: Confirm Changes

Please Confirm Your Chan	iges
Are you sure you want to update your profile information?	
Only update your Department, Agency, or Office, if you've of Please note that this change will apply to all your active ple	completed a position transfer. adges.
	Cancel Continue

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.

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 dropdown 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."

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

Official Website of the U.S. Office of Personnel Management	About The CFC Campaign FAQs
Find A Charley Q	WELCOME AMANDA YOUR ACCOUNT
*60 * YEARS OF GIVING	n be the Face Of Change ONATE TODAY!
Find A Charity	
Your search can be very specific or broad — fill in any of the	e search criteria below.
Charity	Location 0
Enter Name, CFC #, EIN, or Keyword	Enter City Select a State V Enter ZIP Code
Select A Specific Category	Select A Specific Zone 0
All Categories 🗸	Overseas CFC Zone 🗸
Select an Administrative Fundraising Rate	□ FSYP or FSYA or MWR
Any Rate 🗸	Select Military Installation
Volunteer Opportunities Available 🕢 Reset	Search For Charities ember Organization ① Independent Sort By: Listing Print Order V Clear Results

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)

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.

1. 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.
- 4. 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

Fill in form below to allow us to share your contact information with selected charities.		
Fill in form below to allow us to share your contact information with selected charities.		
If you fail to chey volunteer nous If you fail to chey volunteer nous information, the cherk bis box to release your contact information is not release your contact information is not release to the charky, then you must contact the charky directly regarding your volunteer pledge. If YESI Share my personal email Non-Government Email pritian@icloud.com If YESI Share my home address Address Line 1 9505 Babson Court Address Line 2 Address 2 City Fairfax STATE VA ZIP or Postal Code 22032 Country		
	information is not released to the charity, then you must contact the charity directly regarding your volunteer piedge. IVESI Share my personal email Non-Government Email prtitan@icloud.com IVYESI Share my home address Address Line 1 9505 Babson Court Address 2 City Fairfax STATE VA ZIP or Postal Code 22032 Country Country	information is not released to the charity. then you must contact the charity directly regarding your volunteer piedge. ♥ YES! Share my personal email Non-Government Email prtitan@icloud.com ♥ YES! Share my home address Address Line 1 ₱505 Babson Court Address Line 2 Address 2 City Fairfax STATE VA ZIP or Postal Code 22032 Country Country

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.

Continue With Your Pledge 🗲

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

First - Charly Q	Your Ar	nual Pl	edge		Click to read any notes from your	thank yo selected
Total Pickge	HUM:		- abe	\$144.00	charities	
Plodge Met	d Payrol - i	Payroll			charteres:	
Fraquancy	Par Pay I Recurrent	Narlad Redge processe	g tegins after	January 15		
Pledge Am	et: MuntNy Sami-Mor Bi-Weeki	\$12.00 nthly: \$6.00 r: \$5.54				
You are p	idging to th	e followin	ig charit	lios		
Charley Na		Annual %	Annual 5	Volument Hours		
Char	ty A	105%	\$544.00	20		
(Total	lanteer Hours:			0		
You OPC argan considerat	lave a <u>tha</u> Cl forsi do not provi for any contribut	ink-you harity! da goods or s tors made to watsits	note fr enices in v the organiz	rom a Mole or partial ations vieittis	Click "Print Pled Confirmation" for receipt.	зе)r a





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.



FACE CECCONTROL ENTRY CONNECTED!

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