

United States Office of Personnel Management

CFC Donor Pledge System User Guide

GIVE HAPPY



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How to Use This Manual

The CFC Donor Pledge System User Guide is being provided 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 summary of site usage, followed by more detailed, step-by-step instructions provided for each common task.

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

Task Category (e.g., printing tax receipts)

Under Task Category, you will find that the system provides a summary of the task along with helpful screenshots and step-by-step instructions. Users will find Site Features written *in italics* for clarity. Red boxes highlight tabs that need to be selected to move forward or important information on the screen.



The screenshot shows the top navigation bar of the CFC website. On the left is the CFC logo (a blue star with 'CFC' and 'Combined Federal Campaign' below it). In the center is a search bar labeled 'Find A Charity Q'. On the right, it says 'WELCOME CHRIS MY ACCOUNT' with a dropdown arrow and a shopping cart icon with a red star and the number '0'.

Welcome to the Combined Federal Campaign

GIVE
HAPPY

You are a member of Mountain States CFC Zone

We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!

[Submit New Pledge](#) [Copy Existing Pledge](#)

20XX CFC Official Solicitation Period
September 1, 20XX - January 15, 20XX

Quick Links

- ★ View My Pledge
- ♥ Manage Volunteer Hours

Learn about events and activities in your area to help you choose how to give.

[Get More Information](#)

[Privacy Policy](#) | [Privacy Statement](#)
[Public Burden Statement](#) | [Terms of Use](#)

Offered by  **Give Back**
— FOUNDATION —

Services provided by  **TASC**

Example Task Instructions

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.

CFC Zones

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

CFC Approved Charities

Before 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, the U.S. Internal Revenue Service must recognize a charitable organization 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 Donor Pledging System at <https://cfcgiving.opm.gov/welcome>

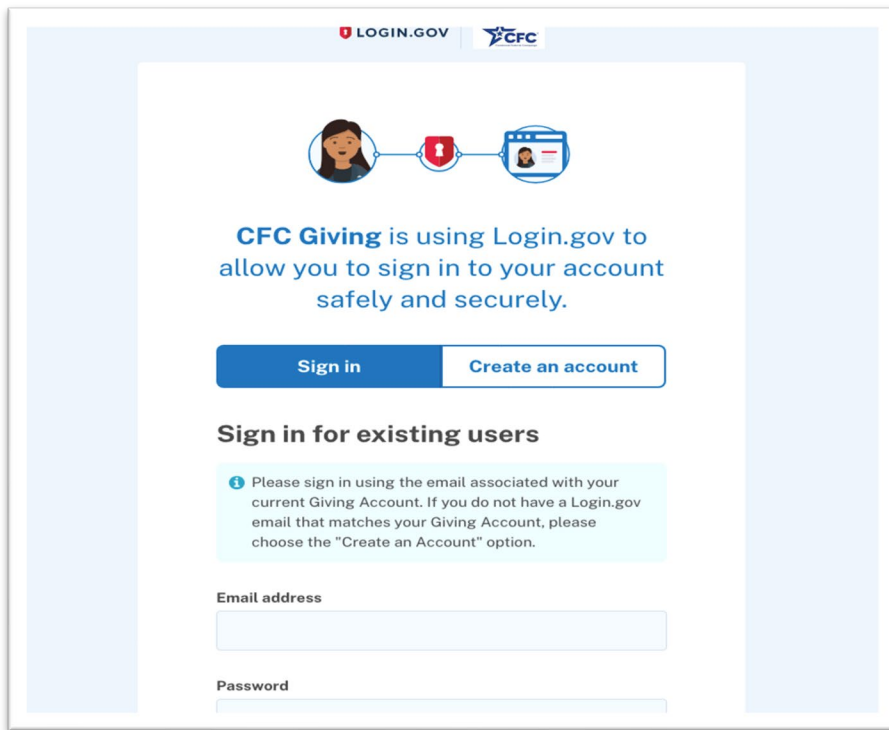
Users do not have to be registered to search through the database of eligible charitable organizations.

User Overview

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

1. Visit <https://cfcgiving.opm.gov/welcome> to register or sign into an existing account and submit a pledge.
 - New users should select the *Sign Up Now* tab and follow the prompts 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 pledge 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 *Submit a New Pledge* or *Copy Existing Pledge* on the home page. Select your charities, then choose your payment method and frequency. Also, 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.

The screenshot shows the top navigation bar with the CFC logo and a search bar labeled '#1 Find A Charity Q'. Below the header is a large blue heading 'Welcome to the Combined Federal Campaign'. To the left is a group photo with 'GIVE' and 'HAPPY' text. To the right is a 'Quick Links' box with '#4' and items like 'View My Pledge' and 'Manage Volunteer Hours'. Below the photo are two buttons: '#2 Submit New Pledge' and 'Copy Existing Pledge'. To the right of these buttons is a box with '#3' and 'Get More Information'. Below the main content is the text '20XX CFC Official Solicitation Period September 1, 20XX - January 15, 20XX'.

Privacy Policy | Privacy Statement
Public Burden Statement | Terms of Use

Offered by  Give Back
— FOUNDATION —

Services provided by  TASC

1. Search for a Charity
2. Options for pledging:
 - a. New Pledge
 - b. Copy Existing Pledge from a prior campaign
 - c. Create a Group Volunteer Pledge
3. See the assigned CFC Zone News Page
4. Quick links
 - a. *View My Pledge*: Review, change, or cancel pledge information

- b. *Manage Volunteer Hours*: Review, submit information on volunteer opportunities
- 5. Account Management – *My Account*
 - a. *My Pledge*: Review, change, or cancel pledge information
 - b. *My Transaction History*: Review payments made and donation statuses
 - c. *My Payment Sources*: Update payment method
 - d. *My Tax Receipts*: Print Tax Receipts
 - e. *Report My Volunteer Hours*: Review and submit information on volunteer opportunities
 - f. *My Profile Settings*: Update personal information, add a secondary email, reset password, or reset security questions.

Creating an Account

New users should access the CFC Donor Pledging System at <https://cfcgiving.opm.gov/welcome>

To sign up:

1. Select and click on *Sign In*, then *Create an Account*



LOGIN.GOV | CFC

CFC Giving is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Sign in for existing users

i Please sign in using the email associated with your current Giving Account. If you do not have a Login.gov email that matches your Giving Account, please choose the "Create an Account" option.

Email address

Password

2. New users will then be asked to enter their email and select a password. For this purpose, users may provide either a government or personal email.
3. Fill in the blanks with the information required and check the box below agreeing to the Privacy & Terms and Conditions of Use.
 - a) Passwords must be eight (8) characters long and include one uppercase letter, one lowercase letter, one number, and one unique character.
 - b) The Privacy and Terms and Conditions of Use are available for review. To access them, click the document title, which links to the full content.

CFC Giving is using Login.gov to allow you to sign in to your account safely and securely.

Sign in

Create an account

Create an account for new users

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

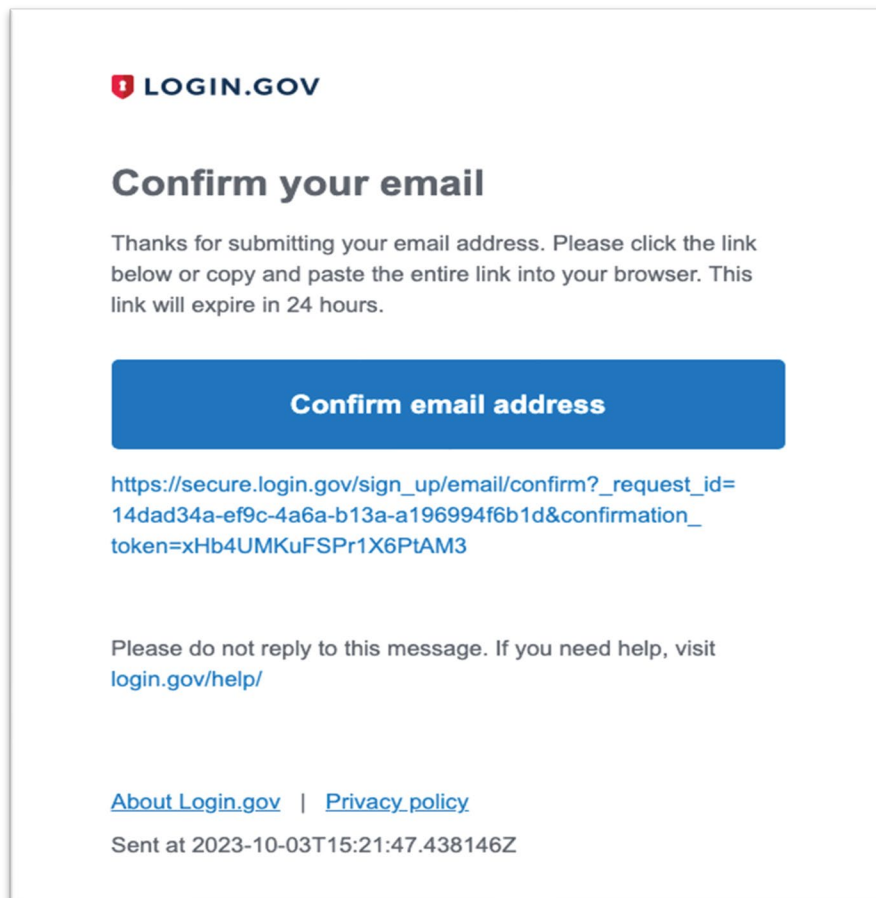
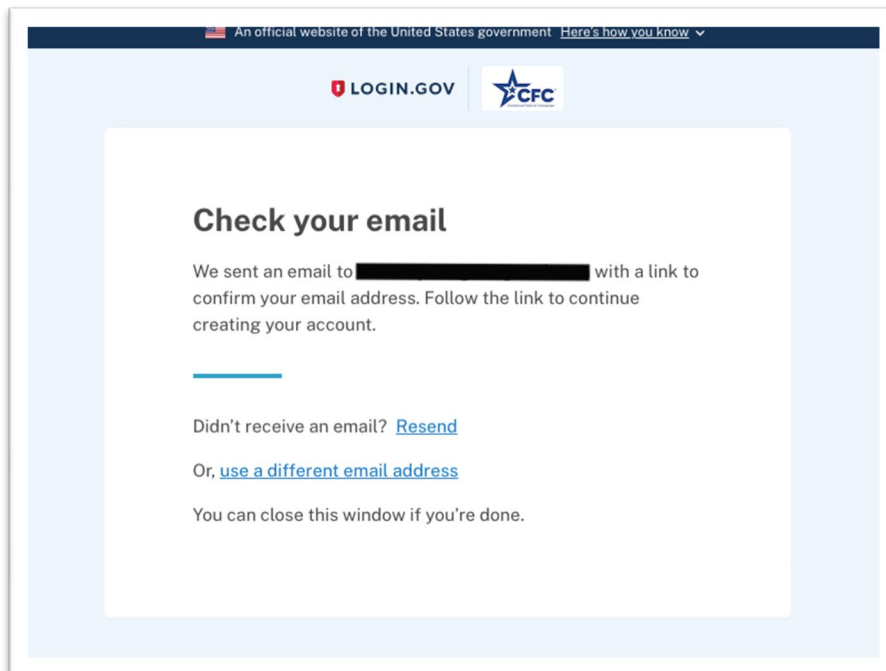
Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

4. The Online Donation System will send a verification PIN to the email address provided. Follow the link, enter the PIN, and follow the site prompts to complete your sign-up process. Please note that the verification PIN will only be valid for 24 hours. You must request a new code if you do not verify your account in this timeframe.



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

You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Continue

Password safety tips

[Cancel account creation](#)

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**
 Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
 Receive a secure code by (SMS) text or phone call.
- Backup codes**
 A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
 A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
 PIV/CAC cards for government and military employees. Desktop only.

6. Complete your user profile:

- Under *Type of Donor*, select Federal Employee, Retiree/Beneficiary, or Federal Contractor, depending upon your employment status.
- The system will require different information depending on the donor type.
- All fields are required (except for a secondary email):

My Profile Settings

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

Personal Information

Type Of Donor
Select a Donor Type

First Name
First Name

Last Name
Last Name

Primary Work Location ZIP or Postal Code
ZIP Code
 I am located in a non-US or foreign territory without a ZIP code.

Active Duty or Civilian
 Active Duty Civilian

Your Department
Select a Department

Your Agency
Select an Agency

Your Office
Select an Office

Contact Information

Primary Email
[REDACTED]

Triggered Notifications Opt-in
 Send me scheduled communication about the Combined Federal Campaign

Enter your 6-digit CFC Office Code (optional)
Q []

Q Lookup

If you do not find your appropriate Office or Unit listed here, please alert your Campaign Manager or the CFC Help Center.

*All fields are required unless noted.

Save Changes

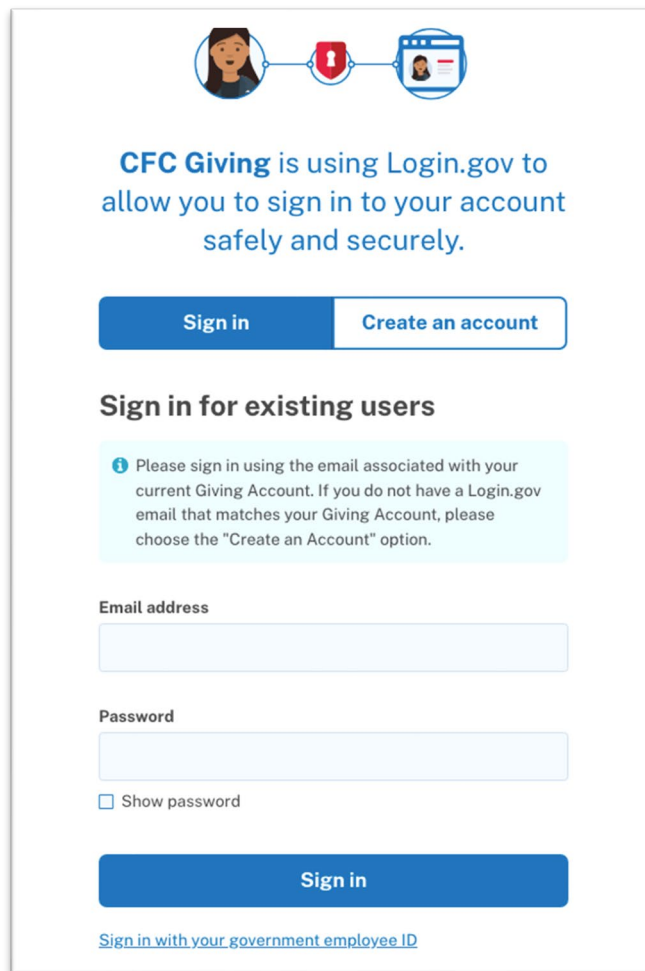
7. When done, select and click on Save Profile, and your account will be ready for you to set up your pledge.

Signing In (Returning Users)

Users with pre-established accounts should access the CFC Donor Pledging System at <https://cfcgiving.opm.gov/welcome> 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 the signup
4. Select and click on *Sign In*



The screenshot shows the CFC Giving Login.gov sign-in interface. At the top, there are three icons: a person's profile, a shield with a checkmark, and a computer monitor. Below the icons, the text reads: "CFC Giving is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" (highlighted in blue) and "Create an account". Below the buttons, the heading "Sign in for existing users" is followed by an information icon and a message: "Please sign in using the email associated with your current Giving Account. If you do not have a Login.gov email that matches your Giving Account, please choose the 'Create an Account' option." There are two input fields: "Email address" and "Password". Below the password field is a checkbox labeled "Show password". At the bottom, there is a large blue "Sign in" button and a link: "Sign in with your government employee ID".

After selecting *Sign In*, Users land on their Home Page.

Welcome to the Combined Federal Campaign



You are a member of Mountain States CFC Zone

We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!

[Submit New Pledge](#)

[Copy Existing Pledge](#)

Quick Links

★ [View My Pledge](#)

♥ [Manage Volunteer Hours](#)

Learn about events and activities in your area to help you choose how to give.

[Get More Information](#)

20XX CFC Official Solicitation Period

September 1, 20XX - January 15, 20XX

Creating a New Pledge

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

- Users can give on a one-time basis or establish scheduled giving.
 - Only one recurring payroll pledge is allowed.
 - Multiple recurring or one-time pledges are allowed when funded via credit card or ACH.
- 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. Donors may fund a one-time pledge through a 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. Users may fund these recurring gifts through payroll deduction, a credit card, or a bank account.
 - Recurring giving processed via credit card or bank account will occur monthly.
 - Recurring giving processed by payroll deduction will begin with the user's first payroll date following the end of the official solicitation period.

1. To create an individual pledge, select *Submit a New Pledge* **OR** *Copy Existing Pledge* on the home page.

Welcome to the Combined Federal Campaign



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We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!

[Submit New Pledge](#)
[Copy Existing Pledge](#)

Quick Links

[★ View My Pledge](#)
[♥ Manage Volunteer Hours](#)

Learn about events and activities in your area to help you choose how to give.

[Get More Information](#)

20XX CFC Official Solicitation Period

September 1, 20XX - January 15, 20XX

2. Search for charities.

Find A Charity

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

<p>Charity ⓘ</p> <input type="text" value="Enter Name, CFC #, EIN, or Keyword"/>	<p>City ⓘ</p> <input type="text" value="Enter City"/>	<p>State</p> <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select a State"/> ▾	<p>Zip Code</p> <input type="text" value="Enter ZIP Code"/>
<p>Select A Specific Category</p> <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="All Categories"/> ▾	<p>Select A Specific Zone ⓘ</p> <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Carolinas CFC Zone"/> ▾		
<p>Select an Administrative Fundraising Rate</p> <div style="display: flex; align-items: center;"> <div style="flex-grow: 1; border-bottom: 2px solid #ccc; position: relative;"> <div style="position: absolute; right: 0; top: -5px; border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 0 5px;">100</div> </div> </div>	<p><input type="checkbox"/> FSYP or FSYA or MWR ⓘ</p> <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select Military Installation"/> ▾		
<p><input type="checkbox"/> Volunteer Opportunities Available ⓘ</p>			
<input type="button" value="Reset"/>		<input type="button" value="Search For Charities"/>	
F Federation M Federation Member Organization I Independent			
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Sort By:</div> <div style="border-bottom: 1px solid #ccc; margin-right: 5px;">Listing Print Order</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Clear Results</div> </div>			

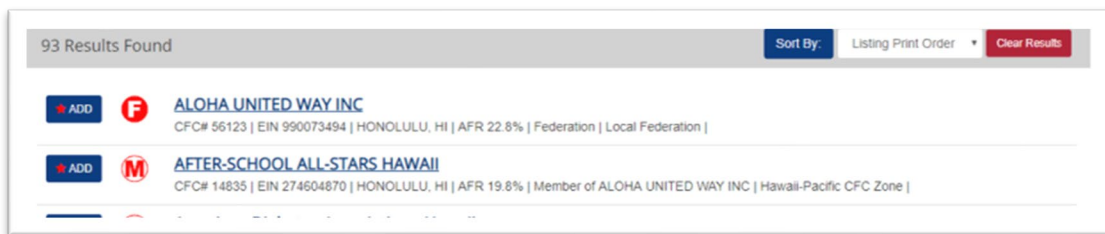
Search by:

- **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** – The fundraising rate is the percentage of funding that goes to management and administrative work.
- **FSYP, FSYA, and MWR Only** – Organizations with a military association
- **Volunteer opportunities available** – Select this box to search those organizations that accept volunteers

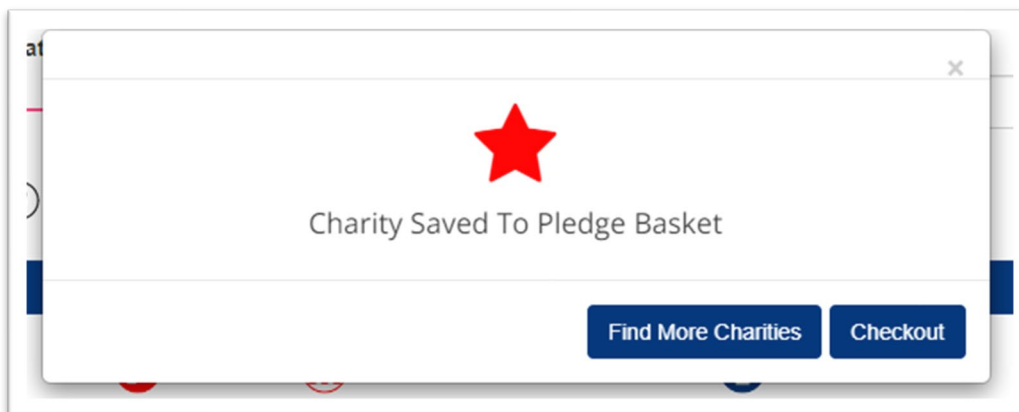
Once you enter or choose the criteria, click on *Search for Charities*.

1. 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. You can sort the results by Listing Print Order, Name, EIN, CFC code, City, Category, Zone, or AFR.

2. The site will confirm that you saved the charity to your Pledge Cart.



3. Once done adding charities, select and click on Checkout.
4. Once in the Pledge Cart, select a method and frequency for your pledge from the drop-down menu. Depending on the method chosen, different frequencies will be available.
5. Set the pledge amount. Filling in the annual amount will populate the other frequency amounts and vice versa.

Note: Minimum contribution amounts via payroll deduction are \$1 per pay period per charity. The minimum credit card donation is \$10. The maximum online contribution is \$999,999. However, certain payroll service providers may limit the maximum amount of a payroll deduction gift. For example,

active-duty members of the Army, Navy, and Air Force may not pledge more than \$9,999 annually). If wishing to donate an additional amount, please contact OPM for instructions.

- Finally, select the percentage of the pledge to allocate to each charity, enter the desired number of volunteer hours, and choose whether to include donor information.

Your Combined Federal Campaign Pledge

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

1 Select Your Pledge Method & Account

- Payroll
- Credit/Debit Card
- Bank Account
- Volunteer Only
- ACH-Paper Check
- PayPal
- Venmo

2 Choose Your Payment Frequency

3 Set Your Annual Pledge

According to Reg 5 CFR §950.701(e)(1) - The minimum amount of the allotment will not be less than \$1 per payday per charitable organization. Additionally, the minimum contribution amount if electing a credit card or bank account will not be less than \$10 per contribution.

Enter Your Scheduled Contribution:

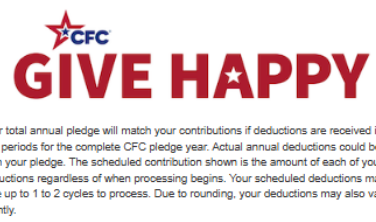
Monthly

Semi-Monthly

Bi-Weekly

Enter Your Total Annual Pledge Amount:

Annual



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

[Add More Charities](#)

If you've elected to volunteer hours, you can either complete the next page and share your contact information with the charity(ies) to contact you, or you can go back to the charity listing and obtain the charity's contact information to contact the charity(ies) directly.

Charity Information	ANNUAL			Share Pledge Information
	Percentage To Charity	Amount To Charity	Volunteer Hours	
11157 - GUIDE DOG FOUNDATION FOR THE BLIND INC <small>SMITHTOWN, NY EIN 111687477</small> <input type="button" value="Delete"/>	<input type="text" value="100"/> %	<input type="text" value="\$ 0.00"/>	<input type="text" value="0"/> hrs	<input type="checkbox"/> YES, I want to share
	100%	\$0.00	0	

[Continue With Your Pledge →](#)

- When you complete the form, click Continue With Your Pledge.

Note: By default, donations are anonymous unless you select/check the *YES, share my information* box, AND enter the address information on the following Information Sharing page.

- If “Yes,” and the “Share my information” option is selected, enter the information to be shared with the charities on the Information Sharing page.
 - Users can share pledge amounts, email, volunteer hours, and home address information.

- Keep information private by deselecting the associated box(es).
- 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 so the charity can contact you. Otherwise, you will need to contact the charity directly

CFC
Combined Federal Campaign

Find A Charity Q

WELCOME
YOUR ACCOUNT

Information Sharing

We will share your pledge and contact information with the following charities from your pledge.

NATIONAL PUBLIC RADIO INC - 10030

Fill in form below to allow us to share your contact information with selected charities.

YES! Share all my information
 YES! Share my pledge amount
 YES! Share my volunteer hours

If you fail to check this box to release your contact information, the charity will not be able to follow-up with you regarding volunteer opportunities. If contact information is not released to the charity, then you must contact the charity directly regarding your volunteer pledge.

YES! Share my personal email
Non-Government Email
 Email

YES! Share my home address
Address Line 1
 Address 1

Address Line 2
 Address 2

City
 City

STATE

ZIP or Postal Code
 Postal Code

Country
 Country

[← Back](#) [Continue With Your Pledge →](#)

9. When done, select and click on *Continue with Your Pledge*.
10. Finally, you'll be asked to confirm your pledge. Check the box next to *Confirm My Pledge* and select and click on *Submit Pledge* to finalize.

Confirm & Submit Your Pledge

You are pledging to the following charities:

Charity Name	Percentage	Dollars	Volunteer Hrs
MAKE-A-WISH FOUNDATION® INTERNATIONAL - 11490	100%	\$1,200.00	0
Total Pledge Amount:		\$1,200.00	
Pledge Method	Payroll - Payroll		
Frequency	Per Pay Period Recurring pledge processing begins after January 15		
Pledge Amount	Monthly: \$100.00 Semi-Monthly: \$50.00 Bi-Weekly: \$46.15		
Total Volunteer Hours:	0		

Check box below and submit your pledge.

By clicking "I Confirm" below, you hereby authorize any agency of the United States Government by which you may be employed during the campaign year to deduct the amount(s) shown above from your pay each pay period. Your deductions will be in effect for one full year starting with the first pay period after January 15 and ending with the last pay period that includes January 15 of the following year. You authorize your payroll service provider to pay the amounts shown to the Combined Federal Campaign for disbursement to the charity/charities named above. You understand that this authorization may be revoked by you at any time before it expires by cancelling your pledge online in this Pledge system by going back to the "Your Pledge" page in this site (<https://CFCgiving.opm.gov>) and following the steps to "Cancel" your pledge and confirm. Once you submit your cancellation, it will only cancel the balance of your future contributions. You also acknowledge that you have the right to receive a notification if the amount(s) scheduled to be transferred differ(s) from the amount(s) displayed.

I Confirm

Submit Pledge

11. The next message confirms "Your Annual Pledge" a second time:


Thank You For Being Part of the Combined Federal Campaign

Your Annual Pledge

Total Pledge Amount:	\$1,200.00
Pledge Method	Payroll - Payroll
Frequency	Per Pay Period Recurring pledge processing begins after January 15
Pledge Amount:	Monthly: \$100.00 Semi-Monthly: \$50.00 Bi-Weekly: \$46.15

You are pledging to the following charities

Charity Name	Annual %	Annual \$	Volunteer Hours
GUIDE DOG FOUNDATION FOR THE BLIND INC - 11157	100%	\$1,200.00	0

 **Total Volunteer Hours:** 0

You have a [thank-you note](#) from a charity!

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

Print Pledge Confirmation

Venmo Checkout

Venmo checkout has a modified experience for steps 6 and 10 above that requires use of a cell phone to complete checkout. To pay using Venmo you must already have an existing Venmo account setup with a linked payment source installed on a mobile device.

1. To checkout using Venmo you will follow the steps of a Making a New Pledge as described in the section above.

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

1 Select Your Pledge Method & Account

Credit/Debit Card
 Bank Account
 Volunteer Only
 ACH-Paper Check
 PayPal
 Venmo

2 Choose Your Payment Frequency

Payroll is not an option because you've already made a payroll pledge to this campaign.
CLICK HERE to go to your pledge page to edit your existing payroll pledge.


2. Continue following steps 7 through 9 described above in the Making a New Pledge section.
3. On the submit pledge page you will see the option to submit via Venmo. Select the Venmo button to complete your transaction. Once clicked the system will display a Venmo QR code that you must scan with your mobile device. Once scanned your Venmo app will open and prompt you to complete checkout.

Check box below and submit your pledge.

By clicking "I Confirm" below, you hereby authorize the Give Back Foundation through its Service Provider Total Administrative Services Corporation (TASC) on behalf of the Combined Federal Campaign to initiate a one-time credit and/or debit to your Venmo Account in the amount(s) displayed above and to furnish the amount(s) to the Combined Federal Campaign for disbursement to the charity/charities named.

I Confirm

venmo

 To pay, scan the QR code with your Venmo app



venmo

4. Once completed you will see payment confirmation in the Pledge System.

Copying an Existing Pledge

A user can establish an individual giving for the plan year by copying an existing pledge from a prior year.

- Users can give on a one-time basis or establish scheduled giving.
 - Only one recurring payroll pledge is allowed.
 - Multiple recurring or one-time pledges are allowed when funded via credit card or ACH.
- 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. Donors may fund a one-time pledge through a 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. Users may fund these recurring gifts through payroll deduction, a credit card, or a bank account.
 - Recurring giving processed via credit card or bank account will occur monthly.
 - Recurring giving processed by payroll deduction will begin with the user's first payroll date following the end of the official solicitation period.

1. To copy an existing pledge, select and click on *Copy Existing Pledge* on the home page.

The screenshot shows the top navigation bar with the CFC logo, a search bar, and a user account section. The main content area features a large heading 'Welcome to the Combined Federal Campaign' and a central message: 'You are a member of Mountain States CFC Zone. We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!'. Below this message are two buttons: 'Submit New Pledge' and 'Copy Existing Pledge', with the latter highlighted by a red box. To the right, there are 'Quick Links' for 'View My Pledge' and 'Manage Volunteer Hours', and a section for 'Learn about events and activities in your area to help you choose how to give.' with a 'Get More Information' button. At the bottom, it states '20XX CFC Official Solicitation Period September 1, 20XX - January 15, 20XX'. The footer includes links for 'Privacy Policy | Privacy Statement | Public Burden Statement | Terms of Use', the 'Give Back Foundation' logo, and 'Services provided by TASC'.

2. Select *Existing Pledge* from the Campaign and Pledge Dropdowns to copy
3. Click *Copy Pledge* to copy the selected prior year pledge

★ Your Pledge

Your 2018 Campaign Pledge Summary

Payroll - Per Pay Period - 06/21/2019

Cancel Balance Copy Pledge

Total Pledge Amount \$1,200.00

Pledge Method Payroll

Frequency Per Pay Period

Pledge Amount Monthly: \$100.00
Semi-Monthly: \$50.00
Bi-Weekly: \$46.15

Volunteer Hours 40

Charities You Are Supporting

Charity Name	Percentage	Dollars	Volunteer Hrs
BLESS THE CHILDREN INC - 10016	9.3375%	\$112.05	0
BLESS THE CHILDREN INC - 10016	9.835%	\$118.02	0
WOMENS LEARNING PARTNERSHIP FOR RIGHTS DEVELOPMENT AND PEACE LTD - 10130	9.5025%	\$114.03	0
CHARITY WITHOUT BORDERS - 10271	13.889167%	\$166.67	0
SALESIAN MISSIONS INC - 10279	10.0025%	\$120.03	0
AIXin Foundation - 10769	9.7675%	\$117.21	20
ZAMBIA SCHOLARSHIP FUND - 10806	37.665833%	\$451.99	20

4. Click *Continue with Copy* to place copied pledge into your Pledge Cart

Copy your 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 charities 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

5. Your pledge card will be displayed with the copied pledge details.
 - a. Select a new payment method & frequency if your previous payment source is in an error state for the copied pledge or you wish to change how your pledge will be funded.
 - b. You will not see payroll as a payment method if you have already submitted a payroll pledge for the current campaign.
 - c. You will see an error message if any of the charities from your copied pledge, are no longer participating in the current campaign.
 - d. Select *Continue with Your Pledge* once all information is confirmed correct.

Official Website of the U.S. Office of Personnel Management About The CFC Campaign | FAQs | Contact Us

CFC Find A Charity Q WELCOME YOUR ACCOUNT

Your Combined Federal Campaign Pledge

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

- Select Your Pledge Method & Account**

Payroll Credit/Debit Card

Bank Account Volunteer Only
- Choose Your Payment Frequency**
- Set Your Annual Pledge**

According to Reg 950 701 - Subpart G, section (1) - The minimum amount of the allotment will not be less than \$1 per payroll per charitable organization. Additionally, the minimum contribution amount if electing a credit card or bank account will not be less than \$10 per contribution.

Enter Your Scheduled Contribution:

Monthly

Semi-Monthly

Bi-Weekly

Enter Your Total Annual Pledge Amount:

Annual

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

[Add More Charities](#)

If you've elected to volunteer hours, you can either complete the next page and share your contact information with the charity(ies) to contact you, or you can go back to the charity listing and obtain the charity's contact information to contact the charity(ies) directly.

Charity Information	ANNUAL		Volunteer Hours	Share Pledge Information
	Percentage To Charity	Amount To Charity		
10279 - SALESIAN MISSIONS INC NEW ROCHELLE, NY EIN 809522035 <small>Delete</small>	<input type="text" value="10.0025"/> %	<input type="text" value="\$ 1200.00"/>		<input checked="" type="checkbox"/> YES, I want to share
	10.0025%	\$1,200.00	0	

The following charities are not participating in the 2019 Combined Federal Campaign. Please add another charity or adjust the allocations to match your pledge amount.

 - 10769 - ALON FOUNDATION
 - 10016 - BLESS THE CHILDREN INC
 - 10006 - ZAMBIA SCHOLARSHIP FUND
 - 10130 - WOMENS LEARNING PARTNERSHIP FOR RIGHTS DEVELOPMENT AND PEACE LTD
 - 10271 - CHARITY WITHOUT BORDERS
 - 10016 - BLESS THE CHILDREN INC

[Continue With Your Pledge](#)

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Note: By default, donations are anonymous unless you select/check the *YES, share my information* box, AND enter the address information on the following Information Sharing page

- If yes, and a share my information option is selected, enter the information to be shared with the charities on the Information Sharing page.
 - Users can choose to share pledge amounts, email, volunteer hours, and home address information.
 - Keep information private by deselecting the associated box(es).
 - 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

Information Sharing

We will share your pledge and contact information with the following charities from your pledge.

NATIONAL PUBLIC RADIO INC - 10030

Fill in form below to allow us to share your contact information with selected charities.

- YES! Share all my information
- YES! Share my pledge amount
- YES! Share my volunteer hours

If you fail to check this box to release your contact information, the charity will not be able to follow-up with you regarding volunteer opportunities. If contact information is not released to the charity, then you must contact the charity directly regarding your volunteer pledge.

- YES! Share my personal email
Non-Government Email

- YES! Share my home address

Address Line 1

Address Line 2

City

STATE

ZIP or Postal Code

Country

[← Back](#)[Continue With Your Pledge →](#)

7. Reconfirm your pledge and click *Submit Pledge* to finalize your submission

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CFC Find A Charity Q WELCOME YOUR ACCOUNT

Confirm & Submit Your Pledge

You are pledging to the following charities:

Charity Name	Percentage	Dollars	Volunteer Hrs
SALESIAN MISSIONS INC - 10279	100%	\$1,200.00	0

Total Pledge Amount: \$1,200.00

Pledge Method	Payroll
Frequency	Per Pay Period Recurring pledge processing begins after 1/15/2019
Pledge Amount	Monthly: \$100.00 Semi-Monthly: \$50.00 Bi-Weekly: \$46.15

Total Volunteer Hours: 0

Check box below and submit your pledge.

By clicking "I Confirm" below, you hereby authorize any agency of the United States Government by which you may be employed during 2019 to deduct the amount(s) shown above from your pay each pay period. Your deductions will be in effect for one full year starting with the first pay period after January 15 and ending with the last pay period that includes January 15 of the following year. You authorize your payroll service provider to pay the amounts shown to the Combined Federal Campaign for disbursement to the charity/charities named above. You understand that this authorization may be revoked by you at any time before it expires by cancelling your pledge online in this Pledge system by going back to the "Your Pledge" page in this site (<https://CFCgiving.opm.gov>) and following the steps to "Cancel" your pledge and confirm. Once you submit your cancellation, it will only cancel the balance of your future contributions. You also acknowledge that you have the right to receive a notification if the amount(s) scheduled to be transferred differ(s) from the amount(s) displayed.

I Confirm

Submit Pledge

[← Back](#)

8. Click *Print Pledge Confirmation* to print this page for your records

CFC Find A Charity Q WELCOME YOUR ACCOUNT

Thank You For Being Part of the Combined Federal Campaign

Your Annual Pledge

Total Pledge Amount: \$1,200.00

Pledge Method	Payroll
Frequency	Per Pay Period Recurring pledge processing begins after 1/15/2019
Pledge Amount:	Monthly: \$100.00 Semi-Monthly: \$50.00 Bi-Weekly: \$46.15

You are pledging to the following charities

Charity Name	Annual %	Annual \$	Volunteer Hours
SALESIAN MISSIONS INC - 10279	100%	\$1,200.00	0

Total Volunteer Hours: 0

You have a [thank-you note](#) from a charity!

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

Print Pledge Confirmation

Volunteering

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

- When searching for organizations, check 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 ⓘ

City ⓘ

State

Zip Code

Select A Specific Category

Select A Specific Zone ⓘ

Select an Administrative Fundraising Rate

FSYP or FSYA or MWR ⓘ

Volunteer Opportunities Available ⓘ

Reset **Search For Charities**

F Federation
M Federation Member Organization
I Independent

Sort By: Listing Print Order

Clear Results

- When pledging, enter in the annual number of volunteer hours you intend to offer the charity. You must check the box to share your information with the charity and 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.

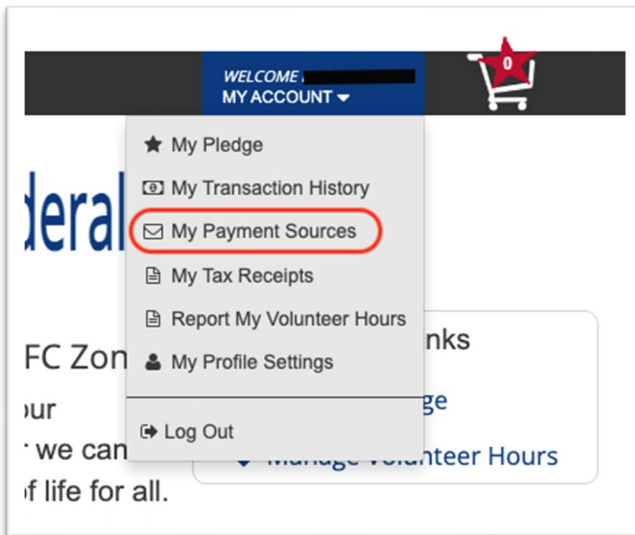
Charity Information	ANNUAL			Share Pledge Information ⓘ
	Percentage To Charity	Amount To Charity	Volunteer Hours ⓘ	
Charity Name - IRS Name City, State EIN 00-0000000 Delete	<input type="text" value=""/> %	<input type="text" value=""/> .00	<input type="text" value=""/> # hrs	<input type="checkbox"/> YES, share my information.
Charity Name - IRS Name City, State EIN 00-0000000 Delete	<input type="text" value=""/> %	<input type="text" value=""/> .00		<input type="checkbox"/> YES, share my information.
Charity Name - IRS Name City, State EIN 00-0000000 Delete	<input type="text" value=""/> %	<input type="text" value=""/> .00	<input type="text" value=""/> # hrs	<input type="checkbox"/> YES, share my information.
	###%	\$000.00	##	

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

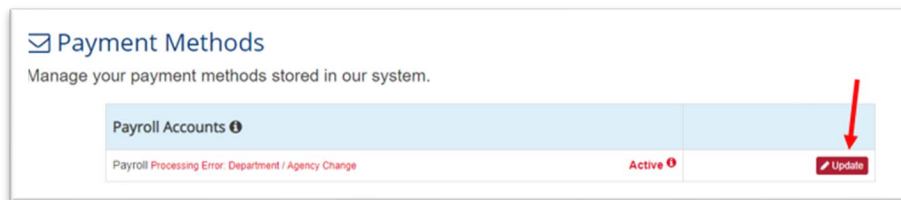
USPS Employees Updating SSN to EIN

If a USPS Employee enters the system that has not already updated their profile from using SSN to the employer-assigned EIN, they will be required to do so before finalizing a pledge for the new campaign.

1. Click *Payment Sources* from the list under **My Account**



2. Click *Update* for the payroll account on the payment methods page



3. Enter USPS Assigned EIN and click *Add Payroll Account*

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

US POSTAL SERVICE

Have you changed your department or agency? [Update here.](#)

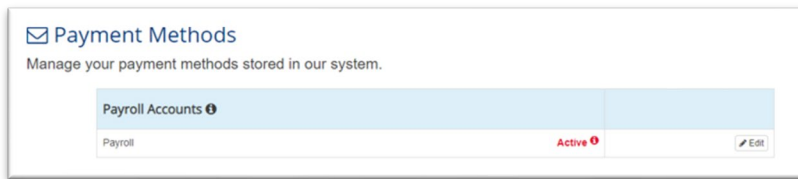
The payroll processor uses your USPS Employee ID Number (EIN) to identify your payroll for processing payments. Please enter your USPS EIN below.

USPS Employee ID Number *

Confirm USPS Employee ID Number *

Add Payroll Account

4. Payroll Payment Method will no longer show in Error



Establishing Your Pledge Payment Source(s)

For an optimal experience, begin by establishing a payment source to fund your pledge. You do not need to establish all payment sources. Only establish those sources which you will use to fund contributions.


A *payroll account* can only be used to fund recurring donations. *Credit or Debit Card* and *Bank Accounts* can fund both one-time and recurring donations.





To establish a payment source:

1. Select *My Payment Sources* from the list under **My Account**

The screenshot shows the CFC website interface. At the top left is the CFC logo. A search bar contains 'Find A Charity Q'. On the right, a user is logged in as 'CHRIS' with a 'MY ACCOUNT' dropdown menu. The menu items are: My Pledge, My Transaction History, My Payment Sources (highlighted with a red box), My Tax Receipts, Report My Volunteer Hours, My Profile Settings, Log Out, and Manage Volunteer Hours. The main content area has a 'GIVE HAPPY' graphic and a welcome message: 'Welcome to the Combined Federal Campaign'. Below this is a message: 'You are a member of Mountain States CFC Zone. We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!'. There are two buttons: 'Submit New Pledge' and 'Copy Existing Pledge'. At the bottom, it says 'CFC Official Solicitation Period September 1, 20XX - January 15, 20XX'. The footer includes 'Privacy Policy | Privacy Statement | Public Burden Statement | Terms of Use', 'Offered by Give Back FOUNDATION', and 'Services provided by TASC'.

2. From *Payment Sources*, select a method to fund your pledge. Different types of users will have different options available. You cannot delete Payment Sources associated with an active pledge.
 - Federal contractors will not be eligible for payroll deductions.

 **Payment Methods**
Manage your payment methods stored in our system.

Payroll Accounts	
Payroll	Active   Edit
Credit or Debit Cards	
You have no account stored in our system.  Add New Card	
Bank Accounts	
You have no account stored in our system.  Add New Bank Account	

Adding a Payroll Account

1. While in the *Payment Sources* section, click *Add New Payroll Account* under *Payroll Accounts*.
2. Enter your Social Security number (USPS assigned EIN if applicable) twice for confirmation and press *Add Payroll Account*.

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

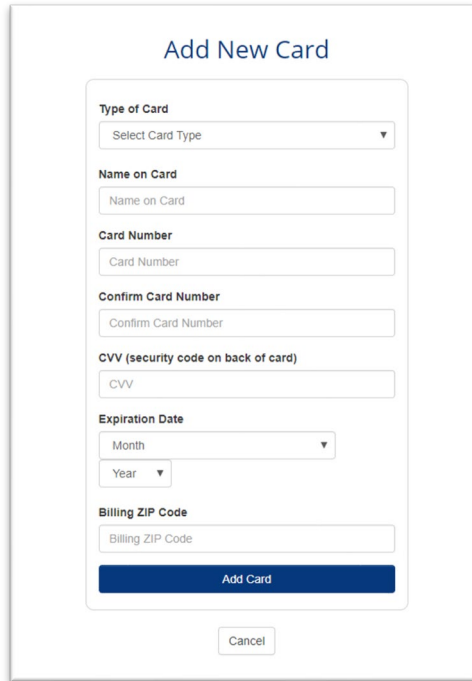
Confirm Social Security Number

 Add Payroll Account

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 you selected will then show in *Payment Sources*.

Adding a Credit or Debit Card:

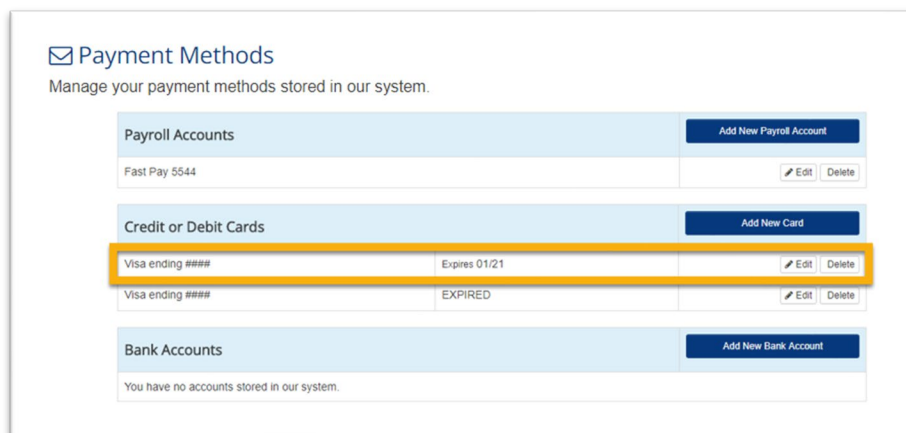
1. While in the *Payment Sources* section, select *Add New Card* under *Credit or Debit Cards*.
2. Enter all necessary information:
 - Type of Card
 - Name on Card
 - Card Number
 - Confirm the Card Number
 - CVV – a three- or four-digit security code located on the front or the back of the card.
 - Expiration Date – Month and year
 - Billing postal code



The screenshot shows a form titled "Add New Card" with the following fields and controls:

- Type of Card:** A dropdown menu with the text "Select Card Type".
- Name on Card:** A text input field.
- Card Number:** A text input field.
- Confirm Card Number:** A text input field.
- CVV (security code on back of card):** A text input field.
- Expiration Date:** Two dropdown menus, one for "Month" and one for "Year".
- Billing ZIP Code:** A text input field.
- Buttons:** A blue "Add Card" button and a "Cancel" button.

3. Select and click on *Add Card* to complete.
4. Under available methods in *Payment Sources*, you will find the card listed.



The screenshot shows the "Payment Methods" section with the following content:

- Payment Methods:** Manage your payment methods stored in our system.
- Payroll Accounts:** A table with one entry "Fast Pay 5544" and an "Add New Payroll Account" button. Edit and Delete icons are visible.
- Credit or Debit Cards:** A table with two entries, one highlighted in orange. The first entry is "Visa ending ####" with an expiration date of "Expires 01/21". The second entry is "Visa ending ####" with an expiration date of "EXPIRED". An "Add New Card" button is present. Edit and Delete icons are visible for each entry.
- Bank Accounts:** A section with the text "You have no accounts stored in our system." and an "Add New Bank Account" button.

Adding a Bank Account

5. While in the *Payment Sources* section, select *Add New Bank Account* under *Bank Accounts*.
6. Enter all necessary information:
 - Name of Bank Account
 - Bank Account Number
 - Confirm Bank Account Number
 - Bank Routing & Transit Number
 - Billing Zip Code

Add a Bank Account

Name on Bank Account

Bank Account Number

Confirm Bank Account Number

Bank Routing & Transit Number

Billing ZIP Code

7. Select and click on *Add New Bank Account*
8. Under available methods in *Payment Sources*, you will find the Bank Account listed.

Payroll Accounts ⓘ	
Payroll	Active ⓘ <input type="button" value="Edit"/>
Credit or Debit Cards ⓘ	<input type="button" value="Add New Card"/>
You have no account stored in our system.	
Bank Accounts ⓘ	<input type="button" value="Add New Bank Account"/>
ACH 5872	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Reviewing Transaction History Details

Once the CFC processes a contribution, transaction records will be available for review. To access these records:

1. Select *My Transaction History* from the list under **My Account**

WELCOME CHRIS
MY ACCOUNT ▾

- ★ My Pledge
- 📄 My Transaction History**
- ✉ My Payment Sources
- 📄 My Tax Receipts
- 📄 Report My Volunteer Hours
- 👤 My Profile Settings
- ★ V
- 🔑 Log Out
- ♥ Manage volunteer hours

GIVE HAPPY

You are a member of Mountain States CFC Zone
We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!

[Submit New Pledge](#) [Copy Existing Pledge](#)

CFC Official Solicitation Period
September 1, 20XX - January 15, 20XX

Learn about events and activities in your area to help you choose how to give.
[Get More Information](#)

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— FOUNDATION —

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2. The *Transaction History* page will show a record of all processed contributions. 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.

Transaction History
View the status of your donation.

Your 2017 Campaign Payment Summary ▾
Card - Monthly - American Express ending in 1111 - ▾

Transaction Date	Method	Transaction ID	Amount	Status
4/2/2018	Card	6B9A2760-3756-11E8-A377-7110BA619174	\$100.00 Disbursement To Charity ▾	Settled
4/3/2018	Card	87A48360-37C9-11E8-A7FB-D91221733348	\$100.00 Disbursement To Charity ▾	Settled
4/2/2018	Card	6C8104F0-3756-11E8-A377-7110BA619174	\$100.00 Disbursement To Charity ▾	Settled
4/3/2018	Card	F8025720-37A3-11E8-878F-55777A4C9775	\$100.00 Disbursement To Charity ▾	Settled

3. The system will then show all donations associated with a given contribution and display a donation status.
 - The system shows donations *Pending Disbursement* that CFC has not yet sent to the charity.
 - Donations *Disbursed* have been sent to the charity and will display the date settled.

CFC Find A Charity WELCOME! TEST YOUR ACCOUNT

Transaction History

View the status of your donation.

Your 2017 Campaign Payment Summary

Card - Monthly - American Express ending in 1111

Transaction Date	Method	Transaction ID	Amount	Status
4/2/2018	Card	689A2760-3756-11E8-A377-7110BA619174	\$100.00 Disbursement To Charity	Settled
4/3/2018	Card	67A48360-37C9-11E8-A7FB-D91221733348	\$100.00 Disbursement To Charity	Settled
		NATIONAL PUBLIC RADIO INC	\$100.00	Pending
4/2/2018	Card	6C8104F0-3756-11E8-A377-7110BA619174	\$100.00 Disbursement To Charity	Settled
4/3/2018	Card	F8025720-37A3-11E8-878F-65777A4C9175	\$100.00 Disbursement To Charity	Settled
		NATIONAL PUBLIC RADIO INC	\$100.00	Pending
4/2/2018	Card	C7A7D010-37AF-11E8-8E61-3917D1566E41	\$100.00 Disbursement To Charity	Settled
4/2/2018	Card	6AB4D070-3756-11E8-A377-7110BA619174	\$100.00 Disbursement To Charity	Settled
4/3/2018	Card	68D08040-37C9-11E8-A7FB-D91221733348	\$100.00 Disbursement To Charity	Settled

Printing Tax Receipts

1. To print tax receipts for the year, select *Tax Receipts* from the list under **My Account**

The screenshot shows the CFC website's 'My Account' page. At the top left is the CFC logo and a search bar. The main heading reads 'Welcome to the Combined Federal Campaign'. Below this is a 'GIVE HAPPY' graphic and a message: 'You are a member of Mountain States CFC Zone. We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!' There are two buttons: 'Submit New Pledge' and 'Copy Existing Pledge'. Below these is the 'CFC Official Solicitation Period' for 'September 1, 20XX - January 15, 20XX'. On the right, a 'MY ACCOUNT' dropdown menu is open, with 'My Tax Receipts' highlighted in a red box. Other menu items include 'My Pledge', 'My Transaction History', 'My Payment Sources', 'Report My Volunteer Hours', 'My Profile Settings', 'Log Out', and 'Manage Your Account'. A 'Get More Information' button is also visible.

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Services provided by TASC

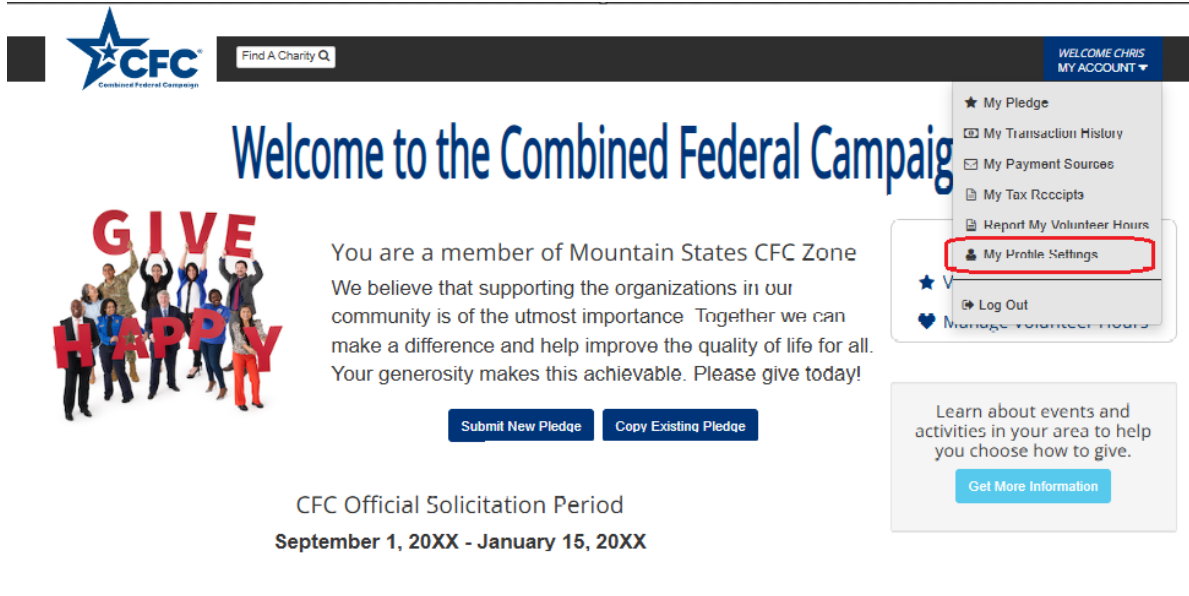
2. Select and click on *Print Tax Receipt* and either save or print a copy for your records.

The screenshot shows the 'Your Tax Receipt' page. At the top left is a document icon and the title 'Your Tax Receipt'. Below this is a 'Tax Year' dropdown menu. The main content area contains a message: '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.' A 'Print Tax Receipt' button is highlighted with a red box. Below the button is the text: 'For previous years' tax receipts, please contact xxx@xxxx.gov.' At the bottom, there are logos for 'Give Back Foundation' and 'TASC'.

Note: 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 before 2017, contact your Zone for the listing of your Principal Combined Fund Organization (PCFO).

Updating Your Profile Information


1. To edit your personal information, select *Profile Settings* from the list under **My Account**



The screenshot shows the top navigation bar of the CFC website. On the left is the CFC logo (Combined Federal Campaign). In the center is a search bar labeled "Find A Charity Q". On the right, a user is logged in as "CHRIS" and the "MY ACCOUNT" dropdown menu is open. The menu items are: "My Pledge", "My Transaction History", "My Payment Sources", "My Tax Receipts", "Report My Volunteer Hours", "My Profile Settings" (highlighted with a red box), "Log Out", and "Manage Volunteer Hours".

**WELCOME CHRIS
MY ACCOUNT**

Welcome to the Combined Federal Campaign




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Offered by  **Give Back**
— FOUNDATION —

Services provided by  **TASC**

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

Note: Information captured will differ depending upon donor type. If Federal Employee status changes to Contractor due to a job transfer and as an Employee, payroll was the elected payment source, the payroll option will no longer be an available option under Contractor, and the user must select a new payment source in *Your Pledge* page. If this occurs after Official Solicitation ends, click on *Contact Us* in the upper-right-hand corner of the page for assistance.

The screenshot shows the 'Your Profile' page with the following sections and fields:

- Personal Information:**
 - Type Of Donor: Select a Donor Type (dropdown)
 - First Name: First Name (text input)
 - Last Name: Last Name (text input)
 - Primary Work Location ZIP or Postal Code: ZIP Code (text input)
 - I am located in a non-US or foreign territory without a ZIP code.
 - Active Duty or Civilian: Active Duty Civilian
 - Your Department: (dropdown)
 - Your Agency: (dropdown)
 - Your Office: (dropdown)
- Contact Information:**
 - Primary Email: (text input) with an [Edit](#) button
 - Secondary Email (optional): (text input) with an [Edit](#) button
 - Update Your Password: (button)
 - Update Your Security Questions: (button)
- Additional Fields:**
 - Enter your 6-digit CFC Office Code (optional): (text input with search icon)
 - Lookup: (button)

At the bottom of the form, there is a [Save Changes](#) button. A note at the bottom right states: '*All fields are required unless noted.' A smaller note at the bottom left says: 'If you do not find your appropriate Office or Unit listed here, please alert your Campaign Manager or the CFC Help Center.'

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

Note: If updating department, agency, or office information after a change in employment, be sure the user status is active in the new system and your transfer is complete before entering the change.

Editing or Canceling a Pledge

Users can edit or cancel a recurring pledge at any time during the Official Solicitation Period. Users can not edit or cancel one-time donations made via a bank account or a credit card because CFC processes these immediately when submitted. After the Official Solicitation Period ends, recurring pledges can be canceled but not edited. Cancellations made online will be communicated to payroll providers. Users can only cancel pledge balances. Cancellations can take 1-2 payroll cycles to take effect.

1. Select *View My Pledge* under the home screen dashboard

The screenshot shows the CFC website home screen. At the top left is the CFC logo (Combined Federal Campaign). To its right is a search bar labeled "Find A Charity Q". On the far right of the top bar, it says "WELCOME CHRIS MY ACCOUNT" with a dropdown arrow. The main heading is "Welcome to the Combined Federal Campaign". Below this is a group photo of diverse people with the text "GIVE HAPPY" overlaid. To the right of the photo, a message reads: "You are a member of Mountain States CFC Zone. We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!". Below this message are two buttons: "Submit New Pledge" and "Copy Existing Pledge". To the right of the main content is a "Quick Links" box containing two links: "★ View My Pledge" (highlighted with a red box) and "♥ Manage Volunteer Hours". Below the main content, it states "CFC Official Solicitation Period" and "September 1, 20XX - January 15, 20XX". At the bottom right, there is a box for "Learn about events and activities in your area to help you choose how to give." with a "Get More Information" button. The footer contains "Privacy Policy | Privacy Statement | Public Burden Statement | Terms of Use" on the left, "Uttered by Give Back FOUNDATION" in the center, and "Services provided by TASC" on the right.

2. Select and click on either *Cancel* or *Edit Pledge* depending on the intended action.

CFC Find A Charity WELCOME TEST YOUR ACCOUNT

★ Your Pledge

Your Campaign Pledge Summary

Card - Monthly - American Express ending in 1111

Cancel **Edit Pledge**

Total Pledge Amount	
Pledge Method	Card
Frequency	Monthly
Volunteer Hours	0

Charities You Are Supporting

Charity Name	Percentage	Dollars	Volunteer Hrs
NATIONAL PUBLIC RADIO INC - 10030	50%	\$600.00	0
ALASKA CHILDRENS TRUST - 49770	12.541667%	\$150.50	0
Alaska Public Media (ALASKA PUBLIC TELECOMMUNICATIONS INC) - 30621	37.458333%	\$449.50	0

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](#)

To Edit a Pledge

1. Select *Edit Pledge*.
2. To complete your pledge, you will receive a notification explaining that once you select the *Edit Pledge* button, your pledge must be re-submitted. Select and click on *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?

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

Pledges can only be edited during the official solicitation period.

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Find A Charity Q

WELCOME WENDY
MY ACCOUNT

Your 2023 Combined Federal Campaign Pledge

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

1 Select Your Pledge Method & Account

Credit/Debit Card Bank Account Volunteer Only PayPal Venmo

Payroll is not an option because you've already made a payroll pledge to this campaign. [CLICK HERE](#) to go to your pledge page to edit your existing payroll pledge.

2 Choose Your Payment Frequency


One Time

3 Set Your Annual Pledge

According to Reg 5 CFR §950.701(a)(1) - The minimum amount of the allotment will not be less than \$1 per payday per charitable organization. Additionally, the minimum contribution amount if electing a credit card or bank account will not be less than \$10 per contribution.

Enter Your Total Annual Pledge Amount:

Annual



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](#)

If you've elected to volunteer hours, you can either complete the next page and share your contact information with the charity(ies) to contact you, or you can go back to the charity listing and obtain the charity's contact information to contact the charity(ies) directly.

Charity Information	ANNUAL			Share Pledge Information
	Percentage To Charity	Amount To Charity	Volunteer Hours	
60455 - ALASKA MOUNTAIN RESCUE GROUP ANCHORAGE, AK EIN 620064873 Delete	100 %	\$ 11.00	0 hrs	<input type="checkbox"/> YES, I want to share
	100%	\$11.00	0	

[Continue With Your Pledge](#)

To Cancel a Pledge

1. From *Your Pledge* screen, select and click on *Cancel* at the top right (see screenshot 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 cancellation:

Are you sure you want to cancel this pledge?

You will not be able to submit a new pledge for this campaign.
If you want to edit your pledge, go back and select edit pledge button.

Cancellation may not be effective immediately. Please allow 1 to 2 payment processing cycles for cancellation of your future donations to take effect. We recommend you also contact your payroll office.

4. Select and click on *Yes, cancel pledge* to continue.
5. The system will confirm your cancellation instruction at the top of the *Your Pledge* screen:

★ Your Pledge

Your Campaign Pledge Summary ▾

This pledge was cancelled on XX/XX/XXXX.

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	##

Submitting Group Volunteer Pledge

Users can submit a pledge on behalf of a group that will be completing a volunteer activity.

1. Log in using the established Username and Password credentials
2. Select the option for *Manage Volunteer Hours* from the home screen dashboard

Find A Charity Q

WELCOME CHRIS
MY ACCOUNT

Welcome to the Combined Federal Campaign

GIVE HAPPY

You are a member of Mountain States CFC Zone
We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!

[Submit New Pledge](#) [Copy Existing Pledge](#)

CFC Official Solicitation Period
September 1, 20XX - January 15, 20XX

Quick Links

- ★ View My Pledge
- ♥ Manage Volunteer Hours

Learn about events and activities in your area to help you choose how to give.

[Get More Information](#)

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Services provided by **TASC**

3. Proceed through with entering the relevant details about the volunteer efforts:
 - a) Enter the CFC Code associated with hours being pledged
 - i. Add a new line for each different D/A/O Grouping (max. 10 rows)
 - b. Number of Volunteers from each D/A/O Group
 - c. Total Number of Hours Pledged by each D/A/O Group

Submit Group Volunteer Pledge

Tell us about your volunteer opportunity:

Charity CFC Code: Black Charities for Children, Families, Communities

Enter more details about your volunteer opportunity:

Department	Agency	Office	Number of Volunteers (From DAO)	Total Number of Hours Worked by the Group
Active Duty - Marine Corps	CENTCOM	1 ECEG AF CENT (CF)	9	9

I would like to submit my group coordinator's information

[Submit Request](#)

4. Once all data has been entered, please click **SUBMIT REQUEST**.
 - a. The user will be offered the option to submit the Group Coordinator's Information.

Submit Group Coordinator?

Would you like to submit your group coordinator's information?

[Yes, please](#) [No, thank you](#)

Submit Group Volunteer Pledge

Tell us about your volunteer opportunity:

Charity CFC Code: Black Charities for Children, Families, Communities

Enter more details about your volunteer opportunity:

Department	Agency	Office	Number of Volunteers (From DAO)	Total Number of Hours Worked by the Group
Legislative	Congressional Executive Committee	Other (CFC:NYQ0FP)	7	7

I would like to submit my group coordinator's information

[Submit Request](#)

- b. If **YES**, the user will be prompted to provide that data

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CFC Find A Charity WELCOME NEW! KNOWLEDGE! MY ACCOUNT

Submit Group Volunteer Pledge

Tell us about your volunteer opportunity:

Charity CFC Code: Black Charities for Children, Families, Communities

Enter more details about your volunteer opportunity:

Department	Agency	Office	Number of Volunteers (From DAO)	Total Number of Hours Worked by the Group
Active Duty - Navy	Air Force District of Washington	AFDW 844th GC (Am)	<input type="text" value="5"/>	<input type="text" value="5"/>

[+ Add row](#)

I would like to submit my group coordinator's information

First Name **Last Name**

Email

[Submit Request](#)

- c. The user will be allowed to make a monetary pledge to this charity or another of his or her choice. Please select accordingly.

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CFC Find A Charity WELCOME NEW! KNOWLEDGE! MY ACCOUNT

Submit Group Volunteer Pledge

Tell us about your volunteer opportunity:

Charity CFC Code:

Enter more details about your volunteer opportunity:

Department	Agency	Office	Number of Volunteers (From DAO)	Total Number of Hours Worked by the Group
Legislative	Congressional Executive Committee c	Other (CFC:NYQ0FP)	<input type="text" value="7"/>	<input type="text" value="7"/>

[+ Add row](#)

I would like to submit my group coordinator's information

[Submit Request](#)

Group Volunteer Hours Reported

The volunteer hours for your group is submitted. Thank you for your contribution to the Combined Federal Campaign.

Would you like to make a monetary pledge to this charity or to another organization in the campaign?

[Yes! I will make another pledge](#)
[No, thank you](#)

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Reporting Group Volunteer Hours Completed

Once the volunteer event is completed, users can report the hours worked.

1. Log in using the established Username and Password credentials
2. Select the option for “Report My Volunteer Hours” from the list under **My Account**

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Services provided by TASC

3. Complete the Required fields and then click “Submit Volunteer Hours” at the bottom of the screen.

Department	Agency	Office	Number of Volunteers (From DAO)	Total Number of Hours Worked by the Group
Department	Agency	Office	2	16
Department	Agency	Office	2	16

Value of Volunteer Hour: Monetary value of Volunteer Hours donated to the charity:

Submit Volunteer Hours

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Public Burden Statement | Terms of Use

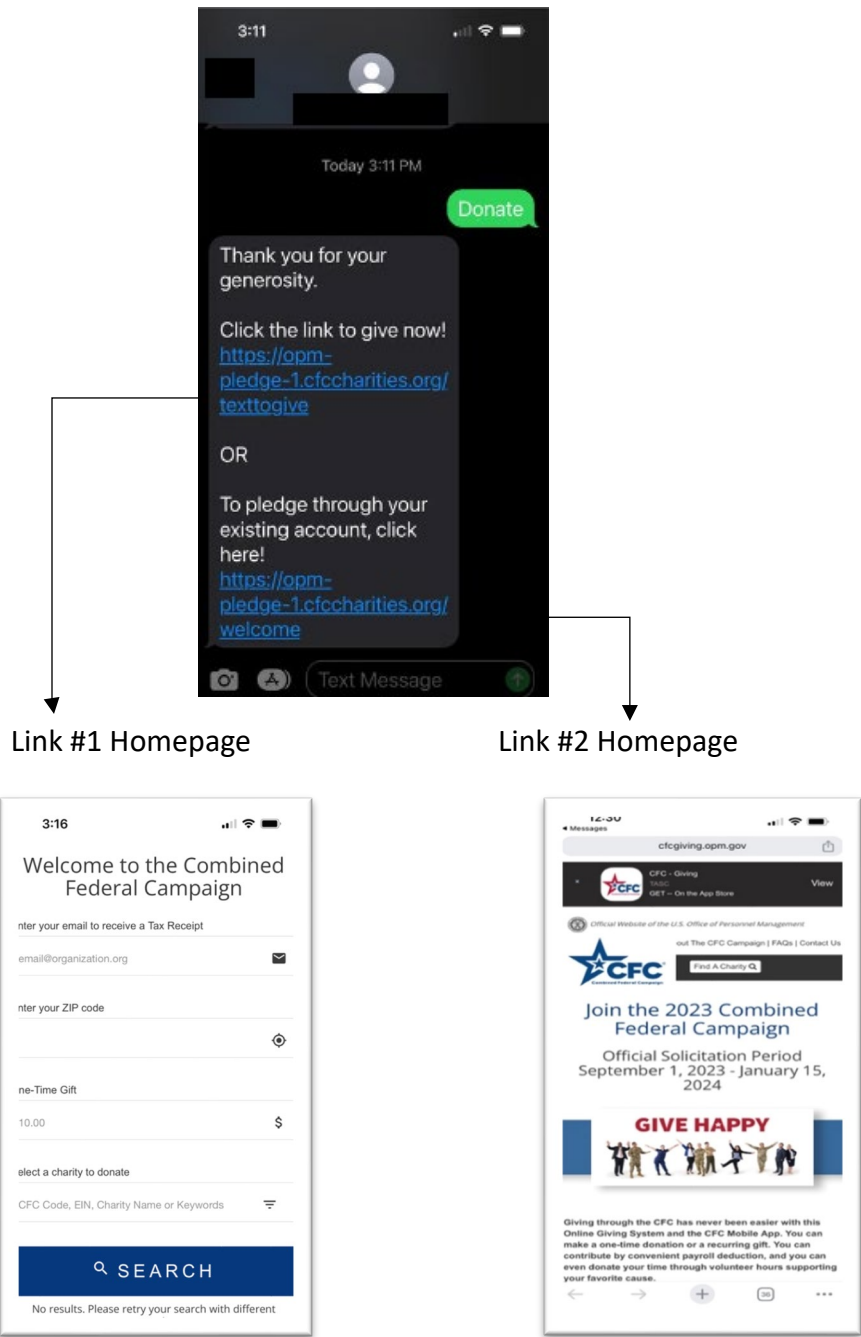
Offered by Give Back
— FOUNDATION —

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Text to Give

In addition to the online pledging system, users can utilize the Text-To-Give Feature

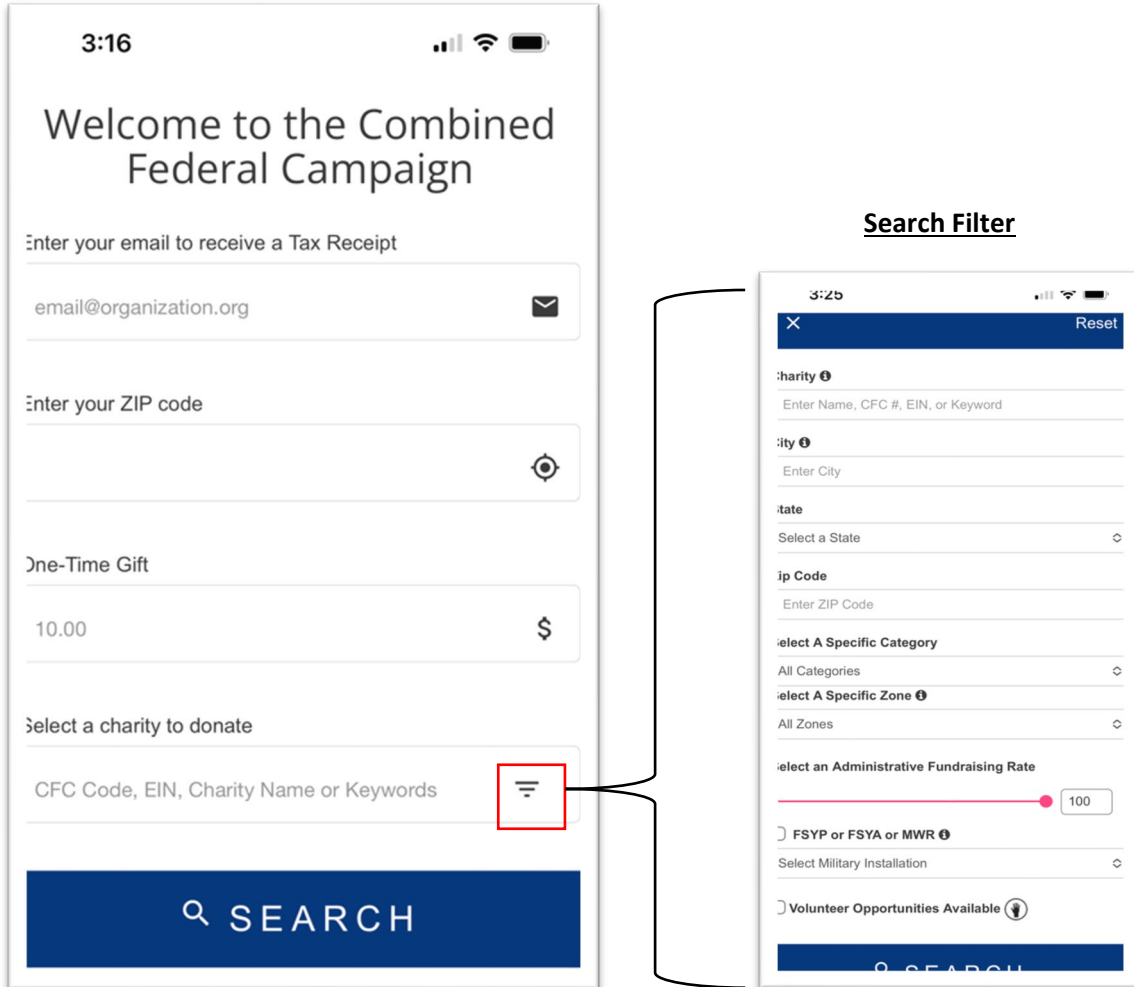
- 1. Text **DONATE** to **978-487-5678**
 - a. Link #1 will take the user through the One-Time Credit Card **Text-To-Give** workflow
 - b. Link #2 will take the user to the mobile version of the full CFC Website to:
 - i. Set up a pledge account
 - ii. Log into the current Pledge Account
 - iii. Set up recurring ACH/CC or Payroll Deductions



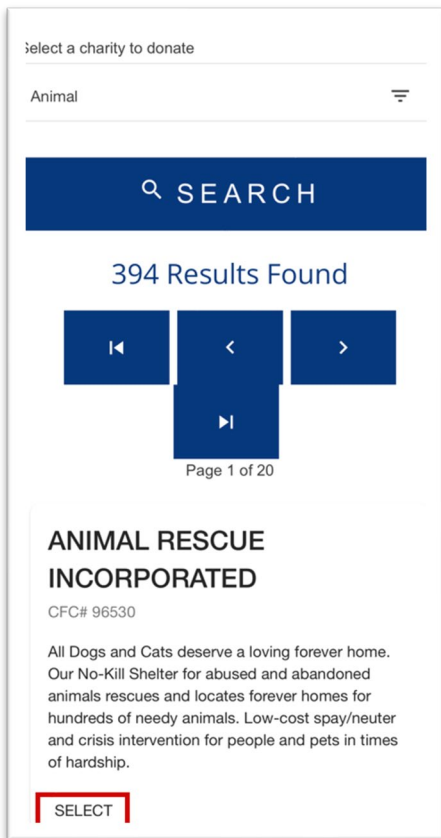
- 2. Select Link #1 to proceed through the Text-To-Give Prompts

(All fields will be validated upon submission)

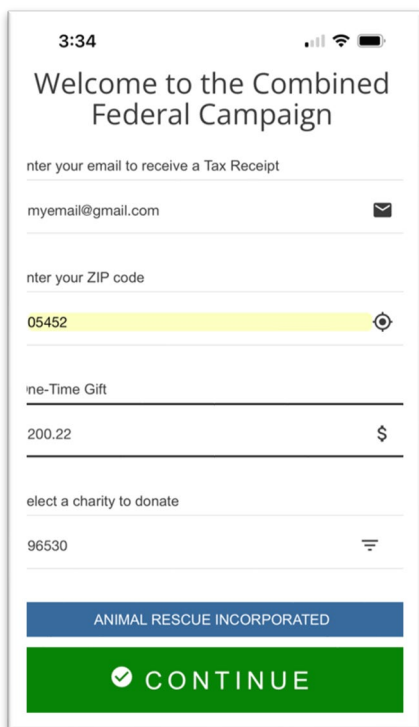
- a. Enter Email for a Tax Receipt
- b. Enter Zip Code
- c. Enter Amount Pledged (0.00 format)
- d. Enter CFC Code, Charity Name, or Keyword for search
 - i. Use the filtering option to decrease the number of search results returned



3. Once the charity is located, choose the SELECT option at the bottom of the screen



4. Once all pledge and charity details are entered, select CONTINUE to proceed to the payment screen



5. Payment options are PayPal or Credit Card

- a. Once a payment option is selected and completed, select **SUBMIT**

The screenshot shows a mobile payment interface. At the top, the time is 3:26. The title is "Welcome to the Combined Federal Campaign". Below the title is a yellow button with the "PayPal" logo. The form contains four input fields: "Name On Card *", "Card *", "Exp *", and "CVV *". Below the "Card *" field, it states "Visa, Mastercard, Discover, or American Express are accepted." At the bottom of the form is a dark blue button labeled "Submit".

6. When payment is processed, a confirmation screen will appear

The screenshot shows a mobile confirmation screen. At the top, the time is 3:27. The title is "Combined Federal Campaign". Below the title, it says "Thank you for your generosity." followed by "Please save the information below for your records:". The confirmation details are: "ANIMAL RESCUE INCORPORATED: \$200.22", "CFC Code: 96530", and "Payment Method: Visa ending in 1111". At the bottom, it says "If you would like to create a Pledge Account, please click here:" followed by the URL <https://cfcgiving.opm.gov>.



1. Navigate to the Giving System at <https://cfcgiving.opm.gov/welcome>.
2. Click the red "Sign In" button.

Note: If you already have an existing Donor account in the System you should continue to Sign In or Create an Account using the same email address. By doing so the system will automatically link your Login.gov Account to your existing Donor Account

Sign In

1. Please sign in with your Login.gov Account that matches email address your existing Donor account (if one already exists)

Sign in for existing users

i Please sign in using the email associated with your current Giving Account. If you do not have a Login.gov email that matches your Giving Account, please choose the "Create an Account" option.

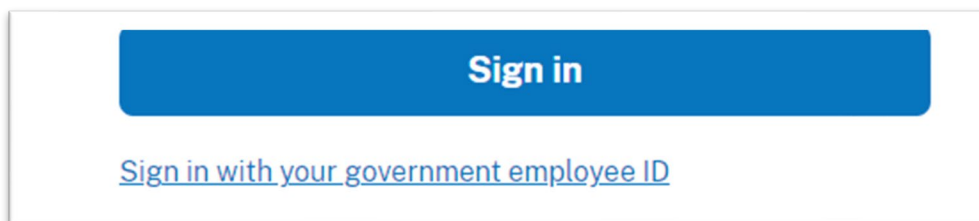
Email address
test@test.com

Password
.....

Show password

Sign in

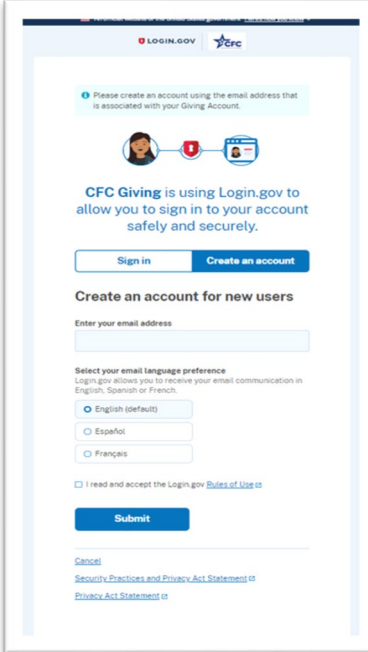
2. Alternatively, you can use the "Sign in with your government employee ID" link below the Sign In button.



- a. Note: This will log you in with the primary email associated with your employee ID. If that email is different from your existing donor account, it will not automatically provide access to your previous account information, and you will need to contact the Help Center (800-797-0098) to have them link your historical pledge information.
3. Once you have entered your Sign-in information, the system will prompt Multifactor Authentication. Please enter the authentication method set up for the associated Login.gov Account.

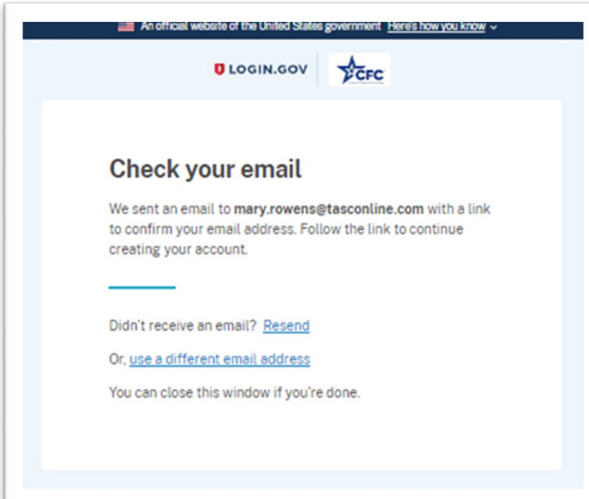
Create Account

1. If you do not have a Login.gov account or your existing login.gov account is under a different email than your Donor Account, please Choose to Create a new account.
2. Enter the Email Address associated with your existing Donor Account to ensure you can access your previous donor information.



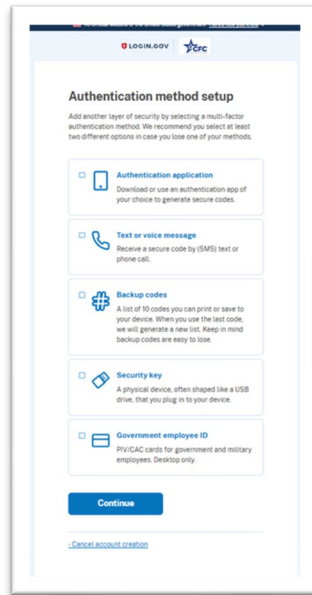
The screenshot shows the 'Create an account' page on the Login.gov website. At the top, there are logos for LOGIN.GOV and CFC. A message states: 'Please create an account using the email address that is associated with your Giving Account.' Below this is a diagram showing a person's profile, a red shield icon, and a mobile phone icon. The text reads: 'CFC Giving is using Login.gov to allow you to sign in to your account safely and securely.' There are two buttons: 'Sign in' and 'Create an account'. Underneath, it says 'Create an account for new users' and 'Enter your email address' with a text input field. Below that, it asks to 'Select your email language preference' with radio buttons for 'English (default)', 'Español', and 'Français'. There is a checkbox for 'I read and accept the Login.gov Rules of Use'. A 'Submit' button is at the bottom. At the very bottom, there are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

3. An email will be sent to confirm the supplied email address. Please follow the link to finish account setup.

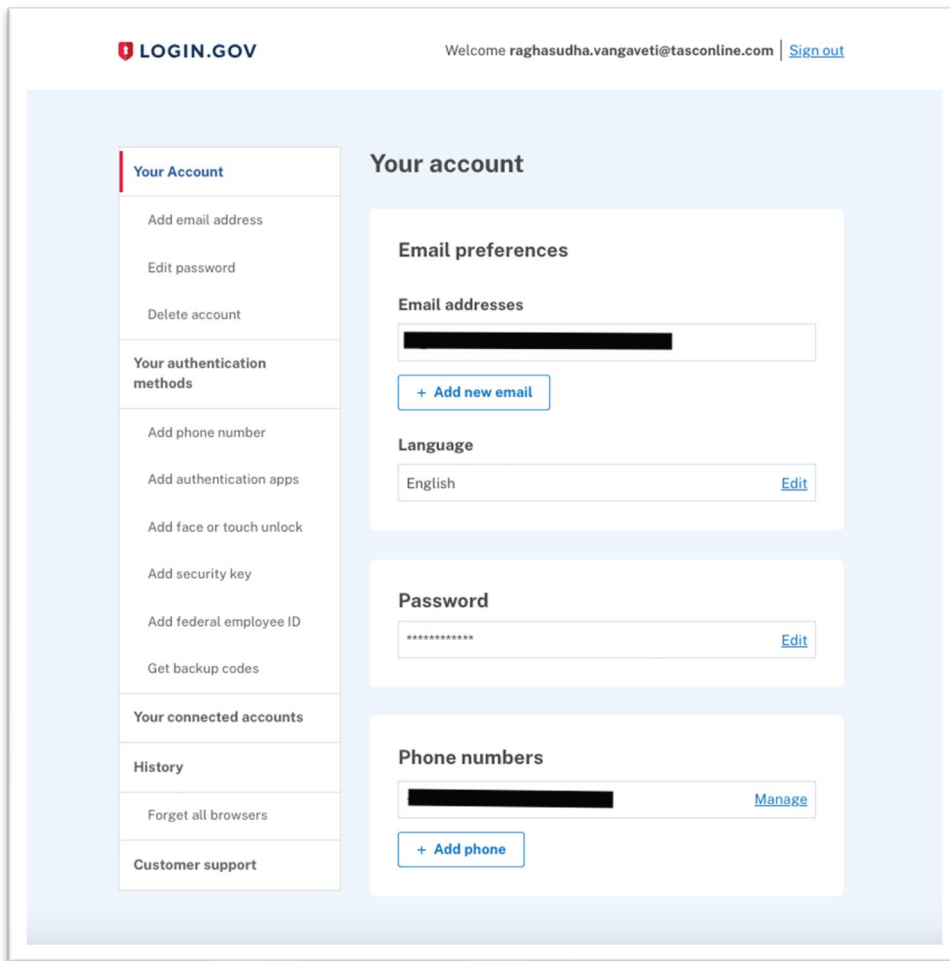


The screenshot shows a confirmation page titled 'Check your email'. At the top, it says 'An official website of the United States government' and 'Here's how you know'. There are logos for LOGIN.GOV and CFC. The main text says: 'We sent an email to mary.rowens@tasconline.com with a link to confirm your email address. Follow the link to continue creating your account.' Below this is a horizontal line. There are two links: 'Didn't receive an email? Resend' and 'Or, use a different email address'. At the bottom, it says 'You can close this window if you're done.'

4. Confirm Your Email
5. Setup a New Password Following the on-screen requirements.
6. Select the authentication method for MFA (Multi Factor Authentication)
 - a. Note: Federal Employees should choose either Authentication Application, Security Key or Government ID



7. Based on the method selected, finish the remaining onscreen prompts to complete the setup of your MFA method.
8. After you have completed setting up your account, you can return to the site and follow the Sign-in prompts above.
9. All account-related activity (adding a secondary email, updating the password, updating phone number, editing the authentication method, forgot password/username can be done on login.gov



Login.Gov FAQs:

Q: When using Login.gov to access the system will I still have access to my existing Donor Account?

A: Yes. To automatically link your Login.gov account to your existing Donor Account you must sign into Login.gov using the email address associated with your existing donor account.

Q: If I already have a Login.gov account I want to use linked to a different email address, is there any way to access my existing Donor information.

A: Yes. There are two ways to link a Login.gov account with a different email to your existing pledge account. First, you can contact our Help Center at (800-797-0098) and they can assist with linking your two accounts together. Alternatively, you can navigate to login.gov and add another email account to your Login.gov account. Once you have linked the new email to your Login.gov account you can login to the CFC Giving System using the email associated with your Giving Account and you will see your existing pledge information.

Q: How do I log out of the system?

A: With the Login.gov integration there are now two sign-outs. When you sign-out of the Giving System, you will be logged into the system, however, your sign in to Login.gov may still be active depending on your account settings. If you want to completely sign out of both systems, please navigate to Login.gov and choose to sign out.