Online Giving
through *CFC Nexus*

All federal employees may make a **payroll deduction or credit card contribution** online. Payroll and Credit Card contributions will both be made through *CFC Nexus*, with the steps to pledge very similar to each other. Giving is made easy-let us show you.

There are two basic steps in completing your pledge online.
1. First you have to **register or login** if you've pledged online before.
2. The second step is to actually **make your pledge** – in three easy steps.

CFC Nexus offers "**Help & Training**" (under the main menu) to show you how to register and pledge for those who are unfamiliar with the system. Let's walk through both steps right now.

Registration

Start by going to the CFC website at www.epcfc.org. Click on the blue button that says "**Pledge Online**."

The system will prompt you to "**Register**" or "**Login**."

- Register – For those who are pledging online for the first time. Fill out the information on the screen. "**Click to expand**" to see all of the federal agencies for each department and select your agency.

  When all of the fields are complete, click the green button "**REGISTER ME**."

- Login – For those who have pledged online before, simply log in with your username and password.

- Follow the prompts if you have forgotten your username and password. Upon successful login, the system will say, "**Thank you for Logging In!**" "**Click Here to Proceed**."

Making Your Pledge

As soon as you have registered or logged in (and validated your information), CFC Nexus will take you directly into the pledging process. Your name and federal agency will appear in the column to the right. Remember, CFC Nexus is designed to capture only payroll and credit card contributions. Those wishing to make one-time cash or check contribution needs to complete a paper pledge card.

For those who have pledged online before through *CFC Nexus*, it will ask you if you would like to "**Replicate your last pledge**?"

- If you click "Yes," your prior pledge's settings, designations, and amounts will be entered into the respective fields. You will see a new window saying "Last Year's Pledge Was Replicated." You can still increase the amount of your pledge and change your designated charities if you wish. You will need to re-enter your SSN and re-complete your electronic signature for payroll authorization. Click the ENTER PLEDGE button at the bottom of the pledge form if you are finished.

- If you click "No," the pledge fields will remain blank and need to be completed for the new pledge.

For those federal employees contributing online for the first time or who choose not to replicate their pledge, here are the steps to completing a pledge:

<u>Step 1-Begin the Pledging Process</u>

Enter your social security number. Your SSN is only required for payroll contribution-it is not required for credit card pledges. SSN are removed from the pledge when the payroll copy is generated and then deleted from the system at the end of the campaign.

Determine your pledge type, **Payroll Contribution** or **Credit Card Donation (one time or recurring).**

A) For **Payroll Contribution**, select whether you are civilian or military. For military, select your military payroll organization.
   1) Enter the amount per pay period and the total annual gift will calculate automatically.
   2) Select the payroll deduction authorization.
   3) Complete the payroll deduction electronic signature. Click and hold the mouse down to draw your signature.

B) For a **Credit Card Donation (one time or recurring)** choose your card type.
   1) Enter your card number.
   2) Enter the expiration date.
   3) Enter your credit card verification number.
   4) Enter the cardholder name.
   5) Enter the cardholder's address in the respective fields.
   6) Enter the cardholder's best contact phone number.
   7) Enter your total one time pledge amount.

Next, you need to decide whether you want to release your name and contact information to your selected charities for the purpose of receiving an acknowledgement or thank you.

1) If you want to be acknowledged, select the box. Enter your physical and/or email address in the spaces provided.
2) Otherwise, you can choose to remain anonymous.

Step 2-Charity Selection and Allocation

Step 2 is where you select your favorite charities and allocate your total annual amount.

Enter a charity code or key words in the search engine box. Use the search and sort fields to limit your search and sort the results accordingly. The search engine will narrow your search automatically as you type.

When the results to the search engine appear, all local charities will appear in **purple**, all national charities will appear in **blue** and all international charities will appear in **red**.

Click on any part of a charity's name to learn more about the organization, including the option to visit the charity's website. When you have identified the correct charity, click on the "**Add**" button. The name of the charity will automatically move to the "**Allocation**" column. If you add the wrong charity, simply click on the "**Delete**" button to remove it from the Allocation column.

Repeat the search function until you have identified all of the charities to which you would like to contribute. If you want all or portion of your contribution to remain undesignated, you must choose that option just like you would select charity.

Type in the amount of money you would like to allocate to each charity. As you type in allocation amounts, the remaining amount to be allocated adjusts accordingly. *CFC Nexus* will not let you complete the pledge until the remaining amount is zero ($0). See the buttons at the bottom of the column to "**distribute remainder evenly**" or "**clear all fields**."

Step 3-Questionnaire

Contributors have the option of taking a short survey. If you answer, "Yes, I want to participate in this questionnaire," please fill out the appropriate information. Even if you choose "No," you will still have the option of leaving additional comments.

Click the ENTER PLEDGE button.

The "**Enter Pledge**" button will remain red until all fields are completed. Search for fields highlighted in red for fields that are incomplete. When all required fields are complete, the "**Enter Pledge**" button will turn blue.

When you have successfully completed your pledge, a new window will pop up that says, "**Your Pledge has been completed successfully!**" Select "**Click Here to Proceed**." *CFC Nexus* should send you a thank you and a copy of your pledge to your email that you provided.

If you would like to view, print, or email yourself a copy of your pledge, click on "**MY PLEDGES**." Select a pledge from the list on the left. *CFC Nexus* will prompt you to email the pledge to yourself or print a copy of the pledge. You can check the status of your pledge at any time by logging in into this website and looking under "**My Pledges**."

As you view your pledge under "**My Pledges**," you will notice that your pledge needs to be processed by both Payroll and the administrator (CFC Headquarters). Contributors can check back at any time to see the status of their pledge process both Payroll and the administrator. The status will show as pending until fully processed.

For CFC Coordinators Only

Payroll pledges made through *CFC Nexus* need to be printed by Campaign Coordinators for delivery to the payroll office. The CFC director will assign all Campaign Coordinators special privileges in CFC Nexus to view and print these payroll copies.

In order to process payroll pledges, Coordinators will need to log into *CFC Nexus* using their username and password. When you are logged in you will see "**Payroll**" in the toolbar across the top of the page. When you hold the cursor over Payroll, you will see two options for printing payroll pledges; **Process new pledges (single print)** and **Process new pledges (bulk print)**. Follow the prompts to print these pledges and deliver them to your payroll office.

Coordinators with these special privileges may view lists of contributors and campaign totals at "**View Processed-Completed Pledges**" or at the "**Payroll Report**" under the payroll tab.

All Coordinators and Keyworkers may view campaign totals for each federal agency by selecting "**Campaign Totals**" under "**Main Menu**."