Processing Nexus Pledges

Step 1

- Go to www.epcfc.org. Click on "Pledge Now."
- Click on the CFC Nexus logo.

Step 2

- If pledging online for the first time, click on "Register."
- Otherwise login. You will be asked to update your profile.
- If you have forgotten your login or password, click on "I forgot my login or password.

Step 3

- Register by creating username and password, selecting federal agency, etc.
- If agency is not found, contact your local CFC staff.

Step 4

- Click on "Payroll" button on the menu. All unprocessed pledges appear on left.
- Click on header to view all unprocessed pledges.

Step 5

- To process one pledge at a time, select a pledge.
- Click on "Click here to print this pledge." Pick a printer and print.
- Click on "Click here to process this pledge."

Step 6

- To process all new pledgs, under "Payroll" button, click on "Bulk Print."
- Click on header to expand.
- Click "Step 1- Print all pledges listed below."
- Click "Step 2 - Mark all pledges as printed and processed."

Step 7

- Take all Nexus pledges to payroll office just like you would the white copy of the paper pledge form.
- You do not turn any of the Nexus payroll forms to the CFC office.