



Returning for the 2014 campaign, contributors to the Pacific Northwest CFC have the option to make an online payroll allotment pledge using the Defense Finance and Accounting Service (DFAS) myPay system.

Federal employees who use DFAS for payroll can enter the system through their regular log-in process either using a Common Access Card (CAC) or their DFAS username and password. Once logged into the system, active duty Navy, Army, Air Force and Marines will be required to manually enter their four-digit campaign code (the Pacific Northwest CFC campaign code is **0728**) in order to access the correct charity database. DoD civilians will not have to enter the campaign code.

In order for myPay allotment contributions to be credited to the contributor's unit, your agency/command's specific Pacific Northwest CFC-assigned 4-digit ID number should be entered into "Command/Unit Name (alphanumeric field)." This number can be obtained by either looking on the Pacific Northwest CFC website (www.yourcfc.org) for "Account ID Numbers" under the "For Coordinators" section or by contacting a Pacific Northwest CFC office (**Casey Farm at 503.226.9557**).

This is a transaction site only. Users have 20-30 minutes to complete their pledge before they are automatically logged-out of the system. There is no ability to start a pledge and save the data for later. Once the pledge is completed, the donor cannot make changes. Donors are limited to designating to a maximum of 30 different charitable organizations and a maximum pledge amount of \$833 per pay period (month) or \$9,999 for the year. Contributors wishing to designate to more than 30 charities or give \$10,000 per year or more should use a paper pledge card.

Website: <https://mypay.dfas.mil/>

Where can I get more information?

- General donor questions on myPay: Voluntary Campaign Management Office (703) 601-0172

How can employees learn about "Password Set-Up" or "Reset" in myPay?

- www.dfas.mil

DoD

- Both MilPay & CivPay

DFAS (Agencies in the Pacific Northwest CFC)

- Veterans Administration
- Department of Energy
- Health and Human Services