

## DONOR GUIDE TO ONLINE PLEDGING

### WHY SHOULD I PLEDGE ONLINE?

- **Convenience:** pledging online allows you to complete your pledge to the CFC from the privacy and comfort of your computer.
- **Searching:** finding charities of interest is easy through the interactive search tool. Search, sort, and filter charities to find the ones that deserve your dollars. You can even research through charity websites while you are creating your pledge.
- **Math is made simple:** enter the amount per pay period and decide how much of your total annual donation goes to each charity.
- **Accessibility:** log in to your CFC Nexus account at any time to view, print, or email pledges you have made in the past. This is convenient for the tax season.
- **Replication:** as a returning donor you may simply replicate your previous year's pledge.
- **It's green:** pledging online means fewer pledge cards and charity catalogs need to be printed.
- **Efficiency:** because your online pledge card is fully legible, with perfect math, and designated to the charities you decide, the CFC and payroll centers time for each pledge is greatly reduced.
- **Reporting:** you can check the reports page to see how your Federal agency compares to others and contributes to the overall campaign.

### HOW DO I PLEDGE ONLINE? 5 STEPS

- 1) Visit the website for the Pacific Northwest CFC <[www.yourcfc.org](http://www.yourcfc.org) or [www.pacificnwfcf.org](http://www.pacificnwfcf.org)>
- 2) Click on the “Charity Database – CFC Nexus” button to be taken to the searchable charity database page to search your charities before going to the pledging website. **OR...** Click on the “Make a Pledge – CFC Nexus” button to be taken directly to the pledging website.
- 3) First time online donors click to register. Returning donors may simply log in and pledge.



- 4) Search and select your specific Federal agency. Enter your name, work email, username and password. Click Register.

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- 5) Complete the pledge form and click to enter your pledge. (**Note:** The picture below is a generic screenshot; the Pacific Northwest CFC only offers “Payroll Contribution” as a “Pledge Type” through CFC Nexus.)

### STEP 1 - BEGIN THE PLEDGING PROCESS

**SOCIAL SECURITY NUMBER**  
 (numbers only, no dashes or spaces.)  
Your SOCIAL SECURITY NUMBER will be deleted at the end of the campaign.  
**Required for Payroll Deduction pledges.**

**PLEDGE TYPE**

Payroll Contribution  
 Credit Card Pledge  
 Check Pledge  
 Cash Pledge

**PLEASE SELECT A PAYROLL PERIOD**

CIVILIAN (x26 pay periods - biweekly)  
 MILITARY (x12 pay periods - monthly)

**TOTAL ANNUAL GIFT**  
**\$520**  
(amount equals the amount per pay period x pay period. In the next step this amount will be allocated among the charities you select.)

**AMOUNT PER PAY PERIOD**  
 (example: 10, 20, 30, 50, 100 etc.)  
Whole numbers only, decimals are not allowed.

**PAYROLL DEDUCTION AUTHORIZATION**

I hereby authorize any agency of the United States Government by which I may be employed during 2011 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2011 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

**RELEASE OF INFORMATION TO CHARITIES**

Yes, release information I provide to charities.  
 No, I do not want to release any information to charities.

**RELEASE INFORMATION**

Please select an option from the list to the left.

**YOUR NAME**

**YOUR AGENCY**  
 Sample 2010 Agency Location  
 G  
 Test pledging only  
 19000 Studebaker Rd.  
 660  
 Cerritos, CA 90703

[EDIT MY PROFILE](#)  
CHANGE AGENCY, EMAIL, ETC.

**DISCLOSURES**

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

**VOLUNTEERING**

The USA Freedom Corps Volunteer Network can help you access service opportunities near your home or office, across the country, or overseas. Just go to [www.volunteer.gov](http://www.volunteer.gov), enter geographic information, such as zip code or state, and your area of interest to find out how you can get involved.

**RECOGNITION AWARD**

[Click to View Gift Options and Eligibility](#)

NO - I do not want a recognition award.  
 YES - I would like to receive a recognition award from my CFC.

### STEP 2 - CHARITY SELECTION AND ALLOCATION

enter a 5 digit code or keywords then click GO

**LIST VIEW**

SHOW ALL | SEARCH ALL | SORT BY RANDOM

[ADD UNDESIGNATED](#) | [ADD INT UNDESIGNATED](#)

- NATNL** ACNM FOUNDATION, INC.
- NATNL** PARENT-CHILD HOME PROGRAM, THE
- INTNL** HARVEST INTERNATIONAL, INC.
- NATNL** NATIONAL ALLIANCE FOR YOUTH SPORTS
- NATNL** ADOPT AMERICA NETWORK
- NATNL** WORLD ORPHANS
- INTNL** BATEY RELIEF ALLIANCE
- INTNL** FOR THE HEALTH AND FUTURE OF CHILDREN
- NATNL** CHILDREN & CHARITY INTERNATIONAL
- NATNL** CHILDHOOD CANCER RESEARCH

**ALLOCATE \$520 TO THE CHARITIES YOU HAVE ADDED BELOW.**

Perfect, you are done!

PEREGRINE FUND, THE	\$ 260
<a href="#">DELETE</a> (5 digit code 10039) <span style="font-size: x-small; color: red;">AFR-14.6%</span>	
HAWK MOUNTAIN SANCTUARY ASSOCIATION	\$ 260
<a href="#">DELETE</a> (5 digit code 12054) <span style="font-size: x-small; color: red;">AFR-16.8%</span>	

2 CHARITIES ADDED  
[DISTRIBUTE REMAINDER EVENLY](#) | [CLEAR ALL FIELDS](#)

**ALLOCATION TOTAL:** \$520  
**TOTAL AMOUNT:** \$520  
**REMAINING:** \$0

### STEP 3 - QUESTIONNAIRE

**QUESTIONNAIRE**

YES, I'll answer a few questions to help make the CFC better. |  NO, not this time.

**COMMENTS (OPTIONAL)**

Thank You

ENTER PLEDGE

- 6) You are done! You **DO NOT** need to print your pledge form.