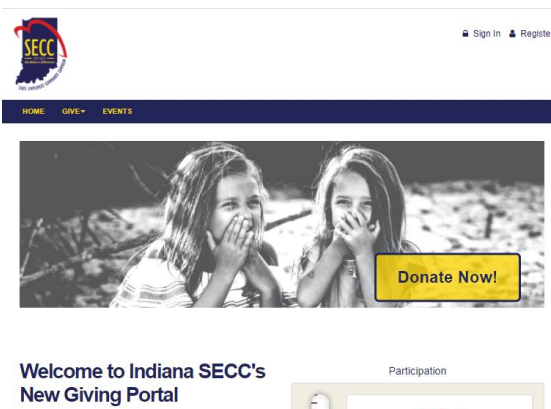


# HOW TO GIVE ONLINE

## MAKE YOUR PLEDGE IN FIVE EASY STEPS!



### State employees who participated in the 2020 SECC

If you are an active State employee with existing payroll deductions and you:

- Are happy with your current giving – dollars pledged and causes supported – no action on your part is required. Your pledge is automatically rolling over for the 2021 SECC.
- Want to check on or modify your pledge, you may do so using the new giving portal. Please follow the instructions below.

### State employees who did NOT participate in the 2020 SECC

If you are an active State employee who wants to give to causes you care about by payroll deduction, debit/credit card, or electronic check, please follow the instructions below.

**IMPORTANT: All employees who donate – whether making a new contribution or modifying an existing pledge – MUST click “Finish” at the end of the giving process to complete their transaction online.**

### Step 1: Login and Setup Your User Profile

- To get started, visit [www.charities.org/secc](http://www.charities.org/secc) and click the blue and yellow “Donate Now” button. You will be taken to the “Log On” page where you can enter in your credentials.
- In the “Username” and “Password” fields, enter in your credentials as follows:



**Username:** First Initial + Last 6 digits of payroll ID

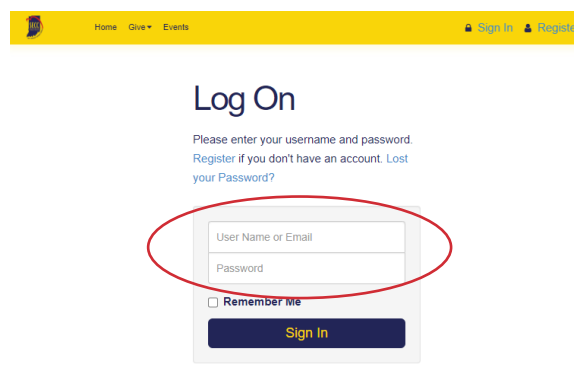
Example: The username for a person named John Doe with the payroll ID of 123456 is: **J123456**

**Password:** first initial + last name

Example: The password for a person named John Doe is: **jdое**

Notes: Passwords are case sensitive and must be all lowercase. Do not include special characters such as #, \$, !, etc.

- For login assistance, contact the Help Desk by [secchelp@charities.org](mailto:secchelp@charities.org), phone (703) 957-7888, or web [www.charities.org/support](http://www.charities.org/support)
- Once you are logged in, your username will display in the upper right corner of the screen.
- Click “Donate Now” to start the pledge process.



### Donors WITH Giving History:

If you participated in the 2020 SECC, your online payroll giving history has already been loaded into the giving site. If you would like to support a new nonprofit this year, then you can select the **“Start a New Gift and Designations”** option. Alternatively, you can easily edit your payroll gifts from last year by clicking **“Modify a Gift from This Campaign”** to proceed.

On the next screen you will have the option to keep your donation at the same dollar amount as last year or edit the amount. Once you have made your gift selections, click **“Make Changes”** to complete your transaction. **Note:** Payroll donations are the only donations that are rollover.

**Choose your gift options**

Select one of the following to give:

- Modify a Gift from This Campaign
- Start a New Gift and Designations

Select the current gift you want to modify:

2021 Gift 1: \$260.00

**PAYMENT TYPES:**

- Sustained Recurring Payroll Deduction \$260.00

**DESIGNATIONS:**

- \$130.00 to Alex's Lemonade Stand Foundation
- \$130.00 to Indiana SECC Undesignated Fund

**AFFINITY GROUPS:**

**YOUR INFORMATION:**

- Release to charity
- Release to public

Continue >

**Your pledge so far:**

**\$260.00**  
TOTAL GIFT

**Payment Methods:**

- \$260.00  
SUSTAINED RECURRING PAYROLL DEDUCTION \$10.00 x 26

**Designations:**

- \$130.00  
ALEX'S LEMONADE STAND FOUNDATION
- \$130.00  
INDIANA SECC UNDESIGNATED FUND

CANCEL AND START OVER

Whether you edit a gift or start new this year, you will next be asked to **“Edit your profile.”** Information you enter will be provided to the nonprofits you support through this Campaign so they can acknowledge your gift upon your request. The email address listed in your profile is also where the confirmation email will be sent upon completion of your donation. You should keep a copy of this email for tax purposes.

Select **“Continue”** when you have finished updating your contact information.

**NOTE:** If any prior year donations are not reflected in your giving history, it may be due to one of the following reasons:

- You gave by a payment method other than payroll deduction such as credit/debit card, electronic check, or paper check.
- You gave to a charity that is not eligible to participate in the SECC. Charities in the SECC must be verified and have 501(c)(3) ruling from the IRS. If you choose a charity that is not eligible, your contributions will be considered “undesignated funds,” i.e., donations received that were not designated to a verified SECC charity. Undesignated funds will be distributed proportionally among the participating charities based upon the percentage of funds designated to each charity.
- You gave by paper pledge. Only online pledges are retained in the giving portal.

To obtain pledge history from 2020 and prior years, please contact the [secc@iuw.org](mailto:secc@iuw.org).

### Donors WITHOUT Giving History:

After clicking **“Pledge Now”** from the landing page, you will be asked to **“Edit your profile.”** If you opt in at the end of the giving process, information you enter will be provided to the nonprofits you support through this Campaign so they can acknowledge your gift. The email address listed in your profile is also where the confirmation email will be sent upon completion of your donation. You should keep a copy of this email for tax purposes.

Select **“Continue”** when you have finished updating your contact information.

**Edit Profile**

**Contacting**

Preferred Email: toby@charities.org

**Profile Information**

Prefix: Mr.

First Name: Tamara

Middle Name: MCD

Last Name: Ebby/Twe1

Suffix: Enter Suffix

Work Phone: Enter Work Phone (xxx-xxx-xxxx)

Secondary E-Mail: Enter Secondary Email Address

**Address Information**

Address Line 1: Enter Address Line 1

Address Line 2: Enter Address Line 2

Postal Code: Enter Postal Code

City: Annapolis

State/Province: MD

Continue >

**Your pledge so far:**

**\$0.00**  
TOTAL ANNUAL GIFT

CANCEL AND START OVER



## Step 2: Select a Payment Method

You may support your favorite nonprofits online via the following payment methods:

- **Payroll Deduction**
- **Credit Card or Debit Card**
- **Electronic Check**

Click “**Add**” to choose a payment method. You will then see a screen prompting you to set up your gift payment frequency and amount based on the payment method you selected.

**NOTE:** To donate using multiple payment methods, please complete all donations for each payment method in separate transactions. For example, if you select “Payroll Deduction,” choose all the charities you would like to support via payroll deduction and complete the donation process. After you submit your payroll deductions donations, then go back and select a different payment method, for example “Credit Card,” then choose the charities you would like to support by credit card, and complete the donation process for those charities.

### Payroll Deduction:

1. The amount you enter is the amount you would like deducted from your paycheck ***each pay period***.
2. Once you enter an amount, it will automatically use the number of pay periods to calculate your total annual gift. That information will display on the right side of your screen under the “**Your Pledge So Far**” section.
3. In the next step, you will allocate the total annual gift amount between your designated charities.

The screenshot shows the 'Payroll' payment method selection screen. On the left, there is a form with a title bar 'Payroll' and a total amount of '\$0.00'. Below the title, it states 'Recurring payroll deductions will be deducted from your first paycheck in January 2020.' There are two input fields: 'Amount Per Period' with a dollar sign and a text box, and 'Pay Periods' with a dropdown menu set to '26'. Below these fields is a button labeled 'Add payment method'. At the bottom left is a '< Previous' button and at the bottom right is a 'Continue >' button. On the right side of the screen, there is a summary section titled 'Your pledge so far:' showing a total annual gift of '\$312.00' and a payment method of '\$312.00 PAYROLL \$12.00 x 26'. At the bottom right of this section is a red button labeled 'CANCEL AND START OVER'.

### Credit Card or Debit Card:

1. The amount you enter is the ***total annual gift*** amount you would like to donate. That information will display on the right side of your screen under the “**Your Pledge So Far**” section.
2. In the next step, you will allocate that total annual gift amount between your designated charities.

### Electronic Check:

1. The amount you enter is the ***total annual gift*** amount you would like to donate.
2. For information on how to locate banking information, click the icon next to “**Bank Account.**”
3. **Be sure to check the box at the bottom to authorize the transaction.**

The screenshot shows the 'Credit Card' payment method selection screen. On the left, there is a form with a title bar 'Credit Card' and a total amount of '\$0.00'. Below the title, it states 'All credit card fees will incur a per transaction fee of 3.5% by your carrier.' There are several input fields: 'Total Annual Gift' with a dollar sign and a text box (with a '\$10.00 minimum' note below it), 'Credit Card Type' with radio buttons for Visa, MasterCard, AmericanExpress, and Discover, 'Credit Card Number' with a text box, 'Credit Card CCV' with a text box, and 'Expiration Date' with dropdown menus for Month (set to '1') and Year (set to '19'). Below these fields is a button labeled 'Add payment method'. At the bottom left is a '< Previous' button and at the bottom right is a 'Continue >' button. On the right side of the screen, there is a summary section titled 'Your pledge so far:' showing a total annual gift of '\$500.00' and a payment method of '\$500.00 CREDIT CARD'. At the bottom right of this section is a red button labeled 'CANCEL AND START OVER'.

Once you have finished entering your payment method preferences, click “**Continue**” to find charities to support. You can always return to this step later in the process to adjust the total amount you would like to donate.

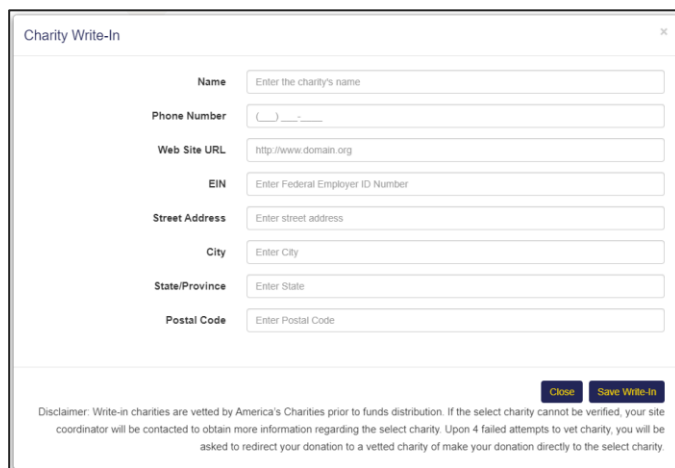
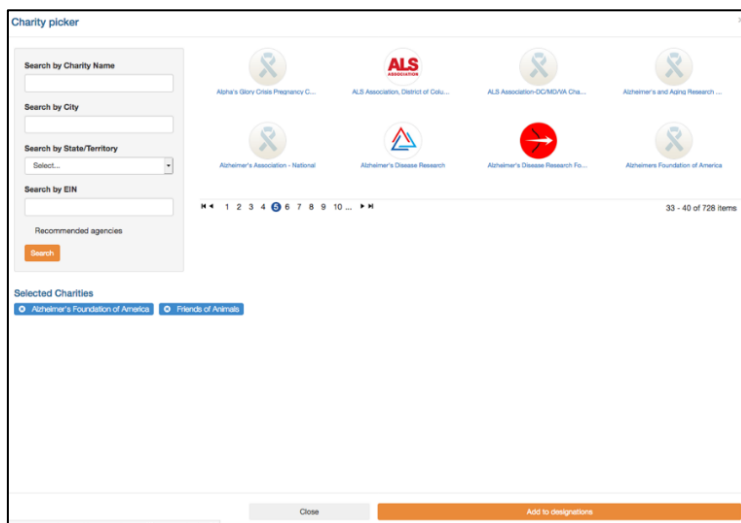


### Step 3: Choose Your Favorite Charities to Support

#### To find charities to support:

Click the “Find a Charity” button.

1. A pop-up box will appear. Use the charity name, city, state/territory, or Employer Identification Number (EIN) search features to find a specific organization, or click through the alphabetical list.
2. You can select as many charities to support as you would like. As you find charities you want to support, click “Add” and they will appear highlighted in blue under “Selected Charities.”
3. Click the orange “Add to Designations” button. The organization(s) you selected will now display on your list of designations.
4. You may also write-in a charity not in the list. Enter “Write-In” in the Search by Charity Name box and click on the logo. A pop-up box will appear where you may enter your charity’s information. The SECC fiscal agent will verify the charity prior to distribution funds distribution.

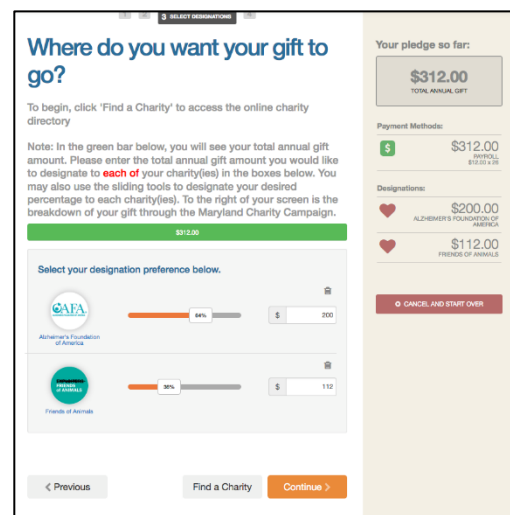


**NOTE:** You will not be able to complete giving process without designating a charity.

5. Next, you will have the opportunity to allocate your total pledge amount between the organizations you have added to your list of designations. To specify how much money to donate to each, use the slider tool or enter the exact amount in the donation box next to the charity.

To adjust the total annual amount you would like to pledge, click the “Previous” button to return to the payment method screen. The charities you selected will all remain saved on your list until you are ready to submit your pledge.

When you have finished allocating your donation between charities, click “Continue.”



## Step 4: Submit Your Pledge

1. You will have one final chance to review your gift and designations, and will also be able to select whether your gifts remain anonymous or grant permission to have your contact information shared with the charity(ies) you supported through the Campaign.
2. Click “Finish” to submit your pledge.
3. A confirmation email will be sent upon completion of your donation to the email address listed in your profile. You should keep a copy of this email for tax purposes.

Review and complete gift

By checking this box, I choose not to release my contact information (name, mailing address or email address) to the charity(ies) designated.

By checking this box, I choose not to release my contact information (name, mailing address or email address) to the public where it could be viewed in an Annual Report, newsletter, on printed or electronic materials, or a website.

< Previous

Finish >

Impersonating: Alycia Test

Your pledge so far:

**\$260.00**  
TOTAL GIFT

Payment Methods:

\$260.00  
SUSTAINED RECURRING  
PAYROLL DEDUCTION  
\$10.00 x 26

Designations:

\$260.00  
ALEX'S LEMONADE STAND  
FOUNDATION

CANCEL AND START OVER

**IMPORTANT: All employees who donate – whether making a new contribution or modifying an existing pledge – MUST click “Finish” at the end of the giving process to complete their transaction online.**

## Step 5: Repeat Process to Make Additional Donations or to Modify Your Gift

If you would like to make additional donations or edit your pledge, you may edit your payroll donations anytime during the Campaign enrollment period. To cancel or modify a credit card or electronic check donation, please contact America’s Charities at [secchelp@charities.org](mailto:secchelp@charities.org), (703) 957-7888.

1. Log into the pledge site and click “Pledge Now.”
2. You will be given two options:
  - a. **“Modify a gift from this Campaign.”** Choose this option if you would like to edit a payroll deduction pledge you already submitted. By choosing to modify a gift, you will open your existing pledge for edit.
    - i. You **MUST** complete all steps of the pledge process to return the gift to a completed status, **otherwise the gift will not be processed**. Modifications to credit card or electronic check donations must be made through America’s Charities, who can be contacted at [secchelp@charities.org](mailto:secchelp@charities.org), (703) 957-7888, or [www.charities.org/support](http://www.charities.org/support).
    - ii. **“Start a new gift and designation.”** Select this option if you would like to make a new credit card or new payroll donation.
3. Once you select an option, follow steps 1-4 from this guide to complete your pledge.

**Need Help?** For assistance, please:

- Email: [secchelp@charities.org](mailto:secchelp@charities.org)
- Call: (703) 957-7888
- Visit: [www.charities.org/support](http://www.charities.org/support)

