

New Gift Instructions

Payroll Deductions

- > Go to charities.org/secc
Select "Donate Now"
Login | Username: first initial + PeopleSoft ID | example: j123456 Password:
first initial + last name | example: jdoe

- > Select "Start a New Gift and Designations"
Make sure your profile information is correct Select
"Continue"

- > Select "Sustained Recurring Payroll Deduction" in the pop-up menu
Amount Per Period will automatically calculate the equivalent of 30-minutes per
paycheck | This donation amount will make you an [SECC Champion](#)
Adjust the donation amount | You will see the total gift on the right
Select "Continue"

- > Select "Find a Charity"
Select or Search for a charity
If the charity you wish to give to is not listed, select ["Write-In"](#)
Select "Add this charity" in the charity pop-up
You may add multiple charities and designate a percentage of your total gift to each
Select "Continue"

- > Review your gift
Select "Finish"
Note: You MUST select "Finish" to complete your online transaction

Check or Credit Card

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Select “Donate Now”
Login | Username: first initial + PeopleSoft ID | example: j123456 Password:
first initial + last name | example: jdoe
- > Select “Start a New Gift and Designations”
Make sure your profile information is correct
Select “Continue”
- > Select your preferred donation method (Check or Credit Card) in the
pop-up menu
*[SECC Champions](#) are employees who have donated the equivalent of 30-
minutes per paycheck. To determine your Champion Giving amount, refer to the
[Champion Calculation](#) document*
- > Adjust your donation amount | You will see the total annual gift on the right
Select “Continue”
- > Select “Find a Charity”
Select or Search for a charity
If the charity you wish to give to is not listed, select [“Write-In”](#)
Select “Add this charity” in the charity pop-up
You may add multiple charities and designate a percentage of your total gift to each
Select “Continue”
- > Review your gift
Select “Finish”
Note: You MUST select “Finish” to complete your online transaction