



How to Pledge Online

opm.gov/ShowSomeLoveCFC



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2018 System Updates

The online pledge portal was updated for 2018 to improve the user experience. The following list highlights the key changes to the system:

1. **New Accounts:** new users have 48 hours to set up their account and the verification email includes plain text URL in addition to a link
2. **Department/Agency/Office Selection:** expanded participant profile selections align with payroll providers; type ahead feature finds your office/unit faster
3. **Charity Search:** improved to return more accurate, detailed results and a notification to alert the user if a charity selection has already been added to the pledge cart
4. **Information Release:** additional options added to identify what information should (or should not) be released to charities
5. **Charity Designations:** Donors can allocate donations to charity by dollar amount, not just as a percentage of the overall pledge
6. **Multiple Donations:** federal employees can make multiple donations on one account (e.g.: payroll deduction & credit card or credit card & volunteer hours)
7. **Retiree Giving:** available now!
8. **New Hires:** newly hired Federal employees who missed the CFC open season will be able to pledge within their first 30 days of employment (February 1 - August 1, 2019)

Step 1: Sign in or create an account.

Visit opm.gov/ShowSomeLoveCFC to “Sign In” or “Sign Up Now.”

The screenshot shows the 'Welcome to the CFC Donor Pledging System' page. At the top, there is a navigation bar with the OPM logo and the text 'Official Website of the U.S. Office of Personnel Management' on the left, and 'About The CFC Campaign | FAQs | Contact Us' on the right. Below this is a dark blue header with the CFC logo and a search bar labeled 'Find A Charity Q'. The main content area features a large blue banner with the text 'Join The 2018 Giving Campaign' and 'We Give Because We Care', along with the dates 'Official Solicitation Period September 10, 2018 - January 11, 2019'. A red circle highlights a login/sign-up form on the right side of the banner. This form includes a 'Sign Up Now' button, a section for 'Already Registered?' with 'Email' and 'Password' input fields and 'Forgot Email?' and 'Forgot Password?' links, and a 'Sign In' button. Below the banner are three white boxes: 'About The Combined Federal Campaign' with a 'Learn More' button and a news snippet; 'Get Your CFC Zone News' with a 'GO' button and a 'Enter your ZIP code' field; and 'Find A CFC Approved Charity' with a 'Search' button.



Create An Account

Email

Email Confirm

Password

Password Confirm

[Create An Account](#)

I agree to the [Privacy Policy](#) and [Condition of Use](#)

Already have an account? [Log In](#)

New users will need to provide their email and select a password with at least 8 characters including one uppercase letter, one lower case letter, one number, and one special character.

Users will receive an activation pin and link via their provided email to finish setting up their account. Please note, the verification PIN will only be valid for 48-hours. If you do not verify your account in this time frame, you will need to request a new code.

You will be asked to select three security questions and answers.

Personal Information

Type Of Donor

Federal Employee or Member of the Military ▼

First Name

First Name

Please enter a first name.

Last Name

Last Name

Please enter a last name.

Primary Work Location ZIP or Postal Code ⓘ

ZIP Code

Please enter a ZIP.

I am located in a non-US or foreign territory without a ZIP code.

Military or Civilian ⓘ

Military Civilian

Your Department

Independent Executive & Quasiofficial Agencies ▼

Your Agency

Office of Personnel Management ▼

Your Office

Merit System Accountability & Compliance (Washington, DC) (CFC:C ▼

New users will need to create their profile and existing users can update their profile at any time.

Select “Type of Donor”: “Federal Contractor”, “Federal Annuitant or Military Retiree”, or “Federal Employee or Member of the Military”.

Only DoD personnel located overseas should use their APO/FPO code when establishing an account and check the box that indicates “I’m located in a foreign territory without a Zipcode.”

Domestic personnel should use the ZIP Code from their stateside duty/work location in order to be matched to the correct CFC Zone.

Then choose your Department, Agency, and Office/Unit. If you are a DoD civilian, be sure to choose from the DoD options and not the military service listings for active duty military personnel.



Step 2: Start your pledge.

You will be able to see which CFC zone you belong to on the “home” screen.

Official Website of the U.S. Office of Personnel Management

About The CFC Campaign | FAQs | Contact Us

Find A Charity

WELCOME ANTHONY
YOUR ACCOUNT

Welcome to the 2018 Combined Federal Campaign

You are a member of National Capital Area/Northern Virginia CFC Zone

We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!

Learn about events and activities in your area to help you choose how to give.

Get More Information

Manage your pledges, view transactions, get tax receipts & more!

- Your Pledge
- Transaction History
- Payment Sources
- Tax Receipts
- Profile Settings

Pledge Now

2018 CFC Official Solicitation Period
September 10, 2018 - January 11, 2019

show Some Love

Click the “Pledge Now” button to get started.



Step 3: Select your charities.

show Some Love You can make a difference — Donate Today!

Find A Charity

Your search can be very specific or broad — fill in any of the search criteria below.

Charity

Location

Select A Specific Category

Select A Specific Zone

Select an Administrative Fundraising Rate

FSYP or FSYA or MWR

Volunteer Opportunities Available

F Federation **M** Member **I** Independent

Search by:

- **Charity** – Name, CFC #, EIN, or keyword
- **Location** – City, state, or ZIP
- **Select a Category** – Organizations are sorted by categories such as education, healthcare, and public safety
- **Select a Zone** – Choose from organizations in a specific CFC regional zone
- **Select an Administrative Fundraising Rate (AFR)** – AFR is the percentage of funding that goes to service work
- **FSYP, FSYA, and MWR Only** – Organizations with a military association
- **Volunteer opportunities available** – Select this box to search those organizations who accept volunteers (only available for federal employees)

You can sort your list and then select charities by clicking the “add” button.

Results Found

Sort By: Listing Print Order Clear Results

ADD Charity Name
CFC# 00000 | EIN 00-0000000 | Zone ## | City, State | AFR 00.0%

ADD Charity Name
CFC# 00000 | EIN 00-0000000 | Zone ## | City, State | AFR 00.0%

ADD Charity Name
CFC# 00000 | EIN 00-0000000 | Zone ## | City, State | AFR 00.0%


ADD Charity Name
CFC# 00000 | EIN 00-0000000 | Zone ## | City, State | AFR 00.0%

You will receive confirmation that each charity you chose has been added to your pledge card. When you are finished, click “Checkout.”


Charity Saved to Your Pledge Cart

Find More Charities Checkout

Step 4: Make your donation.



Find A Charity

WELCOME TEST YOUR ACCOUNT


Your 20XX Combined Federal Campaign Pledge

Follow these 4 steps and click continue to review and submit your pledge.

1 Select Your Pledge Method & Account

Bank Account
 Card
 Payroll

American Express ending in 1111

+ ADD ACCOUNT

2 Choose Your Payment Frequency

Monthly

3 Set Your Annual Pledge


According to Reg 950.751, Subject to section (1) - The minimum amount of the allotment will not be less than \$1 per payroll per charitable organization. Additionally, the minimum contribution amount if sending a credit card or bank account will not be less than \$10 per contribution.

Enter Your Scheduled Contribution:

Monthly

Enter Your Total Annual Pledge Amount:

Annual



Your total annual pledge will match your contributions if deductions are received in all pay periods for the complete CFC pledge year. Actual annual deductions could be less than your pledge. The scheduled contribution shown is the amount of each of your deductions regardless of when processing begins. Your scheduled deductions may take up to 1 to 2 cycles to process. Due to rounding, your deductions may also vary slightly.

4 Update this table to reflect how you want to distribute your pledge to your selected charities.

+ Add More Charities

Charity Information	ANNUAL		Share Pledge Information
	Percentage To Charity	Amount To Charity	
NATIONAL PUBLIC RADIO INC - 10030 <small>Washington, DC EIN 528917625</small> <small>Delete</small>	50 %	\$ 600.00	<input checked="" type="checkbox"/> YES, I want to share
ALASKA CHILDRENS TRUST - 49770 <small>Anchorage, AK EIN 911793126</small> <small>Delete</small>	12.541667 %	\$ 150.58	<input type="checkbox"/> YES, I want to share
Alaska Public Media (ALASKA PUBLIC TELECOMMUNICATIONS INC) - 30621 <small>Anchorage, AK EIN 237254629</small> <small>Delete</small>	37.458333 %	\$ 449.50	<input type="checkbox"/> YES, I want to share
	100%	\$1,200.00	0

Continue With Your Pledge

1 Select Your Pledge Method & Account

- Bank Account Card
 Payroll Volunteer Only

Payroll ▼

2 Choose Your Payment Frequency

Per Pay Period ▼

3 Set Your Annual Pledge

According to Reg 950.701, Subpart G, section (1) - The minimum amount of the allotment will not be less than \$1 per payday per charitable organization. Additionally, the minimum contribution amount if electing a credit card or bank account will not be less than \$10 per contribution.

Enter Your Scheduled Contribution:

Monthly \$ 300.00

Semi-Monthly \$ 150.00

Bi-Weekly \$ 138.46

Enter Your Total Annual Pledge Amount:

Annual \$ 3600.00

Select your payment method (payroll deduction, bank account, or credit/debit card). If you choose payroll deduction, you will be required to enter your Social Security number to connect to your payroll system.

Select your payroll frequency. If you elect to use a credit card or bank account, you can choose between a one-time or monthly recurring gift.

Enter the amount of your pledge based on the payment frequency you selected in step 2. The total annual amount will then be automatically calculated for you.

4 Update this table to reflect how you want to distribute your pledge to your selected charities.

[Add More Charities](#)

	ANNUAL			
Charity Information	Percentage To Charity	Amount To Charity	Volunteer Hours	Share Pledge Information
Charity Name - IRS Name City State EIN 00-0000000 Delete	<input type="text"/> %	<input type="text"/> .00	<input type="text"/> # <input type="text"/> hrs	<input type="checkbox"/> YES, share my information.
Charity Name - IRS Name City State EIN 00-0000000 Delete	<input type="text"/> %	<input type="text"/> .00		<input type="checkbox"/> YES, share my information.
Charity Name - IRS Name City State EIN 00-0000000 Delete	<input type="text"/> %	<input type="text"/> .00	<input type="text"/> # <input type="text"/> hrs	<input type="checkbox"/> YES, share my information.
	###%	\$000.00	#	

[Continue With Your Pledge →](#)

Designate a portion of your annual pledge to each of your selected charities by percentage of your total pledge or the exact dollar amount you would like to give to each charity.

If you are a federal employee and you selected charities with available volunteer hours, indicate the number of hours you wish to pledge to each organization.

By default, you will remain an anonymous donor. If you wish to share your information with your selected charities, check the box next to “Yes, I want to share.”

When you are finished, click “Continue With Your Pledge.”

Information Sharing

We will share your pledge and contact information with the following charities from your pledge.

Catholic Relief Services - USSCB (CATHOLIC RELIEF SERVICES UNITED STATES CONFERENCE OF CATHOLIC BISH) - 12194

SOME INC - 74405

Catholic Charities of the Diocese of Arlington, Inc. - 24770

A Wider Circle - 21120

PULMONARY HYPERTENSION ASSOCIATION INC - 12097

Martha's Table - 29262

MARIAN HOMES - 16658

Partners In Health - 11644

Fill in form below to allow us to share your contact information with selected charities.

YES! Share all my information

YES! Share my pledge amount

YES! Share my volunteer hours

If you fail to check this box to release your contact information, the charity will not be able to follow-up with you regarding volunteer opportunities. If contact information is not released to the charity, then you must contact the charity directly regarding your volunteer pledge.

YES! Share my personal email

Non-Government Email

prtitan@icloud.com

YES! Share my home address

Address Line 1

9505 Babson Court

Address Line 2

Address 2

City

Fairfax

STATE

VA

ZIP or Postal Code

22032

Country

Country

← Back

Continue With Your Pledge →

If you checked “Yes, share my information,” then you will be taken to this screen. Enter the information to be shared with the charities: pledge amount, email, volunteer hours (for federal employees only), and home address information.

Include only personal emails; do not include government-issued emails.

If you are a federal employee and you elect to volunteer for an organization, you may wish to share your contact information for the charity to contact you. Otherwise, you will need to contact the charity directly.

Then click “Continue With Your Pledge.”

Step 5: Submit your pledge.

Confirm & Submit Your Pledge

You are pledging to the following charities:

Charity Name	Percentage	Dollars	Volunteer Hours
Charity Name - IRS Name	00.00%	\$000.00	##
Charity Name - IRS Name	00.00%	\$000.00	##
Charity Name - IRS Name	00.00%	\$000.00	##

Total Pledge Amount: **\$000.00**

Pledge Method	Payroll
Frequency	Per Pay Period Recurring pledge processing begins 2/1/18
Pledge Amount	Monthly: \$000.00 Semi-Monthly: \$000.00 Bi-Weekly: \$000.00

Total Volunteer Hours: ##

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Check box below and submit your pledge.

By clicking "I Confirm" below, you hereby authorize any agency of the United States Government by which you may be employed during 2018 to deduct the amount(s) shown above from your pay each pay period. Your deductions will be in effect for one full year starting with the first pay period after January 15 and ending with the last pay period that includes January 15 of the following year. You authorize your payroll service provider to pay the amounts shown to the Combined Federal Campaign for disbursement to the charity/charities named above. You understand that this authorization may be revoked by you at any time before it expires by cancelling your pledge online in this Pledge system by going back to the "Your Pledge" page in this site (<https://CFCgiving.opm.gov>) and following the steps to "Cancel" your pledge and confirm. Once you submit your cancellation, it will only cancel the balance of your future contributions. You also acknowledge that you have the right to receive a notification if the amount(s) scheduled to be transferred differ(s) from the amount(s) displayed.

I Confirm

[Submit Pledge](#)

Review your pledge for accuracy; you can go back to make changes if needed. When everything is correct, check the "Confirm My 2018 Pledge" box and click "Submit Pledge" to confirm.

Thank You For Being Part of the 2018 Combined Federal Campaign

Your Annual Pledge

Total Pledge Amount:		\$0,000.00
Pledge Method	Payroll	
Frequency	Per Pay Period <small>Recurring pledge processing begins 2/1/18</small>	
Pledge Amount:	Monthly: \$000.00 Semi-Monthly: \$000.00 BI-Weekly: \$000.00	

You are pledging to the following charities:

Charity Name	Annual %	Annual \$	Volunteer Hours
Charity Name - IRS Name	00.00%	\$000.00	##
Charity Name - IRS Name	00.00%	\$000.00	##
Charity Name - IRS Name	00.00%	\$000.00	##
Charity Name - IRS Name	00.00%	\$000.00	##

Total Volunteer Hours: ##

You have a [thank-you note](#) from a charity!

The Combined Federal Campaign and Give Back Foundation do not provide goods or services in whole or partial exchange for your contributions made to the organizations via this pledge.

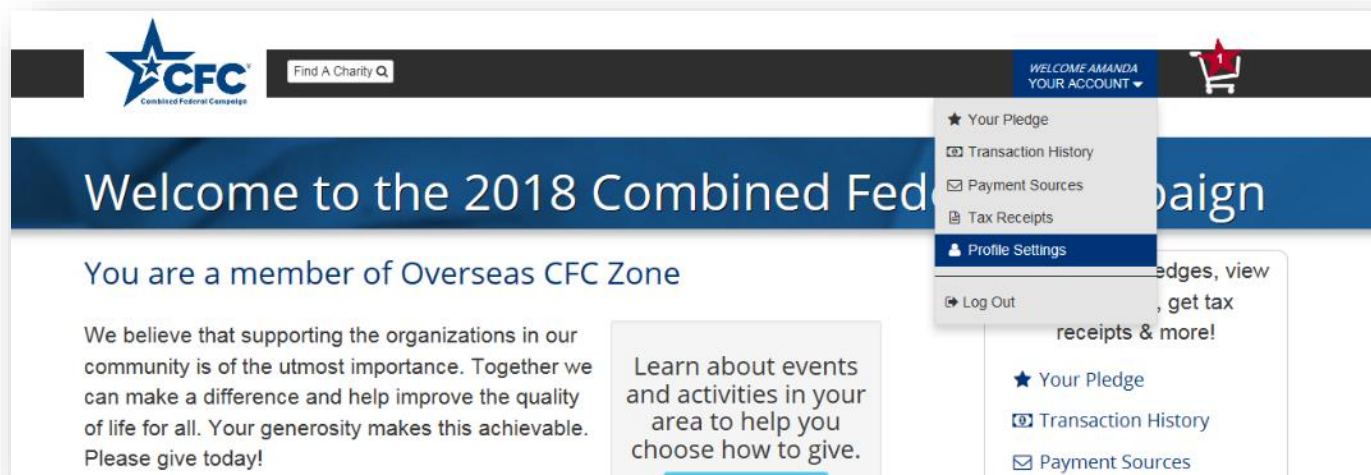
You will receive a confirmation of your pledge that can be printed for your records.

If you have any thank-you notes from charities, you will be notified at the bottom of the screen and you can click through to retrieve them.

Tips for Returning Donors

Tip #1: Start by updating your participant profile.

After logging in, click “Profile Settings” from the “Your Account” menu at the top of the page.



Once in your profile, complete the civilian or military checkbox and use the expanded database of Department/Agency/Office plus unique code to select your correct office/unit. The type-ahead feature will help you find your office/unit more quickly and easily.

A screenshot of the 'Profile Settings' form. It contains the following sections:

- Military or Civilian**: Two checkboxes, 'Military' and 'Civilian', both of which are currently unchecked.
- Your Department**: A dropdown menu with the text 'Select a Department' and a downward arrow.
- Your Agency**: A dropdown menu with the text 'Select an Agency' and a downward arrow.
- Your Office**: A dropdown menu with the text 'Select an Office' and a downward arrow.



Tips for Returning Donors

Tip #2: Carefully review your “release” options and choose only what you would like to release to your chosen charities.

Fill in form below to allow us to share your contact information with selected charities.

- YES! Share all my information
- YES! Share my pledge amount
- YES! Share my volunteer hours

If you fail to check this box to release your contact information, the charity will not be able to follow-up with you regarding volunteer opportunities. If contact information is not released to the charity, then you must contact the charity directly regarding your volunteer pledge.

- YES! Share my personal email
- Non-Government Email**

prtitan@icloud.com

- YES! Share my home address
- Address Line 1**

You can choose to share pledge amount, volunteer hours (for federal employees), personal email address, and/or physical address.

Include only personal emails; do not include government-issued emails.

If you are a federal employee and you elect to volunteer for an organization, you may wish to share your contact information for the charity to contact you. Otherwise, you will need to contact the charity directly.



Thank you

Need assistance? Contact

CFC Customer Care

(800)797-0098

(608)237-4898

TTY available - Hours: 8am—6pm (CST) M-F

- Voicemail option for Hawaii and Overseas calls only
- Last day of solicitation period until midnight EST/11 pm CST

