

# Online Giving through CFC Nexus

All federal employees may make a payroll deduction or credit card contribution online in 2016. Credit Card contributions will only be accepted through CFC Nexus. Giving is made easy—let us show you.

Go to [www.cfcindiana.org](http://www.cfcindiana.org) and select “Pledge Online” on the homepage

The 2016 Campaign is Here!

Pledge Online  
Payroll and Credit Card

When you arrive at CFC Nexus you will see the following box on the screen.

There are two basic steps in completing your pledge online.

1. First you have to Register or Login, if you’ve pledged online before.
- 2.. The second step is to actually complete your pledge.

CFC Nexus offers “**Help & Training**” (under the main menu) to show you how to register and pledge for those who are unfamiliar with the system. Let’s walk through both steps right now.



## Registration

For those who are pledging online for the first time, select your federal agency from the list of federal departments. Click “Show” to see all of the federal agencies for each department.

Complete the Registration; including Title/Rank, First Name, Last Name, Email, Username/Login, and Password.

When all of the fields are complete, click the green button. Upon successful registration, the system will say “Thank You for Registering” then “Click Here to Proceed.”

Department	Action
Agriculture	SHOW
Commerce	SHOW
Congressional	SHOW
Crane	SHOW
Defense	HIDE

- Air Force - Office of Special Investigations  
111 Monument Circle, Suite 412, Indianapolis IN 46204
- Air Force ROTC (Lafayette)  
812 Third Street, Room 228, Purdue University, Armory Building, West Lafayette IN 47907-2006
- Air Force ROTC (Notre Dame)  
211 Pasquerilla Center, Notre Dame IN 46556
- Air Force ROTC (Terre Haute)  
Air Force ROTC, Dept 218, Indiana State University, Terre Haute IN 47809
- Army ROTC (Notre Dame)

TITLE/RANK TYPE: Civilian | TITLE/RANK: Mr.

FIRST NAME: John | LAST NAME: Clausen

EMAIL: john.clausen@cfcindiana.org | CONFIRM EMAIL: john.clausen@cfcindiana.org

USERNAME/LOGIN: cfcindiana | PASSWORD: [masked] | CONFIRM PASSWORD: [masked]

click here to complete your registration

## Login

For those who have pledged online before, simply log in with your username and password. The system will prompt you to validate federal agency – you must re-select your agency from the same list of federal agencies from the registration process. Again, the system will prompt you to update your profile.

When all of the fields are complete, click the green button. Upon successful login, the system will say “Your Profile Was Updated” then “Click Here to Proceed.”



Follow the prompts if you have forgotten your username and password.

## Making Your Pledge

As soon as you have registered or logged in (and validated your information), *CFC Nexus* will take you directly into the pledging process. Remember, *CFC Nexus* is designed to capture only payroll and credit card contributions. Those wishing to make a one-time cash or check contribution need to complete a paper pledge card.

For those who have pledged online before through *CFC Nexus*, it will ask you if you would like to “Replicate your last pledge?”

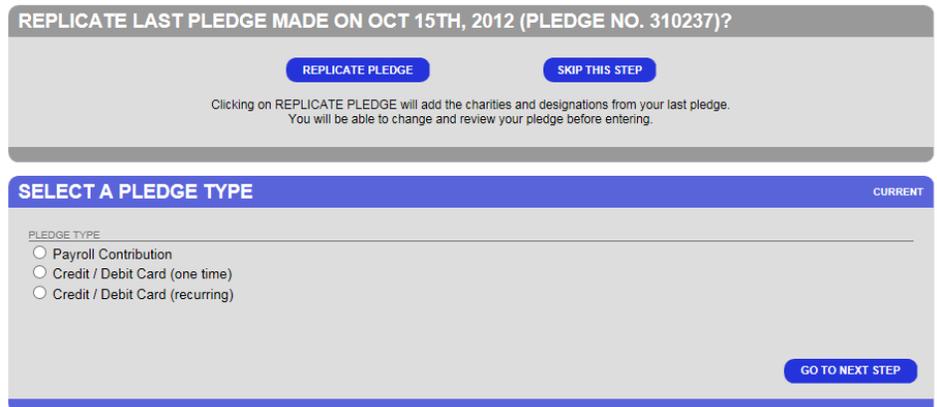
If you click “Replicate,” your prior amounts and designations will be entered into the respective fields. You will see a new window saying “Last Year’s Designations Replicated.”

If the designated charities from your previous pledge could not be found, a red screen will say “Charities Not Found In This Year’s List”.

You can still change the amount of your pledge and change your designated charities if you wish. You will need to re-enter your SSN, work phone and re-complete your electronic signature for payroll authorization.

If you click “Skip,” the pledge fields will remain blank and need to be completed for the new pledge.

For those federal employees contributing online for the first time or who choose not to replicate their pledge, here are the steps to completing a pledge:



## Pledging

The first step is to select your pledge type; **Payroll Contribution** or **Credit Card Donation (one time)** or **Credit Card Pledge (recurring)**.

For a **Payroll Contribution**, select whether you are civilian or military. For military, select your military payroll organization. Enter the amount per pay period and the total annual gift will calculate automatically. Select the payroll deduction authorization.

The screenshot shows the 'SELECT A PLEDGE TYPE' form with the 'CURRENT' step indicator. The 'PLEDGE TYPE' section has 'Payroll Contribution' selected. Under 'PLEASE SELECT A PAYROLL PERIOD', 'CIVILIAN (26 pay periods)' is selected. The 'AMOUNT PER PAY PERIOD' is entered as '\$ .00'. The 'PAYROLL DEDUCTION AUTHORIZATION' section has a checkbox for authorization, which is currently unchecked. The 'TOTAL ANNUAL GIFT' is calculated as '\$0'. A 'GO TO NEXT STEP' button is visible at the bottom right.

For a **Credit/Debit Card Donation (one time)** choose your card type. Enter your card number, the expiration date and the credit card verification (CCV) number. Enter the cardholder's name, address and phone numbers. Enter the total pledge amount.

The screenshot shows the 'SELECT A PLEDGE TYPE' form with 'Credit / Debit Card (one time)' selected. Under 'CARD TYPE', 'Mastercard' is selected. The 'CARD NUMBER' field is empty with the instruction '(no spaces or dashes)'. The 'EXPIRATION' field is empty with the format '(MM/YYYY)'. The 'CREDIT CARD VERIFICATION (CVV)' field is empty. A 'GO TO NEXT STEP' button is visible at the bottom right.

For a **Credit/Debit Card Pledge (recurring)** select "Once a month for 12 months." Enter the amount per month to be charged to your card. The system will automatically calculate the total annual gift.

The first transaction will be charged to your card the same date. Then the recurring amount will be charged to your card on the same date of each month. For example, if you pledge was completed on October 9th, the recurring amount will hit your card on the 9th of the next 11 months. Complete the remaining fields.

Click on "Go to next Step" to continue to the next steps.

The screenshot shows the 'SELECT A PLEDGE TYPE' form with 'Credit / Debit Card (recurring)' selected. Under 'PLEASE SELECT A MONTHLY PERIOD', 'Once a month for 12 months' is selected. The 'AMOUNT PER MONTH' is entered as '\$ .00'. The 'TOTAL ANNUAL GIFT' is calculated as '\$0'. Under 'CARD TYPE', 'Mastercard' is selected. The 'CARD NUMBER' field is empty with the instruction '(no spaces or dashes)'. A 'GO TO NEXT STEP' button is visible at the bottom right.

## Personal Information

The system will prompt you to enter your Social Security Number and Work Phone.

Your SSN is only required for payroll contributions—it is not required for credit card pledges. SSN are removed from the pledge when the payroll copy is generated and then deleted from the system at the end of the campaign.

**YOUR PERSONAL INFORMATION** CURRENT

**YOUR NAME**  
Mr. John Clausen  
EDIT MY PROFILE

**YOUR AGENCY**  
VA Medical Center  
1481 W. 10th St Indianapolis, IN 46202

**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.

**Social Security Number**  
123456789 Numbers only, no dashes or spaces. Your Social Security Number will be deleted at the end of the campaign. Required for Payroll Deduction.

**WORK PHONE**  
317-554-0001 x format: 123-456-7890 ext 1234

**GO TO PREV STEP** **GO TO NEXT STEP**

## Release of Information Options

**Release of Information to Charities** - Decide whether you want to release your name, contact information and/or the amount of your contribution to your selected charities for the purpose of receiving an acknowledgement or thank you. If you select yes, the appropriate fields will appear. If you select No, you will remain anonymous.

**RELEASE OF INFORMATION OPTIONS** CURRENT

**RELEASE OF INFORMATION TO CHARITIES**  
 YES, release information I provide to charities.  
 NO, I do not want to release any information to charities.

**CONTACT YEAR ROUND**  
 YES - Allow the CFC to communicate with me year-round.  
 NO - Do not allow the CFC to communicate with me year-round.

**RECOGNITION AWARD** (a.k.a. donor appreciation, incentive gift level, etc.)  
 YES - I would like to receive a recognition award from my CFC.  
 NO - I do not want a recognition award.

**GO TO PREV STEP** **GO TO NEXT STEP**

**Contact Year Round** - Select whether you want the CFC to communicate with you year-round.

**Recognition Award** - Select whether you want to receive a recognition award in return for your contribution. If you select yes, a separate window with all of recognition options will appear. Those pictures with green borders are awards you may select as your gift. Donors may choose any of the gifts with green boxes, but only one. If you select yes and no boxes appear with a green border, you did not contribute enough to qualify for a gift.

## Charity Selection and Allocation

Enter a charity code or key words in the search engine box. Use the **“More Search Options”** to limit your search and sort the results accordingly. Donors may use the following tools to narrow down search results:

- Select or unselect “Include UG Charities”
- Change option under “Show” - from “Everything” to Local, National or International
- Sort matches “By Distance from Zip” - this is particularly helpful if searching for local charities.

When donors search for their favorite charities:

Charities local to Greater Indiana will be marked with a Green Heart icon.

Charities marked with an Orange UG Symbol belong to CFCs outside of our campaign area.

In addition, when the results to the search engine appear, all local charities will appear in purple, all national charities will appear in blue and all international charities will appear in red.

Click on any part of a charity’s name to learn more about the organization, including the option to visit the charity’s website. When you have identified the correct charity, click on the **“Add To Pledge”** button. The name of the charity will automatically move to the bottom of the column under **“Allocate Funds”**. If you add the wrong charity, simply click on **“Remove Charity”** to remove it. Repeat the search function until you have identified all of the charities to which you would like to contribute.

If you want all or a portion of your contribution to remain undesignated, you must choose that option just like you would select a charity. Click on **“Add Undesignated”** or **“Add International Undesignated”** under the search box. In either case, the undesignated giving option will move to **“Allocate Funds”** as a giving option.

Type in the amount of money you would like to allocate to each charity. As you type in allocation amounts, the remaining amount to be allocated adjusts accordingly. *CFC Nexus* will not let you complete the pledge until the remaining amount is zero (\$0). See the buttons at the bottom of the column to **“Distribute Allocation Remainder Evenly”** or **“Clear All Allocations”**

## Questionnaire

Contributors have the option of taking a short survey. If you answer, “Yes, I want to participate in this questionnaire,” please fill out the appropriate information. Even if you choose “No,” you will still have the option of leaving additional comments.

## Digital Signature and Comments

You now have the option of leaving additional comments. Complete the payroll deduction electronic signature. Click and hold the mouse down to draw your signature.

When you have successfully completed your pledge, a green window will pop up that says, **“Your pledge has been completed successfully!”** Select **“Click here to Proceed.”** You will be taken to a screen that says **“MY Pledges.”** This screen will list every pledge that you have made through the online giving system. Select any of the pledges to view the pledge. The system will give you the option email the pledge or print the pledge. You may log into the online giving system and select **“MY PLEDGES”** to view prior pledges at

DIGITAL SIGNATURE AND COMMENTS CURRENT

CLICK AND HOLD THE MOUSE DOWN TO SIGN WITHIN THE GRAY BOX BELOW  
MAKE SURE TO RELEASE THE MOUSE BUTTON WHILE IN THE GRAY BOX

CLEAR SIGNATURE SHOW ME HOW TO SIGN THIS PLEDGE USING MY MOUSE

COMMENTS (OPTIONAL)

GO TO PREV STEP COMPLETE THIS PLEDGE

## Email Confirmation

When your pledge has been successfully submitted, you will receive two emails from the CFC

1. The first will summarize your pledge— the annual amount and your designated charities. Your social security number will not be included for payroll contributors. See next page for a sample.
2. The second email will encourage you to forward the email to your coworkers within your federal agency to help raise more money for charities. The online giving system will track if your coworkers link to the online system from your email.

# Sample Email of Receipt of Pledge

For questions, contact the campaign: [john.clausen@cfcindiana.org](mailto:john.clausen@cfcindiana.org) or 317-423-3442.  
**Do not reply to this email - the mailbox is unattended.**



John, thank you for your generosity!

Your gift is an investment and will have a positive impact in our community and in our world. Best of all, it's for the causes that are important to you.

Thank you for showing that you care.

**PLEDGE NUMBER: 1134650**

**PLEDGE DATE: AUG 21, 2015**

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/Employee ID
Clausen, John	CIVILIAN	Census Bureau - NPC (Jeffersonville)	
<b>DONOR EMAIL</b>			
<b>john.clausen@cfcindiana.org</b>			
<b>WORK ADDRESS &amp; ZIP CODE</b>			<b>WORK PHONE NO.</b>
1201 East 10th Street Jeffersonville IN 47132			317-555-444
<b>CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.</b>			
ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
CIVILIAN	\$50.00	26 pay periods	\$1300.00
ORGANIZATION ID			AMOUNT
(58004) Boy Scouts of America			\$434.00
(11405) Crohn's and Colitis Foundation of America			\$433.00
(10560) St. Jude Children's Research Hospital			\$433.00
<b>TOTAL PLEDGE:</b>			<b>\$1300.00</b>
<b>LEADERSHIP GIVING</b>			
I elect <b>NOT</b> to receive an incentive gift as recognition for any contribution.			
<b>PAYROLL DEDUCTION AUTHORIZATION</b>			
I authorize my employer to withhold from my salary the amount as indicated. <b>john clausen</b>			
<b>RELEASE OF INFORMATION</b>			
I would like to remain anonymous, please do not release my information.			
<b>DISCLOSURES</b>			
No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.			