



How to Pledge Online

Click “DONATE” on the Combined Federal Campaign Website
(<https://givecfc.org>)

OR

Go to the CFC Donor Pledging System
(opm.gov/ShowSomeLoveCFC)



Show Some Love at GiveCFC.org

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Getting Started: *New Users*



new users

Step 1: Sign Up

Click "Sign Up Now"

Welcome to the CFC Donor Pledging System

Join The 2020 Giving Campaign

We Give Because We Care
September 21, 2020 - January 15, 2020

— Don't Have An Account? —

Sign Up Now

— Already Registered? —

Email: [Forgot Email?](#)

Email

Password: [Forgot Password?](#)

Password

Sign In



new users

Step 2: Create an Account

Create An Account

Email

Email Confirm

Password

Password Confirm

I agree to the Privacy Policy and Terms of Use

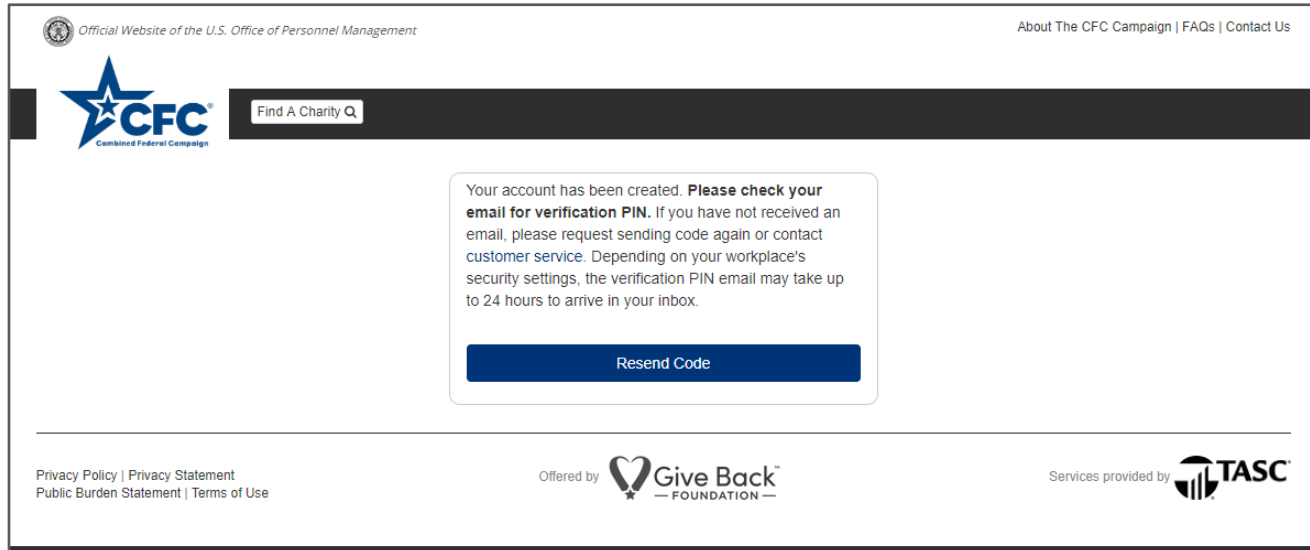
[Create An Account](#)

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

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

new users

Step 3: Enter Verification Pin



The screenshot shows the official website of the U.S. Office of Personnel Management. At the top left is the OPM logo and the text "Official Website of the U.S. Office of Personnel Management". At the top right are links for "About The CFC Campaign | FAQs | Contact Us". Below the header is a navigation bar with the CFC logo (a star with "CFC" and "Combined Federal Campaign" below it) and a search box labeled "Find A Charity Q". The main content area features a white box with a blue border containing the following text: "Your account has been created. **Please check your email for verification PIN.** If you have not received an email, please request sending code again or contact customer service. Depending on your workplace's security settings, the verification PIN email may take up to 24 hours to arrive in your inbox." Below this text is a blue button labeled "Resend Code". At the bottom of the page, there are links for "Privacy Policy | Privacy Statement | Public Burden Statement | Terms of Use" on the left, "Offered by Give Back FOUNDATION" in the center, and "Services provided by TASC" on the right.

You will receive an activation pin and link via your provided email to finish setting up your 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.

Step 4: Provide Security Questions/Answers

Security Questions

Select question and supply your answer.

Question 1

Select a Security Question

Answer:

Answer 1

Question 2

Select a Security Question

Answer:

Answer 2

Question 3

Select a Security Question

Answer:

Answer 3

Update Security Questions

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

new users

Step 5: Create Your Profile

This is what the profile page looks like. The next several slides walk through completing the different portions of your profile, which is critical to ensuring proper processing of your pledge.

Personal Information	Contact Information
<p>Type Of Donor</p> <p>Federal Employee or Member of the Military</p>	<p>Primary Email Edit</p>
<p>First Name</p> <p>John</p>	<p>Secondary Email ⓘ (optional) Edit</p>
<p>Last Name</p> <p>Smith</p>	<p>Update Your Password</p>
<p>Primary Work Location ZIP or Postal Code ⓘ</p> <p>96813</p> <p><input type="checkbox"/> I am located in a non-US or foreign territory without a ZIP code.</p>	<p>Update Your Security Questions</p>
<p>Active Duty or Civilian ⓘ</p> <p><input checked="" type="checkbox"/> Active Duty <input type="checkbox"/> Civilian</p>	
<p>Your Department</p> <p>Active Duty - Army</p>	<p>Enter your 6-digit CFC Office Code (optional)</p> <p><input type="text" value="H3TLX2"/></p>
<p>Your Agency</p> <p>US Army Pacific</p>	<p>Lookup</p>
<p>Your Office</p> <p>0000 AR CO (UIC:WZ6HAA) (Schofield Barracks, HI) (CFC:H3TLX2</p>	

Step 6: Enter Your Personal Info

Personal Information

Type Of Donor

Federal Employee or Member of the Military ▼

First Name

John

Last Name

Smith

Primary Work Location ZIP or Postal Code ⓘ

96813

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

Active Duty or Civilian ⓘ

Active Duty Civilian

Choose your donor type from the drop down box.

Enter your name.

Enter your **WORK** ZIP Code (not your personal ZIP Code).

If you are stationed outside of the U.S., click the checkbox.

Select “Active Duty” or “Civilian.” (DoD Civilians should select “Civilian.”)

new users

Step 7: Select Your D/A/O

In order for your pledge to be processed correctly and your agency/office/unit be credited with your pledge, you must select the correct Department, Agency, and Office (D/A/O).

Your Department
Active Duty - Army

Your Agency
US Army Pacific

Your Office

Offices in your ZIP Code and surrounding zone

- TSA - Chicago Midway International (MDW) (CFC:2QCYTM)
- TSA - Dane County Regional-Truax Field (MSN) (CFC: PVJ5WV)**
- TSA - General Mitchell International (MKE) (CFC:5XTQR1)

Offices not in your ZIP Code and surrounding zone
(Arlington, VA) (CFC:A730U2)

Enter your 6-digit CFC Office Code (optional)
H3TLX2

Lookup

You can do that using the drop-down selectors. Offices in your zone will be sorted on the top of the list in the “Offices in your ZIP Code and surrounding zone” section. All other offices are listed in the “Offices not in your ZIP Code and surrounding zone” section.

OR you can enter your office/unit 6-digit CFC code (if you have it) and click “Lookup” and the selectors will automatically populate.



Getting Started: Returning Users

returning users

Step 1: Sign In

Enter the email and password you used to establish your account.

Click “Sign In”



Welcome to the CFC Donor Pledging System

Join The 2020 Giving Campaign

We Give Because We Care
September 21, 2020 - January 15, 2020

— Don't Have An Account? —
Sign Up Now

— Already Registered? —
Email: Forgot Email?
Password: Forgot Password?
Sign In

Troubleshooting:

- Click “Forgot Email?” and you can provide your secondary email.
- Click “Forgot Password?” and a temporary password will be sent to your email on file.
- Click “Contact Us” if you are still unable to login.

returning users

Step 2: Review Your Profile

Review the information in your profile to see if there have been any changes over the past year.

Pay particular attention to:

- Your **work** zip code
- The overseas checkbox if you are located outside the U.S.
- The “Active Duty” or “Civilian” check boxes (DoD Civilians should select “Civilian.”)

The screenshot shows a profile review form with two main sections: Personal Information and Contact Information. The Personal Information section includes fields for Type Of Donor (Federal Employee or Member of the Military), First Name (John), Last Name (Smith), Primary Work Location ZIP or Postal Code (96813), Active Duty or Civilian (Active Duty selected), Your Department (Active Duty - Army), Your Agency (US Army Pacific), and Your Office (0000 AR CO (UIC:WZ6HAA) (Schofield Barracks, HI) (CFC:H3TLX2)). The Contact Information section includes Primary Email and Secondary Email (optional), both with Edit buttons. There are also buttons for Update Your Password and Update Your Security Questions. Three orange arrows point to the ZIP code field, the overseas checkbox, and the Active Duty/Civilian checkboxes.

returning users

Step 3: Select Your D/A/O

Personal Information

Type Of Donor
Federal Employee or Member of the Military

First Name
John

Last Name
Smith

Primary Work Location ZIP or Postal Code ⓘ
96813
 I am located in a non-US or foreign territory without a ZIP code.

Active Duty or Civilian ⓘ
 Active Duty Civilian

Your Department
Active Duty - Army

Your Agency
US Army Pacific

Your Office
Offices in your ZIP Code and surrounding zone
TSA - Chicago Midway International (MDW) (CFC:2QCCTM)
TSA - Dane County Regional-Truax Field (MSN) (CFC:PVJ5WV)
TSA - General Mitchell International (MKE) (CFC:5XTQR1)
Offices not in your ZIP Code and surrounding zone
(Arlington, VA) (CFC:A730U2)

Contact Information

Primary Email

Secondary Email ⓘ (optional)

Enter your 6-digit CFC Office Code (optional)
H3TLX2

In order for your pledge to be processed correctly and your agency/office/unit be credited with your pledge, you must select the correct Department, Agency, and Office (D/A/O).

You can do that using the drop-down selectors. Offices in your zone will be sorted on the top of the list in the “Offices in your ZIP Code and surrounding zone” section. All other offices are listed in the “Offices not in your ZIP Code and surrounding zone” section.

OR you can enter your office/unit 6-digit CFC code (if you have it) and click “Lookup” and those selectors will automatically populate.

returning users

Step 4: Save Your Profile

Your Profile

Profile information is required to associate your account with your CFC Zone and to help manage your pledge.

Personal Information

Type Of Donor
Federal Employee or Member of the Military

First Name
Hyma

Last Name
Test

Primary Work Location ZIP or Postal Code ⓘ
53719
 I am located in a non-US or foreign territory without a ZIP code.

Active Duty or Civilian ⓘ
 Active Duty Civilian

Your Department
United States Postal Service

Your Agency
Capital Metro Area - Atlanta District

Your Office
Adairsville (Adairsville, GA) (CFC:VWC0Q7)

Contact Information

Primary Email
hyma.chinta@tasconline.com

Secondary Email ⓘ (optional)

Enter your 6-digit CFC Office Code (optional)

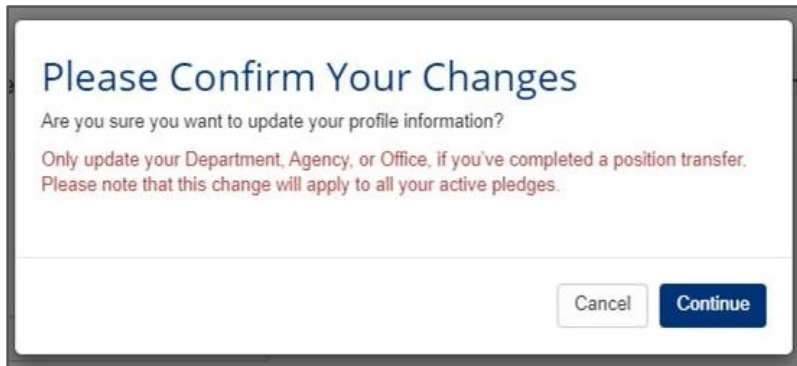
If you do not find your appropriate Office or Unit listed here, please alert your Campaign Manager or the CFC Help Center. *All fields are required unless noted.

If you made changes, click “Save Changes.”

If you have no changes, click “There are no changes to my Profile Settings.”

returning users

Step 5: Confirm Changes



Please Confirm Your Changes

Are you sure you want to update your profile information?

Only update your Department, Agency, or Office, if you've completed a position transfer. Please note that this change will apply to all your active pledges.

Cancel Continue

If you clicked “Save Changes,” you will be asked to confirm your changes. If the changes were correct, click “Continue.” If the changes were made in error, click “Cancel.”



Department/Agency or Office Disabled

Your Department/Agency or Office is disabled. Please update to avoid any pledge processing delays.

Update Department/Agency or Office Continue

hyma.chinta@tasconline.com

If you did not select a Department/ Agency/Office (for example if you pledged originally through CFC Giving Mobile App), the system will alert you.

To ensure your office/unit receives credit for your donation and so to avoid any delays in processing your pledge, please ensure you select a Department/Agency/Office.

returning users

Step 6: Copy Existing Pledge

The screenshot shows the user interface of the 2020 Combined Federal Campaign website. At the top, there is a navigation bar with the CFC logo, a search bar, and links for 'About The CFC Campaign | FAQs | Contact Us'. Below the navigation bar, a large blue banner reads 'Welcome to the 2020 Combined Federal Campaign'. The main content area is divided into several sections. On the left, there is a message: 'You are a member of Midwestern CFC Zone' followed by a paragraph: '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!'. In the center, there is a box titled 'Learn about events and activities in your area to help you choose how to give.' with a 'Get More Information' button. On the right, there is a sidebar titled 'Manage your pledges, view transactions, get tax receipts & more!' with a list of links: 'Your Pledge', 'Transaction History', 'Payment Sources', 'Tax Receipts', and 'Profile Settings'. Below these sections, there are two buttons: 'Submit New Pledge' and 'Copy Existing Pledge'. An orange arrow points to the 'Copy Existing Pledge' button. At the bottom, there is a section for '2020 CFC Official Solicitation Period' with the dates 'September 21, 2020 - January 15, 2021'. The footer contains links for 'Privacy Policy | Privacy Statement | Public Burden Statement | Terms of Use', logos for 'Give Back Foundation' and 'TASC', and the text 'Services provided by'.

After updating and saving your profile, you will be routed to the landing page where you will be able to submit a new pledge or reload a previous pledge.

If you would like to reload a pledge from a previous year, click “Copy Existing Pledge.”

returning users

Step 7: Select Existing Pledge

The screenshot shows the 'Your Pledge' section on the CFC website. At the top, there is a search bar for charities and a shopping cart icon. Below that, a dropdown menu shows 'Your 2019 Campaign Pledge Summary' with a selected option of 'Payroll - Per Pay Period - Payroll - 03/05/2020'. To the right of this dropdown are three buttons: 'Cancel', 'Edit Pledge', and 'Copy Pledge'. Below the buttons is a table with the following data:

Total Pledge Amount	\$144.00
Pledge Method	Payroll
Frequency	Per Pay Period
Pledge Amount	Monthly: \$12.00 Semi-Monthly: \$6.00 Bi-Weekly: \$5.54
Volunteer Hours	20

On the right side of the page, there is a 'Get Help From Your Zone' section with a 'Learn More' button. Below that is a section for the '2020 CFC Official Solicitation Period' from September 21, 2020, to January 15, 2021.

Select the existing pledge you wish to reload using the drop-down options at the top of the page for campaign year and pledge type.

If this is the pledge you wish to reload, click “Copy Pledge.”

The dialog box is titled 'Copy your pledge?' and contains the following text: 'Please review your charity allocation and payment source before submitting your pledge. The system will create your draft pledge form. Your form may not look the same as last year because some charities from prior years may not be in the current campaign. Once you create the draft pledge, you can edit it further before submitting it. Are you sure you want to continue?'. At the bottom right, there are two buttons: 'No, go back' and 'Continue with copy'.

You will be asked to confirm your choice to copy your pledge by clicking “Continue with Copy.” Then skip to page 23 in these instructions.

returning users

Step 8: Start a New Pledge

The screenshot shows the top navigation bar with the CFC logo, a search bar, and account links. A blue banner reads 'Welcome to the 2020 Combined Federal Campaign'. Below this, a message states 'You are a member of Midwestern CFC Zone'. A central box offers to 'Learn about events and activities in your area to help you choose how to give.' with a 'Get More Information' button. On the right, a 'Manage your pledges' sidebar lists options like 'Your Pledge', 'Transaction History', 'Payment Sources', 'Tax Receipts', and 'Profile Settings'. At the bottom, two buttons are presented: 'Submit New Pledge' and 'Copy Existing Pledge'. An orange arrow points from the 'Submit New Pledge' button towards the right-hand text. The footer includes the '2020 CFC Official Solicitation Period' (September 21, 2020 - January 15, 2021), the 'show Some Love' logo, and logos for 'Give Back Foundation' and 'TASC'.


If you do not wish to copy an existing pledge, you can return to the landing page and select “Submit New Pledge”.




Make Your Pledge: *All Users*

Step 1: Search for Charities

Official Website of the U.S. Office of Personnel Management About The CFC Campaign | FAQs | Contact Us







**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
<input type="text" value="Enter Name, CFC #, EIN, or Keyword"/>	<input type="text" value="Enter City"/> <input type="text" value="Select a State"/> <input type="text" value="Enter ZIP Code"/>
Select A Specific Category	Select A Specific Zone
<input type="text" value="All Categories"/>	<input type="text" value="All Zones"/>
<input type="text" value="New filter for causes"/>	
Select an Administrative Fundraising Rate	<input type="checkbox"/> FSYP or FSYA or MWR
<input type="text" value="Any Rate"/>	<input type="text" value="Select Military Installation"/>
<input type="checkbox"/> Volunteer Opportunities Available	

Federation Federation Member Organization Independent

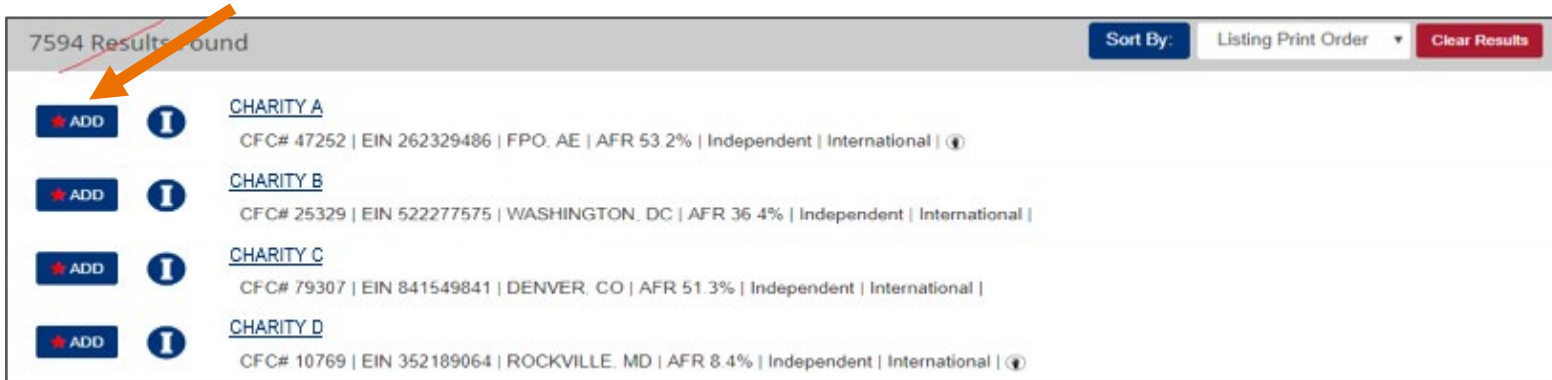
Privacy Policy | Privacy Statement
Public Burden Statement | Terms of Use Offered by  Services provided by 

Search by:

- **Charity:** Name, CFC #, EIN, or keyword
- **Location:** City, state, or ZIP
- Select a Category (ex.: education, healthcare, and public safety)
- **Zone:** e.g. Hawaii-Pacific
- **Category**
- **Cause**
- **Administrative Fundraising Rate (AFR):** AFR is the percentage of funding that goes to service work
- **FSYP, FSYA, or MWR**
- **Volunteer opportunities:** Select this box to search those organizations who accept volunteers (only available for federal employees)

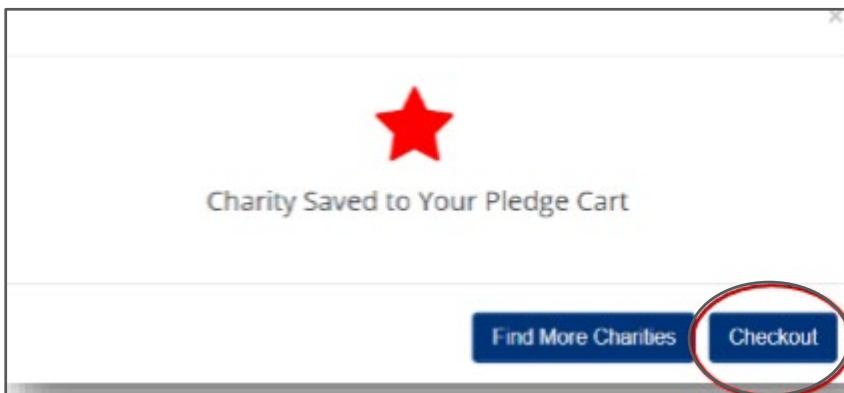
Step 2: Select Charities

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



7594 Results Found Sort By: Listing Print Order Clear Results

- ADD** **I** CHARITY A
CFC# 47252 | EIN 262329486 | FPO, AE | AFR 53.2% | Independent | International | ⓘ
- ADD** **I** CHARITY B
CFC# 25329 | EIN 522277575 | WASHINGTON, DC | AFR 36.4% | Independent | International |
- ADD** **I** CHARITY C
CFC# 79307 | EIN 841549841 | DENVER, CO | AFR 51.3% | Independent | International |
- ADD** **I** CHARITY D
CFC# 10769 | EIN 352189064 | ROCKVILLE, MD | AFR 8.4% | Independent | International | ⓘ



Charity Saved to Your Pledge Cart

[Find More Charities](#) [Checkout](#)

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


Step 3: Make Your Donation

Official Website of the U.S. Office of Personnel Management About The CFC Campaign | FAQs | Contact Us

CFC Find A Charity **WELCOME HOME YOUR ACCOUNT**

Your 2020 Combined Federal Campaign Pledge

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

- 1 Select Your Pledge Method & Account**
 Payroll Credit/Debit Card Bank Account Volunteer Only
Payroll
- 2 Choose Your Payment Frequency**
Per Pay Period
- 3 Set Your Annual Pledge**
According to Reg 950.731, 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 \$ 12.00
Semi-Monthly \$ 6.00
Bi-Weekly \$ 5.54
Enter Your Total Annual Pledge Amount:
Annual \$ 144.00


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](#)
If you've elected to volunteer hours, you can either complete the next page and share your contact information with the charity(ies) to contact you, or you can go back to the charity listing and obtain the charity's contact information to contact the charity(ies) directly.

ANNUAL				
Charity Information	Percentage To Charity	Amount To Charity	Volunteer Hours	Share Pledge Information
Charity A	100 %	\$ 144.00	20 hrs	<input checked="" type="checkbox"/> YES, I want to share
Details	100%	\$144.00	0	

[Continue With Your Pledge](#)

Privacy Policy | Privacy Statement
Public Burden Statement | Terms of Use

Offered by **Give Back** FOUNDATION

Services provided by **TASC**

There are four sections to making your actual pledge.

- 1. Select your pledge method.**
You will not see “Payroll” as a payment method if you have already submitted a payroll pledge for the current campaign. You can submit additional credit/debit, bank account, or volunteer pledges.
- 2. Choose your payment frequency.**
- 3. Set your annual pledge amount.**
- 4. Distribute that amount to the charities you selected.**

Click this box if you want to share your information with your charity.

Click “Continue with your pledge” when you are finished.

Step 4: Provide Contact Information

CFC
Combined Federal Campaign

Find A Charity

WELCOME ANTHONY
YOUR ACCOUNT

Information Sharing

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

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

pritan@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 the box to share your information with the charity, you will be asked to provide this information. (The default is remaining anonymous.)

NOTE: If you pledged volunteer hours, the only way the charity will be able to contact you about volunteer opportunities is if you share your information. If you choose not to share your information, you will need to reach out to the charity.

Step 5: Submit Your Pledge

Official Website of the U.S. Office of Personnel Management About The CFC Campaign | FAQs | Contact Us

 WELCOME HYMA
YOUR ACCOUNT 

Confirm & Submit Your Pledge

You are pledging to the following charities:

Charity Name	Percentage	Dollars	Volunteer Hrs
Charity A	100%	\$144.00	20

Total Pledge Amount: \$144.00

Pledge Method	Payroll - Payroll
Frequency	Per Pay Period Recurring pledge processing begins after January 15
Pledge Amount	Monthly: \$12.00 Semi-Monthly: \$6.00 Bi-Weekly: \$5.54


Total Volunteer Hours: 20


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 2021 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

Privacy Policy | Privacy Statement
Public Burden Statement | Terms of Use

Offered by  **Give Back**
— FOUNDATION —

Services provided by  **TASC**

After review, click “I Confirm” and then click “Submit Pledge.”

If you discover an error, you can click “Back” to return to the previous screen to edit.

Step 6: Confirm Your Pledge

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

About The CFC Campaign | FAQs | Contact Us

Find a Charity

WELCOME HOME
YOUR ACCOUNT

Thank You For Being Part of the 2020 Combined Federal Campaign

Your Annual Pledge

Total Pledge Amount: \$144.00

Pledge Method: Payroll - Payroll

Frequency: Per Pay Period
Recurring pledge processing begins after January 15

Pledge Amount: Monthly: \$12.00
Semi-Monthly: \$6.00
Bi-Weekly: \$6.54

You are pledging to the following charities

Charity Name	Annual %	Annual \$	Volunteer Hours
Charity A	100%	\$144.00	20

Total Volunteer Hours: 20

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

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

[Print Pledge Confirmation](#)

Click to read any thank you notes from your selected charities.

Click "Print Pledge Confirmation" for a receipt.



Manage Your Account

Manage Your Account

Manage your pledges, view transactions, get tax receipts and update your profile and payment settings from the landing page.

The screenshot shows the top navigation bar with the CFC logo, a search bar, and a shopping cart icon. Below the navigation bar is a blue banner with the text "Welcome to the 2020 Combined Federal Campaign". The main content area is divided into three sections: a welcome message for a member of the Midwestern CFC Zone, a box for learning about events, and a menu for account management. An orange arrow points from the "Learn about events" box to the account management menu.

CFC
Combined Federal Campaign

Find A Charity Q

WELCOME HYMA
YOUR ACCOUNT

0

Welcome to the 2020 Combined Federal Campaign

You are a member of Midwestern 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



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 ET/11 pm CT



Show Some Love at [GiveCFC.org](https://www.GiveCFC.org)