

SECC ONLINE PLEDGING: STEP-BY-STEP GUIDE

1. **There are two ways to get started...**

Option 1:

Use your SECC campaign area's online pledge link (example on the right).

Option 1:

Ex: www.secc texasgiving.org/capitalarea

The screenshot shows the Capital Area SECC website. At the top, there is a navigation bar with 'MAIN MENU', 'PLEDGING', and 'MY PLEDGES & PROFILE'. Below this is a banner with a child holding a plant, the text 'think with your heart ... GIVE', and the 'Together We Care' logo. The main content area is titled 'MAKE A PLEDGE' and includes the text 'First time visitors to this site, please register. Returning donors, please login.' Below this text are two buttons: 'NEW DONORS REGISTER HERE' and 'EXISTING DONORS LOGIN HERE'. There are also two side panels: 'CAMPAIGN RESULTS' with an image of a stack of money and the text 'View current campaign totals for your campaign', and 'CONTACT' with an envelope icon and the text 'Contact us with comments, questions, or suggestions'. At the bottom, there is a 'MESSAGE FROM CAPITAL AREA SECC' section with the text 'Welcome to the Texas SECC! Giving to charities has never been so easy!' and a partially visible line of text: 'The State Employee Charitable Campaign is the only statutorily authorized workplace...

Or...

Step 1, cont.

Option 2:

If you don't know your SECC campaign area or don't have your area's online pledge link, go to www.secctexasgiving.org and select your SECC campaign area from the list.

FAQ: If you don't know which SECC campaign area you are located in, please refer to the map. Select the campaign area that your office is physically located in.

Option 2:

www.secctexasgiving.org

CAMPAIGN AREA

CAMPAIGN AREA LIST ORDERED ALPHABETICALLY BY NAME
(click on any row below to select)

CAMPAIGN AREA NAME	ADDRESS	CITY	STATE	ZIP
AMARILLO SECC	2207 Line Avenue	Amarillo	TX	79108
BRAZOS VALLEY SECC	202 Southwest Parkway East	College Station	TX	77840
CAPITAL AREA SECC	2000 East MUK Jr. Blvd.	Austin	TX	78702
COASTAL BEND SECC	1100 Larkspur Landing Circle, Suite #340	Larkspur	CA	94929
DENTON SECC	1314 Teasley Lane	Denton	TX	76205
DFW METROPLEX SECC	824 So. Fiega Drive	Arlington	TX	76011
EAST TEXAS SECC	1100 Larkspur Landing Circle, Suite #340	Larkspur	CA	94929
EL PASO SECC	100 N. Stanton	El Paso	TX	79901
GALVESTON SECC	2200 Market Street	Galveston	TX	77550
GREATER WEST TEXAS SECC	1835 Main Street	Lubbock	TX	79401
HOUSTON SECC	1100 Larkspur Landing Circle	Larkspur	CA	94929
LAREDO SECC	1815 S. Hillside Road	Laredo	TX	78041
RED RIVER SECC	1105 Holiday St.	Wichita Falls	TX	76701
RIO GRANDE VALLEY SECC	112 W. Pecan Blvd.	McAllen	TX	78501
SAN ANTONIO SECC	700 S. Alamo	San Antonio	TX	78205
TEXAS PINE BELT SECC	1426 Sam Houston Ave.	Huntsville	TX	77340
WACO SECC	P.O. Box 1911	Austin	TX	78767

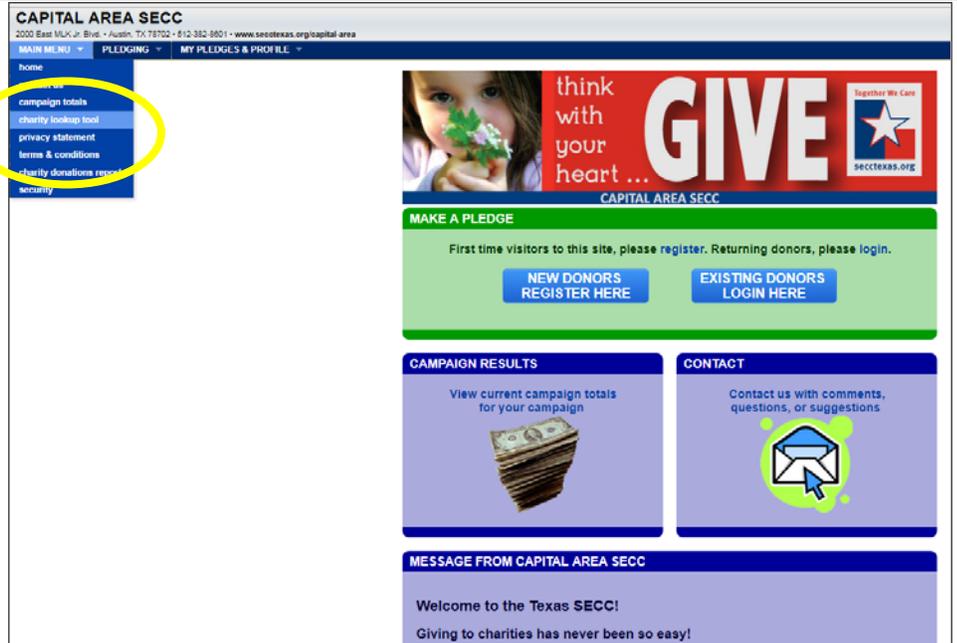
MAP OF SECC CAMPAIGN AREAS

2. Before you register and log in, you can go under MAIN MENU and click on the *charity lookup tool* to research SECC charities. This can make your pledge process go quicker once you begin to fill out the pledge form.

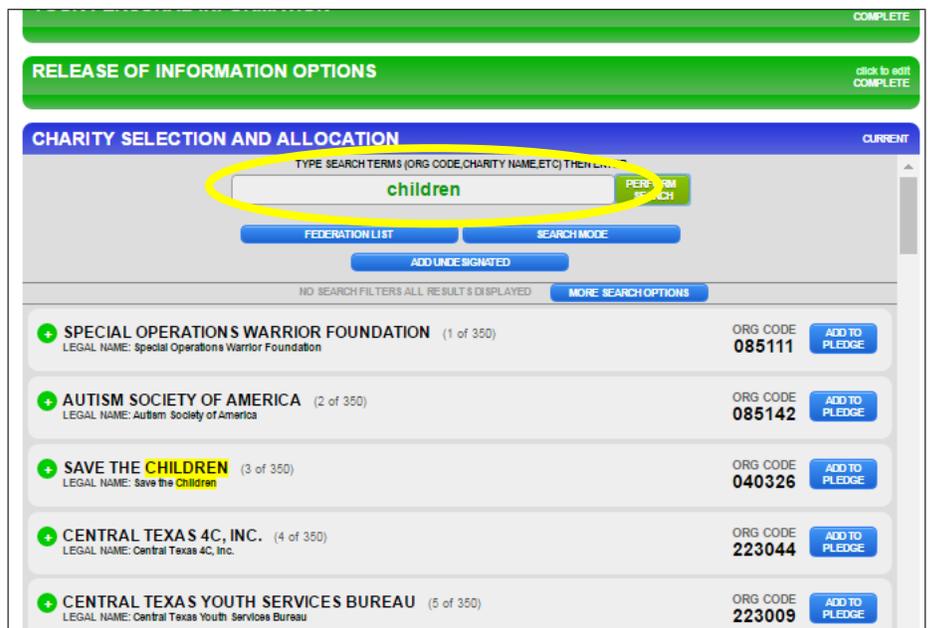
Search the charity list for statewide charities or those serving your local SECC area.

FAQ: You can search for charities by...

- Keywords in the charity's name or 25-word description
- Area of Texas that they serve (statewide or one of the local SECC regions)
- Name
- Code number
- Any federations that they may be a member of



Searching by keyword(s)...



Searching by area of Texas that the charity serves

COMPLETE

click to edit COMPLETE

click to edit COMPLETE

CURRENT

EXPAND SECTIONS BY CLICKING ON THE + SYMBOL

CHARITIES LISTED BY FEDERATION

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

- + LOCAL - AMARILLO - LOCAL UNAFFILIATED CHARITIES - 21
(there are 30 charities within this federation)
- + LOCAL - AMARILLO - UNITED WAY OF AMARILLO & CANYON - 21
(there are 11 charities within this federation)
- + LOCAL - BRAZOS VALLEY - LOCAL INDEPENDENT CHARITIES OF TEXAS - 47
(there are 1 charities within this federation)
- + LOCAL - BRAZOS VALLEY - LOCAL UNAFFILIATED CHARITIES - 25
(there are 15 charities within this federation)
- + LOCAL - BRAZOS VALLEY - UNITED WAY OF THE BRAZOS VALLEY - 25
(there are 15 charities within this federation)

ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE.

GO TO PREV STEP GO TO NEXT STEP

CUSTOMIZE

Searching by charity name

COMPLETE

click to edit COMPLETE

click to edit COMPLETE

CURRENT

SEARCH TERMS (ORG CODE, CHARITY NAME, ETC) THEN CLICK

austin community college PERFORM SEARCH

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

AUSTIN PARTNERS IN EDUCATION

Searching by charity code number

SELECT A PLEDGE TYPE click to edit COMPLETE

ADDITIONAL INFORMATION click to edit COMPLETE

RELEASE OF INFORMATION OPTIONS click to edit COMPLETE

CHARITY SELECTION AND ALLOCATION CURRENT

TYPE SEARCH TERMS (ORG CODE, CHARITY NAME, ETC) THEN ENTER

47 PERFORM SEARCH

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

+ CHRISTIAN COMMUNITY SERVICE CENTER (1 of 133) LEGAL NAME: Christian Community Service Center	ORG CODE 473042	ADD TO PLEDGE
+ LOCAL INDEPENDENT CHARITIES OF TEXAS (2 of 133) LEGAL NAME: Local Independent Charities of Texas	ORG CODE 470000	ADD TO PLEDGE
+ WRITERS IN THE SCHOOLS (3 of 133) LEGAL NAME: Writers in the Schools	ORG CODE 473062	ADD TO PLEDGE
+ TEXAS CASA INC. (4 of 133) LEGAL NAME: Texas CASA inc.	ORG CODE 470089	ADD TO PLEDGE
+ CASA OF THE COASTAL BEND (5 of 133) LEGAL NAME: CASA of the Coastal Bend	ORG CODE 474105	ADD TO PLEDGE

Searching by any federations that the charity may be a part of

COMPLETE

ADDITIONAL INFORMATION click to edit COMPLETE

RELEASE OF INFORMATION OPTIONS click to edit COMPLETE

CHARITY SELECTION AND ALLOCATION CURRENT

EXPAND FEDERATION RECORDS BY USING THE (+) SYMBOL

CHARITIES LISTED BY FEDERATION

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

+ LOCAL - AMARILLO - LOCAL UNAFFILIATED CHARITIES - 21 (there are 30 charities within this federation)
+ LOCAL - AMARILLO - UNITED WAY OF AMARILLO & CANYON - 21 (there are 11 charities within this federation)
+ LOCAL - BRAZOS VALLEY - LOCAL INDEPENDENT CHARITIES OF TEXAS - 47 (there are 1 charities within this federation)
+ LOCAL - BRAZOS VALLEY - LOCAL UNAFFILIATED CHARITIES - 25 (there are 15 charities within this federation)
+ LOCAL - BRAZOS VALLEY - UNITED WAY OF THE BRAZOS VALLEY - 25 (there are 15 charities within this federation)

ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE.

GO TO PREV STEP GO TO NEXT STEP

QUESTIONNAIRE

FAQ: You can click on any green plus sign to see more of the charity's description.

SELECT A PLEDGE TYPE COMPLETE

ADDITIONAL INFORMATION click to edit COMPLETE

RELEASE OF INFORMATION OPTIONS click to edit COMPLETE

CHARITY SELECTION AND ALLOCATION CURRENT

TYPE SEARCH TERMS (ORG CODE, CHARITY NAME, ETC.) THEN ENTER

PERFORM SEARCH

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

ALSTIN PARTNERS IN EDUCATION (1 of 2) ORG CODE 471058 ADD TO PLEDGE

LEAD NAME: **ALSTIN** Partners in Education

WORD STATEMENT
Works in **Austin** ISD schools to improve student **college** and career readiness and expand STEM opportunities through **community** engagement.

PHONE
(512) 637-0900

WEBSITE
www.austinparters.org

FEDERATION
LOCAL - CAPITAL AREA - Local Independent Charities of Texas - 47

EIN
n/a

AFR
18.81%

ALSTIN COMMUNITY COLLEGE FOUNDATION (2 of 2) ORG CODE 228065 ADD TO PLEDGE

LEAD NAME: **ALSTIN** Community College Foundation

ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE.

GO TO PREV STEP GO TO NEXT STEP

QUESTIONNAIRE PENDING

Before you register and log in, you can view **which charities have received donations** by selecting **charity donations report** under the MAIN MENU.

BRAZOS VALLEY SECC
909 Southwest Parkway East Suite #100 • College Station, TX 77840 • 979-690-4453 ext. 118 • www.secc texas.org/brazos-valley

MAIN MENU PLEDGING MY PLEDGES & PROFILE

home
contact us
campaign totals
charity lookup tool
privacy statement
terms & conditions
charity donations report
security

CHARITY DONATIONS REPORT

DISPLAYED REPORT YEAR: 2016

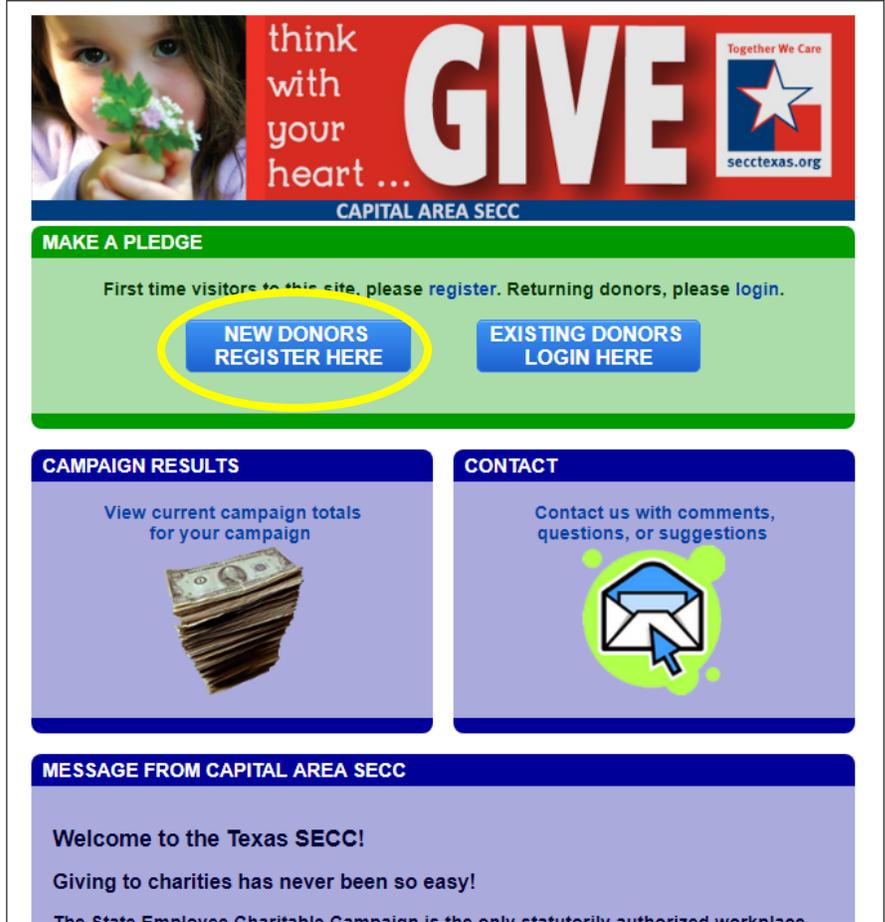
All 2016 Designated Charities for Brazos Valley SECC (Ordered By Donation Totals)

Charity Name-Federation	Charity Code	# Pledges	Total	Average
Childhood Brain Tumor Foundation STATEWIDE - ABC - AMERICA'S BEST CHARITIES - 08	085198	2	\$1,784.32	\$892.16
Scotty's House Brazos Valley LOCAL - BRAZOS VALLEY - United Way of the Brazos Valley - 25	250012	3	\$758.00	\$252.67
United Way of the Brazos Valley LOCAL - BRAZOS VALLEY - United Way of the Brazos Valley - 25	250000	2	\$400.00	\$200.00
Brazos Valley Food Bank LOCAL - BRAZOS VALLEY - Local Unaffiliated Charities - 25	250005	4	\$361.00	\$90.25
Alzheimer's Research and Prevention Foundation STATEWIDE - ABC - AMERICA'S BEST CHARITIES - 08	085194	1	\$300.00	\$300.00
Brain Tumor Association, American (ABTA) STATEWIDE - ABC - AMERICA'S BEST CHARITIES - 08	085002	1	\$300.00	\$300.00
Cancer Research and Assistance - VHL STATEWIDE - ABC - AMERICA'S BEST CHARITIES - 08	085170	1	\$300.00	\$300.00
Big Brothers Big Sisters LOCAL - BRAZOS VALLEY - Local Unaffiliated Charities - 25	250020	1	\$200.00	\$200.00
Arts Council of Brazos Valley LOCAL - BRAZOS VALLEY - Local Unaffiliated Charities - 25	259201	1	\$120.00	\$120.00
Twin City Mission LOCAL - BRAZOS VALLEY - United Way of the Brazos Valley - 25	250014	1	\$100.00	\$100.00
Hospice Brazos Valley LOCAL - BRAZOS VALLEY - Local Unaffiliated Charities - 25	250000	1	\$100.00	\$100.00
Family Promise LOCAL - BRAZOS VALLEY - United Way of the Brazos Valley - 25	250017	1	\$100.00	\$100.00
Voices for Children LOCAL - BRAZOS VALLEY - Local Unaffiliated Charities - 25	269100	1	\$100.00	\$100.00
Cancer Research America - NFRC STATEWIDE - ABC - AMERICA'S BEST CHARITIES - 08	088360	1	\$25.00	\$25.00
American Heart Association, Southwest Affiliate STATEWIDE - COMMUNITY HEALTH CHARITIES - 05	050007	1	\$25.00	\$25.00
Aggield Humane Society LOCAL - BRAZOS VALLEY - Local Unaffiliated Charities - 25	254000	1	\$8.00	\$8.00
TOTALS:	23	23	\$4,981.32	\$216.58

NOTE - Pledge totals may be off due to undesignated pledges.

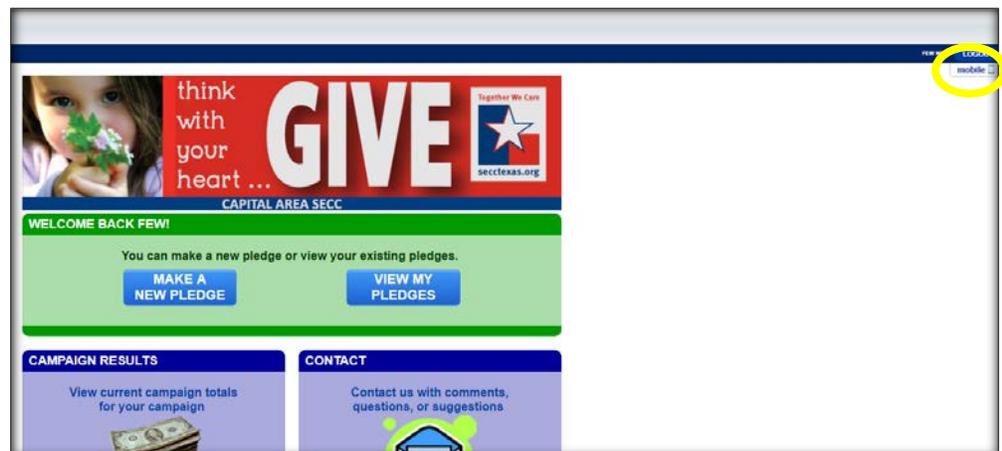
3. Once you are ready, you will need to click on the “Register” button.

FAQ: The pledge form cannot be partially saved. It must be filled out in one sitting. If you need to access the site later in the campaign, click **Login** and enter your username and password.



The screenshot shows the desktop version of the SECC website. At the top, there is a banner with a child holding flowers, the text "think with your heart ...", the word "GIVE" in large letters, and the logo "Together We Care" with "secc.texas.org". Below the banner is a green bar with "CAPITAL AREA SECC" and "MAKE A PLEDGE". A message reads: "First time visitors to this site, please register. Returning donors, please login." Two buttons are visible: "NEW DONORS REGISTER HERE" (circled in yellow) and "EXISTING DONORS LOGIN HERE". Below are two columns: "CAMPAIGN RESULTS" with a stack of money icon and "CONTACT" with an envelope icon. At the bottom, a blue bar says "MESSAGE FROM CAPITAL AREA SECC" with the text: "Welcome to the Texas SECC! Giving to charities has never been so easy! The State Employee Charitable Campaign is the only statutorily authorized workplace..."

FAQ: SECC online giving is accessible through mobile devices. On any page of the website, simply click on the “mobile” button on the top left hand side to be directed to a mobile-friendly version.



The screenshot shows the mobile version of the SECC website. The banner is smaller and includes the "GIVE" logo and "secc.texas.org". Below the banner is a green bar with "WELCOME BACK FEW!" and "You can make a new pledge or view your existing pledges." Two buttons are visible: "MAKE A NEW PLEDGE" and "VIEW MY PLEDGES". Below are two columns: "CAMPAIGN RESULTS" with a stack of money icon and "CONTACT" with an envelope icon. A "mobile" button is circled in yellow in the top right corner.

4. **Click on your employer and then select your work location.**

FAQ: If your work location does not appear, contact your local campaign manager (contact info at the top left of the page).

REGISTER FOR CAPITAL AREA SECC

SELECT YOUR EMPLOYER BELOW

SEARCH EMPLOYER BY KEYWORD, NAME, ADDRESS, ETC

search by keyword

201 - Supreme Court	SHOW
211 - Court of Criminal Appeals	SHOW
212 - Office of Court Administration	SHOW
215 - Office of Capital and Forensic Writs	SHOW
222 - Second Court of Appeals	SHOW
224 - Court of Appeals - Fourth Court of Appeals District	SHOW
227 - Seventh Court of Appeals	SHOW
304 - Comptroller of Public Accounts	HIDE
<input checked="" type="radio"/> Comptroller of Public Accounts - ID: 8292 111 E. 17th Street, Austin TX 78774	
308 - Texas State Library and Archives Commission	SHOW
313 - Department of Information Resources	SHOW
405 - Department of Public Safety	SHOW

current

COMPLETE YOUR REGISTRATION ALL FIELDS ARE REQUIRED

pending

5. **Complete your registration.**

You must have a state-issued work email address to be able to register.

(ex: jane.doe@cpa.texas.gov)

Choose the ending of your email address

(ex: "...state.tx.us" or "texas.gov")

and then fill out the rest of your address.

Keep a record of your user name and password.

FAQ: If there are errors in the email address you enter, you will not receive a confirmation email and will not be able to gain access to make your pledge.

If you incorrectly entered your email address, contact your local campaign manager (contact info at the top left of the page).

REGISTER FOR CAPITAL AREA SECC

SELECT YOUR EMPLOYER BELOW

YOU SELECTED: 304 - COMPTROLLER OF PUBLIC ACCOUNTS / COMPTROLLER OF PUBLIC ACCOUNTS - ID:8292 [change](#)

completed

COMPLETE YOUR REGISTRATION ALL FIELDS ARE REQUIRED

TITLE
Mrs.

FIRST NAME MIDDLE INITIAL LAST NAME
Jane L Doe

YOUR EMAIL CAN END IN ANY OF THE FOLLOWING SUFFIXES
.edu, .state.tx.us, .texas.gov, .gov

ENTER YOUR EMAIL ADDRESS
jane.doe @ cpa .texas.gov

CONFIRM YOUR EMAIL ADDRESS
jane.doe @ cpa .texas.gov

USERNAME/LOGIN case sensitive
jldoe

PASSWORD case sensitive / min 6 characters

CONFIRM PASSWORD case sensitive / min 6 characters

[click here to complete your registration](#)

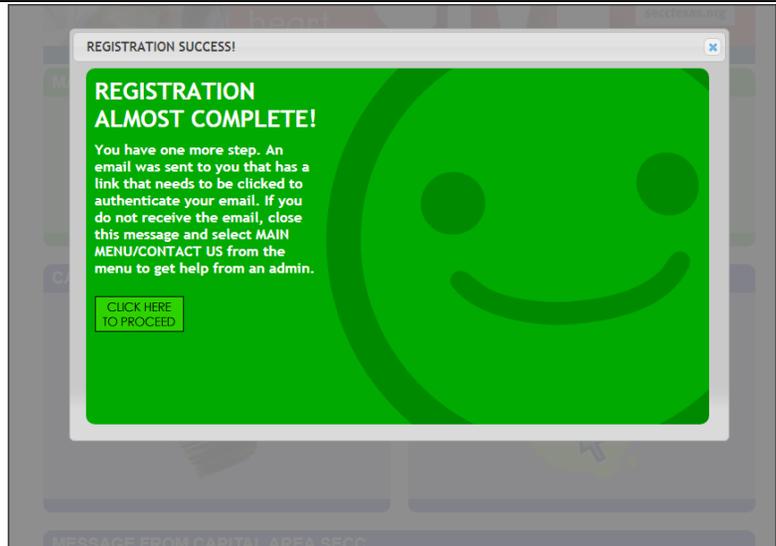
current

[login with my username/password](#) [recover my username/password](#)

6. **Once you have registered, you will receive a confirmation email.**

Click on the link provided to log in with your username and password.

FAQ: If you do not receive an email, contact your agency's SECC campaign coordinator. It could be that your agency's spam filter is not allowing the email through.



Wed 8/2/2017 12:21 PM
noreply@secctexasgiving.org
New Capital Area SECC Registration: Jane Doe

To: Greg Bennett
If there are problems with how this message is displayed, click here to view it in a web browser.

Action Items

For questions, contact the campaign: reagan.stone@uwatx.org or 512-382-8601.
Do not reply to this email - the mailbox is unattended.

Jane, thank you for registering at the Capital Area SECC's SECC Texas Giving Pledging System!

Your login/username is: **jd0e123**

Because this is your first time on the system, please click the link below to verify your email address.

Once you click the link you will be asked to log in with the login/password you have just created.

[Activate My Capital Area SECC's SECC Texas Giving Pledging System Account!](#)

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If you are having browser problems at any time while making your pledge, click on the “Having Problems with the Pledge Form” button at the top of the screen for tips and frequently asked questions.

FAQ: You can also contact your local campaign manager (contact info at the top left of the page).

The screenshot shows the 'MAKE A PLEDGE' page. At the top, there is a yellow button labeled 'HAVING PROBLEMS WITH THE PLEDGE FORM?'. Below it is the 'YOUR CURRENT PROFILE INFORMATION' section, which includes the name 'Mrs. Jene Doe' and the address '111 E. 17th Street Austin, TX 78774'. The next section is 'SELECT A PLEDGE TYPE', where 'Payroll Contribution' is selected. Below this are several orange buttons for 'ADDITIONAL INFORMATION', 'RELEASE OF INFORMATION OPTIONS', 'CHARITY SELECTION AND ALLOCATION', 'QUESTIONNAIRE', and 'DIGITAL SIGNATURE AND COMMENTS', each with a 'PENDING' status.

- Click on the “Payroll Contribution” option, the correct number of paychecks that you receive, and the amount that you want to give each pay period.

Most state agencies have a monthly payroll. Some Higher Ed employees have 9 payroll periods, while others have 12.

FAQ: To make a check or cash gift, please use a paper pledge form. Contact your agency’s SECC Campaign Coordinator.

When you are done, click on “Go to Next Step”.

The screenshot shows the 'SELECT A PLEDGE TYPE' form. The 'Payroll Contribution' option is selected. Below it, there are three radio button options for payroll periods: 'a Month - State Hospitals & Schools (x24 pay periods)', 'most state & some Higher Ed employees (x12 pay periods)', and 'some Higher Ed employees (x9 pay periods)'. The 'AMOUNT PER PAY PERIOD' is set to '\$ 25 00'. The 'TOTAL ANNUAL AMOUNT' is '\$300'. A note indicates that the amount is equal to the amount per pay period multiplied by the number of pay periods, and that the minimum total pledge amount is \$18.00. A yellow button labeled 'GO TO NEXT STEP' is located at the bottom right.

8. Please enter your work phone number, then click on "Go to Next Step".

MY PLEDGES & PROFILE

PERSONAL INFORMATION
Mrs. Jane Doe
EDIT MY PROFILE
Comptroller of Public Accounts
111 E. 17th Street Austin, TX 78774

SELECT A PLEDGE TYPE click to edit COMPLETE

ADDITIONAL INFORMATION CURRENT

WORK PHONE
512-123-4567
format: 123-456-7890 ext 1234

GO TO PREV STEP GO TO NEXT STEP

RELEASE OF INFORMATION OPTIONS PENDING

CHARITY SELECTION AND ALLOCATION PENDING

QUESTIONNAIRE PENDING

DIGITAL SIGNATURE AND COMMENTS PENDING

9. If you want to be acknowledged for your contribution, click "Yes" and fill in one or more of the following options:

- 1) A physical address
- 2) An email address
- 3) Release your pledge amount to the charity(ies) that you select.

...or, click "No" and when you are ready, click on "Go to Next Step".

ADDITIONAL INFORMATION click to edit COMPLETE

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.

I authorize the campaign to release my name and the corresponding information entered below to my designated charities:
YOU MUST COMPLETE AT LEAST ONE OF THE OUTLINED BOXES BELOW.

ADDRESS I
123 Pecan St.
do not include unit/apth# here

ADDRESS II
#123
suite #, apt #, unit #, etc

CITY
Austin

STATE
TX (Texas)

ZIP
78702

EMAIL
jldoe@gmail.com
(lower case letters only)

RELEASE PLEDGE AMOUNT
 Release pledge amount

GO TO PREV STEP GO TO NEXT STEP

CHARITY SELECTION AND ALLOCATION PENDING

10. You can also make your contribution “In Memory of” or “In Honor of” someone. Employees can select “In Memory of” or “In Honor of” and enter a name which is recorded by the system with the pledge.

*For the “In Honor of” option, there is a **SEND TRIBUTE CARD** option which allows (not mandatory) the employee to enter an address that you would like the card to be sent to (Email address is optional...a tribute card will not be emailed.)

11. When selecting the charity(ies) that you would like for your pledge to benefit, remember, you have several options for looking up your charity...

Click on “Search Mode” to search among all SECC 2017 charities by:

- Keywords in the charity’s name or 25-word description
- Area of Texas that the charity serves (statewide or one of the local SECC regions)
- Charity name
- Charity code number
- Any federations that the charity may be a part of

Searching by keyword(s)...

Charity Name	Legal Name	Org Code	Action
SPECIAL OPERATIONS WARRIOR FOUNDATION	Special Operations Warrior Foundation	085111	ADD TO PLEDGE
AUTISM SOCIETY OF AMERICA	Autism Society of America	085142	ADD TO PLEDGE
SAVE THE CHILDREN	save The Children	040326	ADD TO PLEDGE
CENTRAL TEXAS 4C, INC.	Central Texas 4C, Inc.	223044	ADD TO PLEDGE
CENTRAL TEXAS YOUTH SERVICES BUREAU	Central Texas Youth Services Bureau	223009	ADD TO PLEDGE

Searching by area of Texas that the charity serves

COMPLETE

click to edit COMPLETE

click to edit COMPLETE

CURRENT

EXPAND SECTIONS BY CLICKING ON THE + SYMBOL

CHARITIES LISTED BY FEDERATION

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

- + LOCAL - AMARILLO - LOCAL UNAFFILIATED CHARITIES - 21
(there are 30 charities within this federation)
- + LOCAL - AMARILLO - UNITED WAY OF AMARILLO & CANYON - 21
(there are 11 charities within this federation)
- + LOCAL - BRAZOS VALLEY - LOCAL INDEPENDENT CHARITIES OF TEXAS - 47
(there are 1 charities within this federation)
- + LOCAL - BRAZOS VALLEY - LOCAL UNAFFILIATED CHARITIES - 25
(there are 15 charities within this federation)
- + LOCAL - BRAZOS VALLEY - UNITED WAY OF THE BRAZOS VALLEY - 25
(there are 15 charities within this federation)

ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE.

GO TO PREV STEP GO TO NEXT STEP

CUSTOMIZE

Searching by charity name

COMPLETE

click to edit COMPLETE

click to edit COMPLETE

CURRENT

TYPE SEARCH TERMS (ORG CODE, CHARITY NAME, ETC) THEN ENTER

austin community college PERFORM SEARCH

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

AUSTIN PARTNERS IN EDUCATION

Searching by charity code number

SELECT A PLEDGE TYPE COMPLETE

ADDITIONAL INFORMATION click to edit COMPLETE

RELEASE OF INFORMATION OPTIONS click to edit COMPLETE

CHARITY SELECTION AND ALLOCATION CURRENT

TYPE SEARCH TERMS (ORG CODE, CHARITY NAME, ETC) THEN ENTER

47 PERFORM SEARCH

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

Organization Name	Count	ORG CODE	Action
CHRISTIAN COMMUNITY SERVICE CENTER	(1 of 133)	473042	ADD TO PLEDGE
LOCAL INDEPENDENT CHARITIES OF TEXAS	(2 of 133)	470000	ADD TO PLEDGE
WRITERS IN THE SCHOOLS	(3 of 133)	473062	ADD TO PLEDGE
TEXAS CASA INC.	(4 of 133)	470089	ADD TO PLEDGE
CASA OF THE COASTAL BEND	(5 of 133)	474105	ADD TO PLEDGE

Searching by any federations that the charity may be a part of

SELECT A PLEDGE TYPE COMPLETE

ADDITIONAL INFORMATION click to edit COMPLETE

RELEASE OF INFORMATION OPTIONS click to edit COMPLETE

CHARITY SELECTION AND ALLOCATION CURRENT

EXPAND SECTION BY CLICKING ON THE SYMBOL

CHARITIES LISTED BY FEDERATION

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

Federation Name	Charities Count
LOCAL - AMARILLO - LOCAL UNAFFILIATED CHARITIES - 21	(there are 30 charities within this federation)
LOCAL - AMARILLO - UNITED WAY OF AMARILLO & CANYON - 21	(there are 11 charities within this federation)
LOCAL - BRAZOS VALLEY - LOCAL INDEPENDENT CHARITIES OF TEXAS - 47	(there are 1 charities within this federation)
LOCAL - BRAZOS VALLEY - LOCAL UNAFFILIATED CHARITIES - 25	(there are 15 charities within this federation)
LOCAL - BRAZOS VALLEY - UNITED WAY OF THE BRAZOS VALLEY - 25	(there are 15 charities within this federation)

ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE.

GO TO PREV STEP GO TO NEXT STEP

FAQ: You can click on any green plus sign to see more of the charity's description.

SELECT A PLEDGE TYPE click to edit COMPLETE

ADDITIONAL INFORMATION click to edit COMPLETE

RELEASE OF INFORMATION OPTIONS click to edit COMPLETE

CHARITY SELECTION AND ALLOCATION CURRENT

TYPE SEARCH TERMS (ORG CODE, CHARITY NAME, ETC) THEN ENTER

PERFORM SEARCH

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

AUSTIN PARTNERS IN EDUCATION (1 of 2) ORG CODE 471058 ADD TO PLEDGE

LEGAL NAME: Austin Partners in Education

25 WORD STATEMENT
Works in Austin ISD schools to improve student college and career readiness and expand STEM opportunities through community engagement.

PHONE
(512) 637-0900

WEBSITE
www.austinpartners.org

FEDERATION
LOCAL - CAPITAL AREA - Local Independent Charities of Texas - 47

undefinedundefined

EIN
n/a

AFR
18.81%

AUSTIN COMMUNITY COLLEGE FOUNDATION (2 of 2) ORG CODE 228065 ADD TO PLEDGE

LEGAL NAME: Austin Community College Foundation

ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE.

GO TO PREV STEP GO TO NEXT STEP

QUESTIONNAIRE PENDING

You can select the **undesigned option** for your gift to be divided among all the charities receiving pledges in your campaign region, per the percentage of what is eventually collected in pledge payments.

ADDITIONAL INFORMATION click to edit COMPLETE

RELEASE OF INFORMATION OPTIONS click to edit COMPLETE

CHARITY SELECTION AND ALLOCATION CURRENT

TYPE SEARCH TERMS (ORG CODE, CHARITY NAME, ETC) THEN ENTER

undesigned PERFORM SEARCH

FEDERATION LIST SEARCH MODE

ADD UNDESIGNED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

UNDESIGNED (1 of 1) ORG CODE: 999999 PLEDGE

LEGAL NAME: Undesignated

ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE.

GO TO PREV STEP GO TO NEXT STEP

QUESTIONNAIRE PENDING

As you select your charity(ies), they will disappear from the charity listing and appear on the bottom portion of this section.

If you change your mind, you can remove a charity(ies) from the list.

FAQ: The same rules for paper forms apply online - employees can select a maximum of three charity federations and up to nine charities within each federation (*unless you work for an institution of higher education that has different allowances.)

CHARITY SELECTION AND ALLOCATION CURRENT

YOU HAVE 3 CHARITIES ADDED TO YOUR PLEDGE FORM BELOW.
CLICK HERE TO SCROLL DOWN TO YOUR ADDED CHARITIES

TYPE SEARCH TERMS (ORG CODE, CHARITY NAME, ETC) THEN ENTER

47 **PERFORM SEARCH**

FEDERATION LIST SEARCH MODE

ADD UNDEMONSTRATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED **MORE SEARCH OPTIONS**

- CHRISTIAN COMMUNITY SERVICE CENTER** (1 of 133) ORG CODE: 473042 **ADD TO PLEDGE**
LEGAL NAME: Christian Community Service Center
- WRITERS IN THE SCHOOLS** (3 of 133) ORG CODE: 473062 **ADD TO PLEDGE**
LEGAL NAME: Writers in the Schools
- TEXAS CASA INC.** (4 of 133) ORG CODE: 470089 **ADD TO PLEDGE**
LEGAL NAME: Texas CASA Inc.
- CASA OF THE COASTAL BEND** (5 of 133) ORG CODE: 474105 **ADD TO PLEDGE**
LEGAL NAME: CASA of the Coastal Bend
- SUICIDE AND CRISIS CENTER OF NORTH TEXAS** (6 of 133) ORG CODE: 473365 **ADD TO PLEDGE**
LEGAL NAME: Suicide and Crisis Center of North Texas
- CANDLELIGHT RANCH FOUNDATION** (7 of 133) ORG CODE: 471068 **ADD TO PLEDGE**
LEGAL NAME: Candlelight Ranch Foundation

ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW

ALLOCATE \$300 TO THE 3 CHARITIES YOU HAVE ADDED
EVERY CHARITY NEEDS AN ANNUAL ALLOCATION AMOUNT.

REMOVE CHARITY	AUSTIN PARTNERS IN EDUCATION CHARITY CODE 471068	\$ <input type="text"/> .00
REMOVE CHARITY	AUSTIN COMMUNITY COLLEGE FOUNDATION CHARITY CODE 228085	\$ <input type="text"/> .00
REMOVE CHARITY	LOCAL INDEPENDENT CHARITIES OF TEXAS CHARITY CODE 470090	\$ <input type="text"/> .00

DISTRIBUTE ALLOCATION REMAINDER EVENLY **CLEAR ALL ALLOCATIONS**

SUM OF ALL ALLOCATIONS: \$0
TOTAL PLEDGE AMOUNT: \$300
REMAINING BALANCE: \$300

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

QUESTIONNAIRE PENDING

DIGITAL SIGNATURE AND COMMENTS PENDING

12. There are two ways to allocate your contribution to the charity(ies) that you selected:

- 1) Distribute your gift evenly or
- 2) Designate specific amounts in each field.

FAQ:

As you enter the amounts, there is a helpful **running total** at the bottom to show how much you have designated out of your total gift and how much remains.

The system will not allow you to proceed until the remaining balance is zero.

ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW

ALLOCATE \$300 TO THE 3 CHARITIES YOU HAVE ADDED
EVERY CHARITY NEEDS AN ANNUAL ALLOCATION AMOUNT.

REMOVE CHARITY	AUSTIN PARTNERS IN EDUCATION CHARITY CODE 471038	\$ <input type="text"/> .00
REMOVE CHARITY	AUSTIN COMMUNITY COLLEGE FOUNDATION CHARITY CODE 228065	\$ <input type="text"/> .00
REMOVE CHARITY	LOCAL INDEPENDENT CHARITIES OF TEXAS CHARITY CODE 470000	\$ <input type="text"/> .00

[DISTRIBUTE ALLOCATION REMAINDER EVENLY](#) [CLEAR ALL ALLOCATIONS](#)

SUM OF ALL ALLOCATIONS: \$0
TOTAL PLEDGE AMOUNT: \$300
REMAINING BALANCE: \$300

[GO TO PREV STEP](#) [GO TO NEXT STEP](#)

QUESTIONNAIRE PENDING

DIGITAL SIGNATURE AND COMMENTS PENDING

ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW

ALLOCATE \$300 TO THE 3 CHARITIES YOU HAVE ADDED
EVERY CHARITY NEEDS AN ANNUAL ALLOCATION AMOUNT.

REMOVE CHARITY	AUSTIN PARTNERS IN EDUCATION CHARITY CODE 471038	\$ <input type="text"/> .00
REMOVE CHARITY	AUSTIN COMMUNITY COLLEGE FOUNDATION CHARITY CODE 228065	\$ <input type="text"/> .00
REMOVE CHARITY	LOCAL INDEPENDENT CHARITIES OF TEXAS CHARITY CODE 470000	\$ <input type="text"/> .00

[DISTRIBUTE ALLOCATION REMAINDER EVENLY](#) [CLEAR ALL ALLOCATIONS](#)

SUM OF ALL ALLOCATIONS: \$0
TOTAL PLEDGE AMOUNT: \$300
REMAINING BALANCE: \$300

[GO TO PREV STEP](#) [GO TO NEXT STEP](#)

QUESTIONNAIRE PENDING

DIGITAL SIGNATURE AND COMMENTS PENDING

13. After you have selected your charity(ies) and how much each will receive, there is an **optional questionnaire**.

If you choose to participate, you will need to provide answers for each of the questions.

14. **Sign your digital signature**, share your thoughts about anything SECC-related, and then click on **Complete this Pledge**.

The screenshot shows a web interface for a questionnaire. At the top, there is a green header with the text "CHARITY SELECTION AND ALLOCATION" and a "click to edit COMPLETE" link. Below this is a blue header with "QUESTIONNAIRE" and "CURRENT". The main content area is titled "QUESTIONNAIRE" and contains several questions with radio button options:

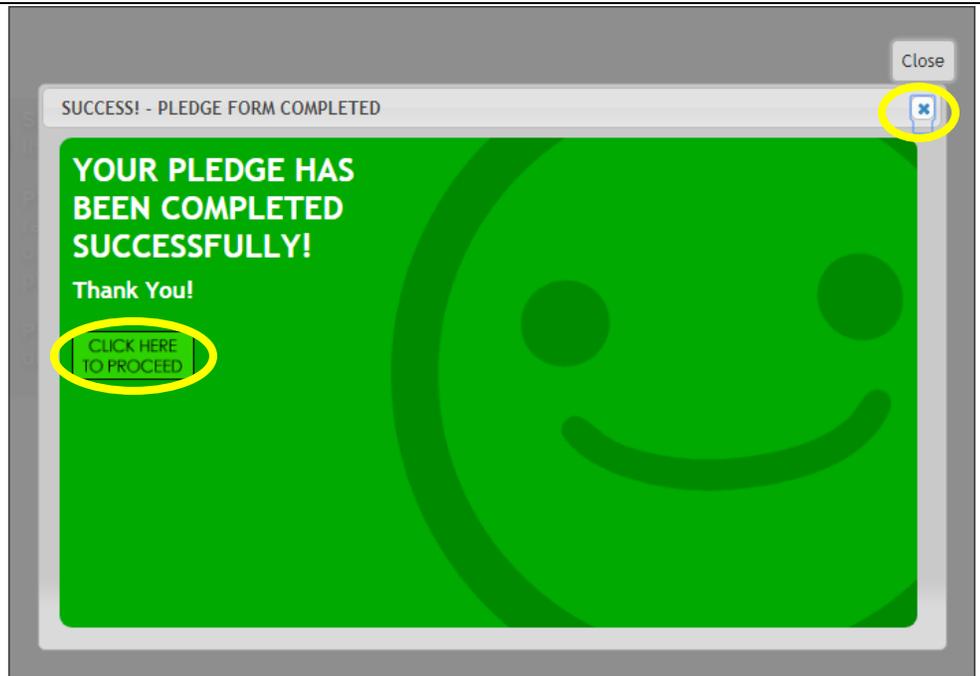
- YES, I'll answer a few questions to help make the campaign better. NO, not this time.
- I WISH TO REMAIN ANONYMOUS
 - Yes
 - No
- MY PLEDGING EXPERIENCE:
 - First pledge ever
 - First online pledge. I've used paper pledge cards before
 - Pledged online before but not with this system

The screenshot shows a web interface for a digital signature and comments page. At the top, there is a green header with "QUESTIONNAIRE" and "COMPLETE" and a "click to edit COMPLETE" link. Below this is a blue header with "DIGITAL SIGNATURE AND COMMENTS" and "CURRENT". The main content area is titled "DIGITAL SIGNATURE AND COMMENTS" and contains the following elements:

- Instructions: "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"
- Buttons: "CLEAR SIGNATURE" and "SHOW ME HOW TO SIGN THIS PLEDGE USING MY MOUSE"
- Signature area: A gray box containing a handwritten signature: "Use your mouse or touch-screen, Stylus or finger to sign this pledge! 😊". This area is circled in yellow.
- Comments area: A blue box containing the text "Thank you for saving costs by reducing paper!!". This area is also circled in yellow.
- Disclosures: "DISCLOSURES No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card."
- Buttons: "GO TO PREV STEP" and "COMPLETE THIS PLEDGE". The "COMPLETE THIS PLEDGE" button is circled in yellow.

15. When your pledge has been completed successfully, you will see a green smiley face window.

Click on the **X** to close the window or click on **Click Here to Proceed** for options on printing out a copy of your pledge.



16. The final page shows your pledge history.

FAQ: Clicking on one of your pledges will take you to a page where **you can print out or email a pledge summary** for your records.

***You can access your profile and pledge data year-round.**

CAPITAL AREA SECC
2000 East MLK Jr. Blvd. • Austin, TX 78702 • 512-382-8601 • www.seccexas.org/capital-area

MAIN MENU ▾ PLEDGING ▾ MY PLEDGES & PROFILE ▾

MY PLEDGES

1 PLEDGE NO. 120061
Sat Jul 22 2017
AMOUNT: \$300.00
PAYROLL CONTRIBUTION

1 Select a pledge from the list on the left.

Pledges are listed in reverse chronological order so the newest pledges are at the top.

Pledge details will be displayed in this area.

CAPITAL AREA SECC
2000 East MLK Jr. Blvd. • Austin, TX 78702 • 512-382-8601 • www.seccexas.org/capital-area

MAIN MENU ▾ PLEDGING ▾ MY PLEDGES & PROFILE ▾

MY PLEDGES

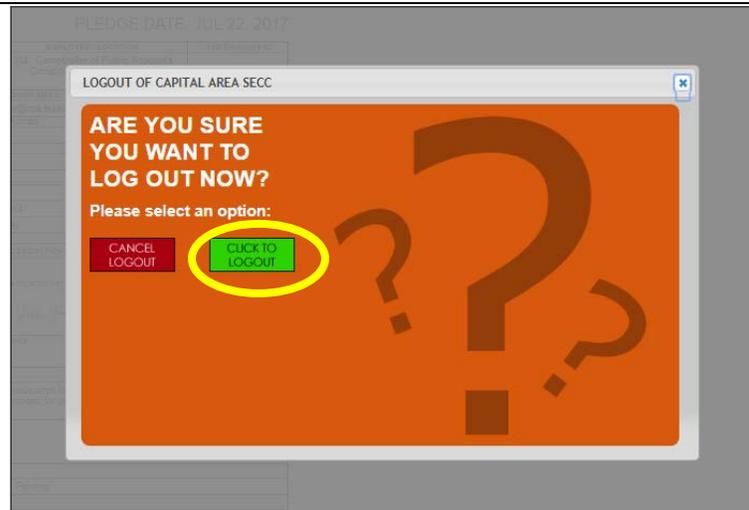
1 PLEDGE NO. 120061
Sat Jul 22 2017
AMOUNT: \$300.00
PAYROLL CONTRIBUTION

EMAIL THIS PLEDGE TO MYSELF ✉ PRINT THIS PLEDGE 🖨

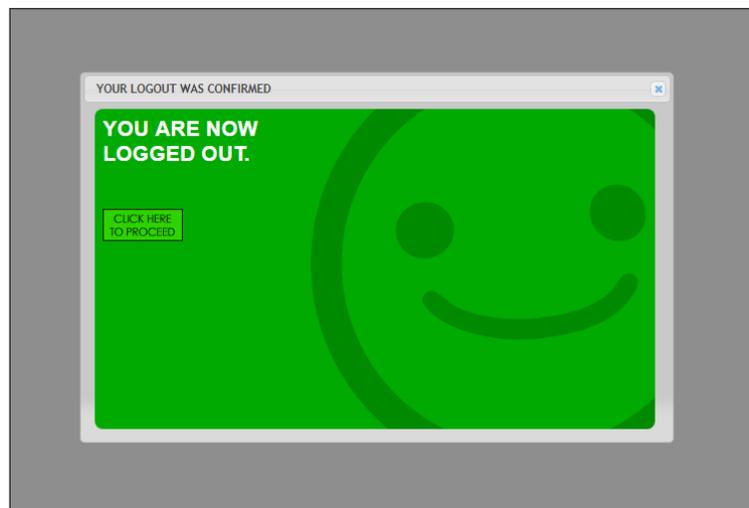
PLEDGE NUMBER: 120061 PLEDGE DATE: JUL 22, 2017

LAST NAME, FIRST NAME	EMPLOYER / LOCATION	SSN/Employee ID
Doe, Jane	304 - Comptroller of Public Accounts Comptroller of Public Accounts (Austin)	*****
DONOR EMAIL		
jane.doe@cpa.texas.gov		
WORK ADDRESS & ZIP CODE		
111 E. 17th Street Austin 78774		WORK PHONE NO. 512-123-4567
ALLOTMENT SOURCE	AMOUNT	INTERVAL
most state & some Higher Ed employees	\$25.00	x12 pay periods
		TOTAL GIFT \$300.00
ORGANIZATION ID	AMOUNT	
(471058) Austin Partners in Education (EIN:n/a)	\$100.00	
(228085) Austin Community College Foundation (EIN:n/a)	\$100.00	
(470000) Local Independent Charities of Texas (EIN:n/a)	\$100.00	
		TOTAL PLEDGE: \$300.00
RELEASE OF INFORMATION	PAYROLL DEDUCTION AUTHORIZATION	
I would like to receive acknowledgement for my gift.	I authorize my employer to withhold from my salary the amount as indicated.	
123 Pecan St. #123 Austin TX 78702 jdoe@gmail.com	 SIGNATURE _____ DATE JUL 22, 2017	
Release my donation amount to all the charities designated in my pledge.		
DISCLOSURES		
No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card. Please retain a copy of this receipt for tax purposes; for payroll deduction, you may additionally need to supply a year - end pay statement.		
PAYROLL STATUS		
Pending		
PLEDGE STATUS DEFINITIONS		
<p>Pending: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has not seen this pledge.</p> <p>Viewed: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has viewed this pledge but thus far has not done anything with your pledge.</p> <p>Processed: For Payroll Pledges - Payroll Coordinator/Administrator has sent this pledge to HR for payroll deduction processing. This does not mean your pledge has been processed by payroll, only that the payroll coordinator has sent your pledge to HR to begin the payroll deduction process.</p> <p>For Credit Cards and eChecks - This pledge has been electronically processed.</p> <p>For Checks/Cash - This pledge has been received, please make sure the checks/cash have been turned in with your pledge.</p>		

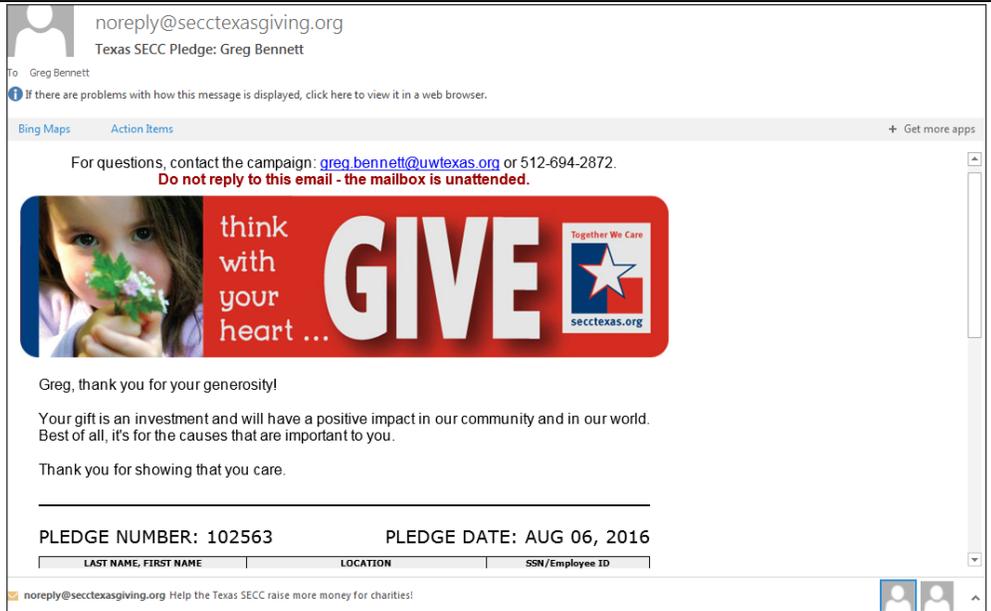
17. The following confirmation screen will appear. Log out by clicking on the **Click to Logout** button.



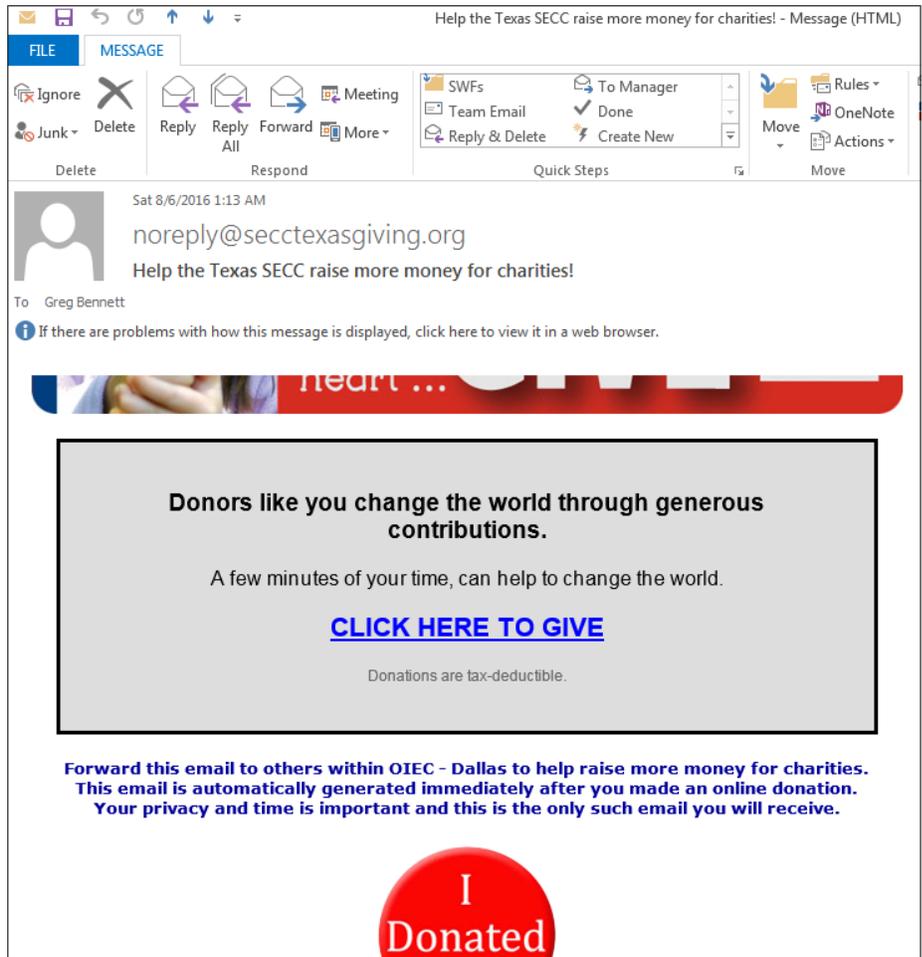
You will then see a **Logout was Successful** screen



18. You will receive a thank you message emailed to the address that you provided, thanking you for contributing, along with a summary of your gift.



You will also receive an email that you can forward to a co-worker, encouraging them to consider contributing.



That's it! You are done!

**It takes all of us giving
what we can to make a
difference in our state.**

**Thank you for your
contribution!**

