Together We Care



SECC ONLINE PLEDGING

secctexas.org

HOW TO GET STARTED...

Option I: Click your SECC Campaign area's online pledge link.

Ex: <u>https://www.secctexasgiving.org/v2/capitalarea/content/main</u>



Option 2: If you don't know your SECC campaign area or don't have your area's online pledge link, go to <u>www.secctexasgiving.org</u> and select your SECC campaign area from the list.

	PAIGN AREA LIST ORDERED ALPHABETI julide on any revelation to saled	CALLY BY NAME		
CAMPAGE INC.	ACCHE SS	an	Alore .	100
AMARILLO MECC	2207 Line Avenue	Anaths	YX.	2913
BRAZOS VALLEY MCC	1718 Brianned Drive	College Station	D.	7780
CARTAL AREA MOC	PO 6m 14842	Aata	10.	3875
COASTAL BEND SECC	1100 Leftspor Landing Circle	Lefigur	65	5400
DPW METHOPLEX BECC	1100 Lantager Lansing Circle	Latiniz	GA	-1400
EAST TEXAS BECC	1100 Lankaster Landing Chile	Lebour	CA.	1 6033
EL PLIO MCC	100 N. Stanton	CI Paras	TX.	2990
GALVESTON MEDC	2001 Market Street	Col-mon	tx.	1756
GREATER WEST TEXAS SECC	1915 Cast Martin Labor Horg Jr. Bod.	Antin	11.	7972
HOUSTON BECC	1100 Lettepar Landing Circle	Labour .	CA	1940
LAREDO MOCO	FO 8xx 1711	Lente	73.	2804
NORTH TEXAS BECC	1316 Tessivy Lave	Dese	TI.	7620
RO GRANDE VALLEY SECC	113 W. Precen Bluet	UkAlan	10.	366
SAN ANTONIO SECC	700 D. Alarter	East Actions	10	1700
SOUTH PLANS SECC	VALUE Many Darwest	Lutdork	75	7940
TEXAS PINE BELT MICC	1425 Garti Hazisian Rem	Photos like	18	17734
INCO MICE	PO. But Millio	A.min	TX	2875



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.

CLICK TO REGISTER

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 web site later in the campaign, click <u>login</u> and enter your username & password.



SELECTYOUR EMPLOYER

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 page*).

SELECT YOUR EMPLOYER BELOW	
SEARCH EMPLOYER BY KEYWORD, NAME, ADDRESS, ETC	
search by keyword	reset
227 - Seventh Court of Appeals	SHOW
304 - Comptroller of Public Accounts	HIDE
Comptroller of Public Accounts 304 Amarillo Audit Office - ID:4515 T120 I40 W, Bldg A, Ste 220, Amarillo TX 79106	
405 - Department of Public Safety	SHOW
529 - Health and Human Services Commission	SHOW
530 - Department Family & Protective Services	SHOW
537 - Texas Department of State Health Services	SHOW
	currer
COMPLETE YOUR REGISTRATION	ALL FIELDS ARE REQUIRED
	pendin

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 username & 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*).



EMAIL CONFIRMATION

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



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.

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



Your login is: JDoe123

Please log into the site with your username and password by clicking here.

DUPLICATE LAST YEAR'S PLEDGE

Clicking on REPLICATE PLEDGE will add the charities and designations from your last pledge. You will be able to change and review your pledge before entering and you can still add charities and increase your pledge if you wish.

The pledge will not be submitted until you click the ENTER PLEDGE button at the bottom of the pledge form. (there may be other form fields requiring attention prior to completing your pledge)



SELECT PAYMENT TYPE AND AMOUNT

Click 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.

When you are done, click on GO TO NEXT STEP.

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



SELECT PAYMENT TYPE AND AMOUNT CONT.

Or...

To make a one-time credit/debit contribution, click on "Credit / Debit Card", fill-out the information and select your pledge amount.

When you are done, click on GO TO NEXT STEP.

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

EDIT MY PROFILE	3000 E Villa Maria Bryan, 1X 77803
SELECT A PLEDGE TYPE	CURRE
PLEDGE TYPE Payroll Contribution	
redit / Debit Card (one time)	
TYPE	CARD NUMBER
O point Mastercard	
UISA Visa	(no spaces or dashes)
O mega Discover Card	
	Would you like to cover the credit card fees for the SECC If so, please add 3% of your total contribution to the
	amount. Thank you!
MONTH V / YEAR V	
CARDHOLDER FIRST NAME	CARDHOLDER LAST NAME
(as appears on card)	(as appears on card)
CARDHOLDER ADDRESS I	
(street address only tied to card)	(apt. or unit #, etc.)
CARDHOLDER CITY	
	Select a State 🗸
CARDHOLDER ZIP	CARDHOLDER PHONE NUMBER
	tu mat (xxx-xxxx-xxxx) USE HYPHE*.s
TOTAL PLEDGE AMOUNT	
s 18 o	
Whole numbers only, decimal points are not allowed.	
The minimum total pledge amount is \$18.00	
	GO TO NEXT STEP
ADDITIONAL INFORMATION	PEND

ADDITIONAL INFORMATION

Please enter your work phone number, then click on GO TO NEXT STEP.

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

RELEASE OF INFORMATION OPTIONS

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

- A physical address
- An email address
- Opt to release your pledge amount to the charity(ies) that you select

Or...click NO if you prefer not to be acknowledged for your contribution.

When you are ready, click on GO TO NEXT STEP.

lect if you wish to receive acknowledgement from your charities and public recognition for your gift. IF YOU DO NOT SELECT THIS OPTION IF NAME AND DONATION WILL BE CONFIDENTIAL. If and the information I provide to charities. Not 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:	DDITIONAL INFORMATION	click b COMP
In the NAME AND DONATION WILL BE CONFIDENTIAL LEAKE VEROMENTO TO CHARINES VEROMENTO THE OUTLAKED BOXES BELOW.	ELEASE OF INFORMATION OPTIONS	CURI
YES prelease information provide to charities. NO - do not want to release any information to charities. Tatthorize the camping to release my name and the corresponding information entered below to my designated charities: YOU WUST COMPLETE AT LEAST ONE OF THE OUTLINED BOXES BELOW. ADDRESS T 123 Main St. do not include unit/apt# here ADDRESS T Suite #, apt #, unit #, etc CITY Austin STATE TX (Texas) ▼ 21P 78701 COML Suite = network of the company of the company of the name of the anter of the arthree of the	IN TRIVING AND DONATION WILL BE CONFIDENTIAL.	your gift. IF YOU DO NOT SELECT THIS OPTION
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	 I do not want to make a tribute pledge. In Honor Of In Memory Of 	
SO TO PREV STEP		
	GO TO PREV STEP	GO TO NEXT STEE

GIFTS "IN MEMORY OF" OR "IN HONOR OF"

Employees can select "In Memory of" or "In Honor of" and enter a name which is recorded by the system with the pledge.

There is a **SEND TRIBUTE CARD** option which allows the employee to have a personalized card sent to someone.

Note: Printed cards will not be mailed this year, so email address of recipient is mandatory if you would like a card to be sent to someone.

When you are ready, click on GO TO NEXT STEP.

	e to include who made the gift (you may remain anonymous if you prefer), who the gift is in honor or memory of, and the name of the receiving the gift.
	o not want to make a tribute pledge.
	Honor Of Memory Of
	Memory Of
ULL NAM	ME
	John Doe
	IBUTE CARD
5	
lease	send a tribute card to:
ADDB	HESSI
	1234 Main Street
do n	not include unit/apt# here
	RESS II
	Suite #111
suite	e #, apt #, unit #, etc
CITY	
	Denton
STAD	
_	X (Texas)
210	
	75065
EMAI	
	johndoe1234@gmail.com
lowe	er cas, fellers only
RIBUTE	COMMENTS / NOTES
	Thank you for being all that you do for others!
	<i>h</i>
80 10	O PREV STEP GO TO NEXT STEP

SELECTING YOUR CHARITY(IES)

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

Click on SEARCH MODE to search among all SECC charities by:

- Keywords in the charity's name or description
- Area of Texas that the charity serves
- Charity name
- Charity code number
- <u>Any federations</u> that the charity may be part of

*Search examples can be found on the following slides.

Searching by keyword(s)...



Searching by area of Texas the charity serves...

	ΑΠΟΝ	click to COMPI
	IATION OPTIONS	click te COMPI
ARITY SELECTION	AND ALLOCATION	CUR
	EXPAND SECTIONS BY CLICKING ON THE C SYMBOL CHARITIES LISTED BY FEDERATION	
	FEDERATION LIST SEARCH MODE	
	NO SEARCH FILTERS ALL RESULTS DISPLICED MORE SEARCH OPTIONS	
(there are 30 charities within the	UNITED WAY OF AMARILLO & CANYON - 21	
LOCAL - BRAZOS VA (there are 1 charities within thi	LLEY - LOCAL INDEPENDENT CHARITIES OF TEXAS - 47	
LOCAL - BRAZOS VA (there are 15 charities within th	LLEY - LOCAL UNAFFILIATED CHARITIES - 25 is federation)	
LOCAL - BRAZOS VA (there are 15 charities within th	LLEY - UNITED WAY OF THE BRAZOS VALLEY 25 iis federation)	
ADD	HANNESS SUIS WE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR	HERE.

Searching by charity name...

austin community college	
FEDERALDEL SEARCH MODE	
NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS	
TION (1 of 1)	ORG CODE 228065

Searching by charity code number...

MENU - PLEDGING - MY PLEDGES	& PROFILE 🔻		GREG BENNETT
	TYPE SEARCH TERMS (ORG CODE,CHARITY NAME	ETC) THEN ENTER	
		EARCH MODE	
	VIEW INFORMATION ON CHARITY DESIG	MORE SEARCH OPTIONS	
BOY SCOUTS OF AMERICA, CAPI LEGAL NAME: Boy Scouts of America, Capitol Area C	TOL AREA COUNCIL (1 of 125) uuncil		ORG CODE 471064
MEALS ON WHEELS OF JOHNSO LEGAL NAME: Meals on Wheels of Johnson and Ellis	N AND ELLIS COUNTIES (2 of 125) Counties		ORG CODE 473329
CHRISTIAN COMMUNITY SERVICI LEGAL NAME: Christian Community Service Center	CENTER (3 of 125)		ORG CODE 473042
SHARED HOUSING CENTER (4 of LEGAL NAME: Shared Housing Center	125)		ORG CODE 473355
• TARRANT AREA FOOD BANK (5 (LEGAL NAME: Tarrant Area Food Bank	f 125)		org code <mark>47</mark> 0035
			470000

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



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

AIN MENU 🔻	PLEDGING 👻	MY PLEDGES & PROFILE 🔻	OREO BENNETT	
	PT-A-BEACH are 1 charities within t	this federation)		m
-	RICA'S CHARIT are 26 charities within			
	STANCE TO DO are 1 charities within t	OMESTIC VICTIMS OF HUMAN TRAFFICKING		
(1)	MUNITY HEALT	this federation)		
CHAR	ITIE. WITHIN THIS F	FEDERATION		
	ALS AME: ALS ASS	TION, TEXAS (1 of 89) sociation, Texas	ORG CODE 055006	
	25 W RD STATEMENT Corking to treat fuller lives.	r and cure ALS through research and advocacy while providing care and support to help ALS patients	and their families live	e
	PHONE (877) 714-0088			
	WEBSITE www.alstexas.org			
	FEDERATION COMMUNITY H	EALTH CHARITIES		
	CAMPAIGN AREA SAN ANTONIO			
	ein n/a			
	AFR 15.54%			
		TION, TEXAS CHAPTER (2 of 89) occiation. Texas Chapter	ORG CODE 053001	
		TION, TEXAS CHAPTER, CARROLLTON (3 of 89) ocidation, Texas Chapter, Carrollton	ORG CODE 050099	
		TION, TEXAS CHAPTER, THE (4 or 69) sociation. Texas Chapter, The	ORG CODE 053072	
		ASSOCIATION, CAPITAL OF TEXAS CHAPTER (5 of 89) er's Association, Capital of Texas Chapter	ORG CODE 051004	
		ASSOCIATION, HOUSTON & SOUTHEAST TEXAS CHAPTER, HOUSTON (6 of 89) et's Association, Houston & Southeast Texas Chapter, Houston	ORG CODE 050002	

You can also select the undesignated 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.

RELEASE OF INFORMATIC			click to edi COMPLETI
CHARITY SELECTION AND			CURREN
_	TYPE SEARCH TERMS (ORG CODE, CHARITY NAM	PERFORM	
	undesignated	SEARCH	
	FEDERATION LIST	SEARCH MODE	
	NO SEARCH FILTER'S ALL RESULT'S DISPLAYED	MORE SEARCH OPTIONS	
UNDESIGNATED LEGAL NAME: Undesignated (1 of 1)			ORG CODE ADD TO 9999999 PLEDGE
ADD CHARIT	IES BY USING THE SEARCH TOOL ABOVE. ADD	ED CHARITIES WILL APPEAR HER	E.
GO TO PREV STEP			GO TO NEXT STEP

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 the charity(ies) from your list.

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



ALLOCATE YOUR CONTRIBUTION

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

- I) 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.



OPTIONAL QUESTIONNAIRE

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.

CHARITY SELECTION AND ALLOCATION	click to COMPL
UESTIONNAIRE	CURR
JESTIONNAIRE	
\odot YES, I'll answer a few questions to help make the campaign better. \odot NO, not this time.	
WISH TO REMAIN ANONYMOUS	
○ Yes	
○ No	
MY PLEDGING EXPERIENCE:	
○ First pledge ever	
○ First online pledge. I've used paper pledge cards before	
O Pledged online before but not with this system	
○ I've used this system in previous years	
○ I'd rather not say	
I AM PLEDGING BECAUSE:	
○ Know about the campaign and have pledged before	
○ Saw campaign literature, posters, booklets	
○ Watched a campaign coordinator presentation or attended a kickoff event	
◯ Heard about the campaign from a co-worker	
○ Received an email about the campaign	
○ I'd rather not say	
PRIMARY REASON FOR SELECTING MY CHARITIES:	
○ I have family or friends that are directly helped	
○ The charity has a good reputation	
○ I support the charity's cause	
○ To benefit my local community	
O The charity has low overhead costs	

DIGITAL SIGNATURE

Sign your digital signature, share your thoughts about anything SECC-related, and then click on COMPLETE THIS PLEDGE.

	COMPLETE
QUESTIONNAIRE	click to edit COMPLETE
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 BIGNATURE SHOW ME HOW TO SIGN THIS PLEDGE USING MY MOUSE	
Use your mouse or touch-screen Stylus or Finger to sign this pledge!	
Thank you for saving costs by reducing paper!	
DISCLOSURES No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.	
GO TO PREV STEP COMPLE	TE THIS PLEDGE

COMPLETING YOUR PLEDGE FORM

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 a copy of your pledge.



PLEDGE HISTORY

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.

LOGGING OUT

The following confirmation screen will appear. Log out by clicking on the CLICK TO LOGOUT button.



You will then see a Logout Was Successfully Confirmed screen.



EMAIL CONFIRMATIONS

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



Greg, thank you for your generosi y!

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: 142892

PLEDGE DATE: AUG 21, 2018

LAST NAME, FIRST NAME	EMPLOYER / LOCATION	SSN/Employee ID
Bennett, Greg	211 - Court of Criminal Appeals Court of Criminal Appeals (Austin)	
DONOR EMAIL		

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!

