



Pledging online is easy, safe and secure!

First Step: Register

Go to the site: www.givingnexus.org/_nyssefa/

At the Home page Click “New Donors Register Here” or “Existing Donors Login Here”

If you registered previously you can log in and pledge or select “recover my username/password” to reset it.

Select your agency from the list. Use the key word search to narrow the list. Once you find your agency click “click to expand” to find your facility or department.

MAKE A PLEDGE

First time visitors to this site, please [register](#). Returning donors, please [login](#).

NEW DONORS REGISTER HERE **EXISTING DONORS LOGIN HERE**



Select your State agency and location that corresponds to the code on your paystub. (1)

Thomas P. DiNapoli State Comptroller		JOHN Q PUBLIC		Total Gross		Fed Taxable Gross	
				Current	486.30	486.30	486.30
				YTD	3,404.10	3,404.10	3,404.10
Check #	33023362	Pay Start Date	04/19/2012	Negotiating Unit	AJ	Net Pay 413.91	
Check Date	05/03/2012	Pay End Date	05/02/2012	Retirement System			
Department ID	70140	NYS EMPLOY ID	N01234567	Pay Rate	3,890.40		
EARNINGS		Current		YTD			
	Hrs/Days	Earnings	Hrs/Days	Earnings			
Regular Pay Salary Employee		486.30		3404.10			
		TAX DATA		Federal	State	NYC	Yonkers
		Marital Status		5	5	5	
		Allowances		1	0	0	
		Addtl. Amt					
		TAXES		Current	YTD		
		Fed Withholding		25.75	333.65		
		Medicare		7.05	49.36		
		Social Security		20.42	142.97		
		NY Withholding		8.72	122.13		
		NYC Withholding		5.59	75.94		
BEFORE TAX DEDUCTIONS		Current	YTD	AFTER TAX DEDUCTIONS		Current	YTD
				PSC Dues		4.86	34.04

Complete the registration

Enter your first and last name as it appears on your paystub.

Enter your email address and create a user name and password.

You will receive a confirmation email once you click “click here to complete your registration”.

Next Step: Make your pledge

SELECT A PLEDGE TYPE CURRENT

PLEDGE TYPE

Payroll Contribution

PLEASE SELECT A PAYROLL PERIOD

One Pay Period (x1 Pay Period)

Thirteen Pay Periods (x13 pay periods)

Bi-Weekly Payroll (x26 pay periods)

AMOUNT PER PAY PERIOD

\$.00 Whole numbers only, decimals are not allowed. Example: 5, 19, 29, 39, 99 etc.

TOTAL ANNUAL GIFT

\$0

(amount equals the amount per pay period x pay period. In the next step this amount will be allocated among the charities you select.)
The minimum total pledge amount is \$26.00

[GO TO NEXT STEP](#)

Enter your Employee ID #. For employees paid by OSC, enter your NYS EMPLID from your paystub (see #2 on reverse side)

Employee ID Number

Refer to your paystub for your NYS EMPLID. It contains 1 character and 8 numbers like N12345678 Required for Payroll Deduction.

WORK PHONE

format: 123-456-7890 ext 1234

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

Final Step: Select Charities and Allocate your pledge

Click on the plus sign next to the charity and the selection will expand. You can visit the charities’ websites to learn more about them or you can click “Add”. Keep choosing your charities until you are ready to allocate your gift. Scroll down once you have selected your charities and enter a dollar amount next to the charities you chose.

PERFECT, YOU ARE DONE!

REMOVE CHARITY	GUIDE DOGS FOR THE BLIND, INC. CHARITY CODE 999-00870	\$ <input type="text" value="400"/> .00
REMOVE CHARITY	UNDESIGNATED CHARITY CODE 99999	\$ <input type="text" value="50"/> .00
REMOVE CHARITY	AMERICAN RED CROSS, FINGER LAKES CHARITY CODE 66-00405	\$ <input type="text" value="226"/> .00

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

SUM OF ALL ALLOCATIONS: \$876
TOTAL PLEDGE AMOUNT: \$876
REMAINING BALANCE: \$0

When you are finished, click “Enter Pledge”. You will receive an email acknowledgement of your pledge.

Thank you for participating in the SEFA Campaign!