

NYSEFA - ePledge Instructions

1. **Navigate to** <https://www.sefanys.org/>, click the donate button located on the right-hand side of the menu bar.



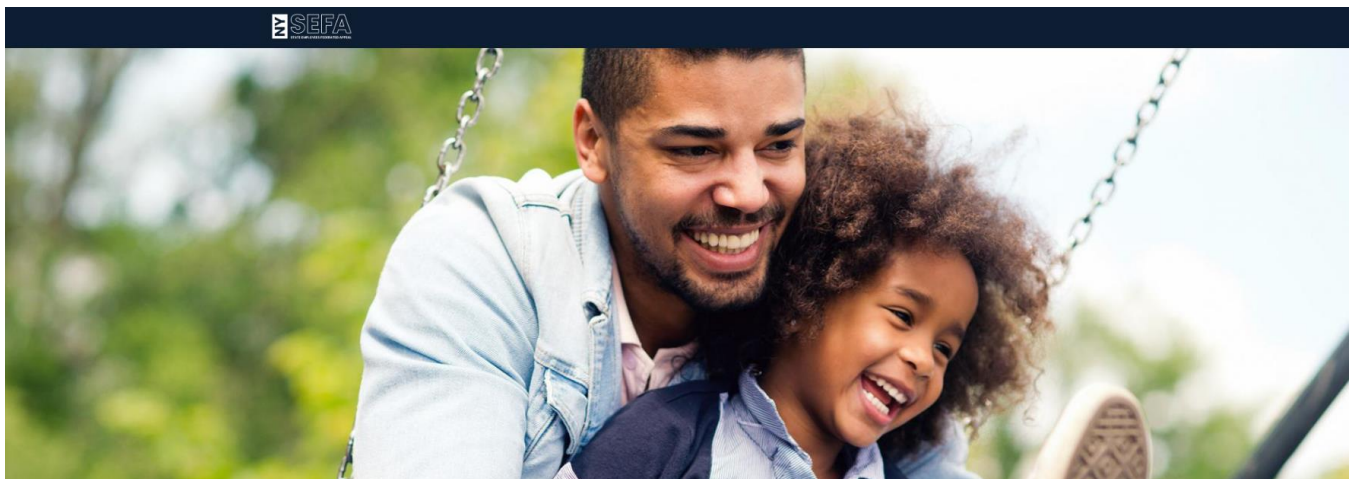
ABOUT CHARITIES & FEDERATIONS MANAGERS & VOLUNTEERS PLEDGE CONNECT WITH US

VOLUNTEER

DONATE



2. **Land here:**



REGISTER FOR THE SEFA CAMPAIGN

For step-by-step ePledge instructions, please [click here](#).

To begin, please enter your eMail address, then click continue.

* Individual Work Email

Items marked with an asterisk (*) are required

CONTINUE

CLEAR FORM



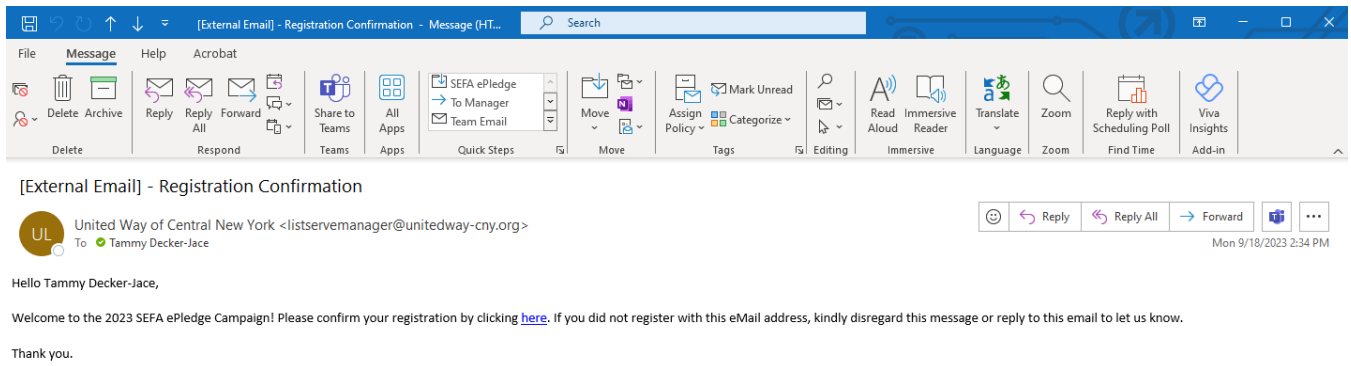
3. **Enter your work email address.**

- a. Click continue.
- b. The page will then display the following message:
 - i. You have been emailed a confirmation of identity.
Please click on the link provided to confirm your identity and complete the pledge process.

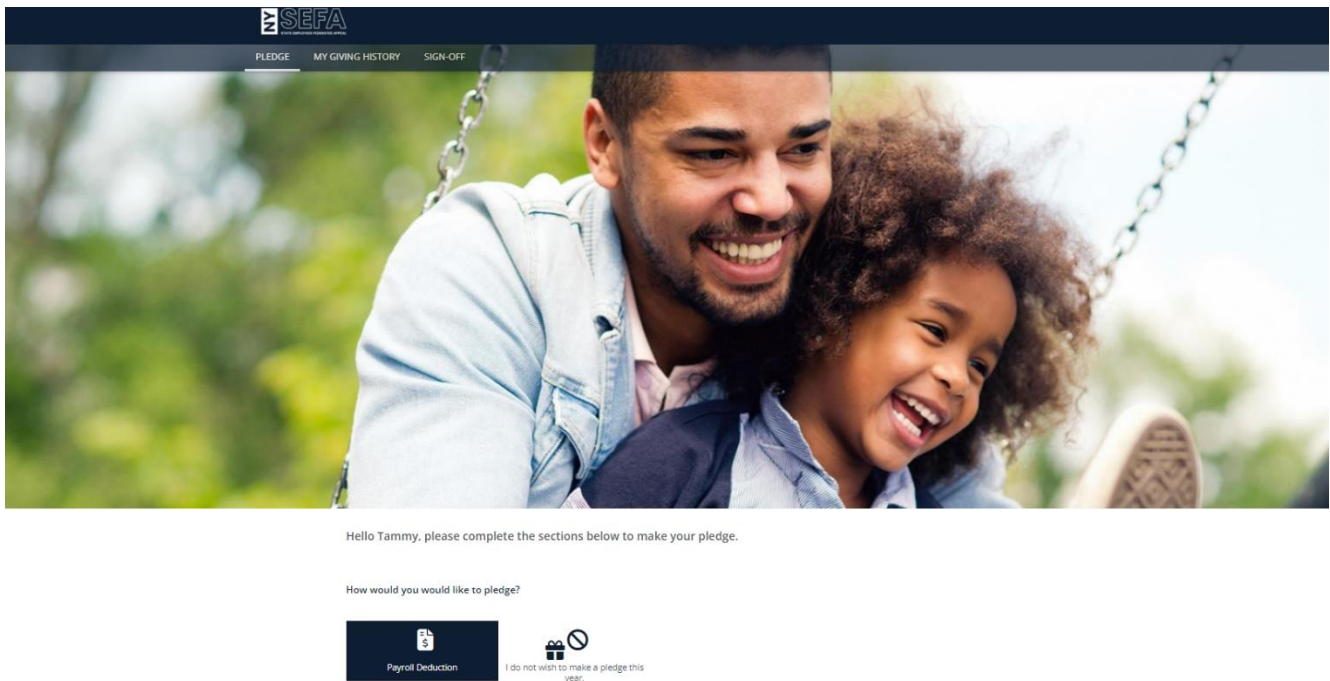


c. Check your email (if you don't see it in your inbox, go to your spam folder)

i. Confirm your identity by clicking "here" in your email.



ii. You will then be directed to the pledge page where you will complete your pledge.



4. Pledge Entry:

a. Select how you would like to pledge. Payroll deduction or I do not wish to pledge this year.

i. Payroll deduction - choose this if you are pledging for the first time or updating your current giving.

NY SEFA c/o United Way of Central New York 980 James Street Syracuse, New York 13203
Phone: 315. 428. 2211 Fax: 315. 428. 2227 www.sefanys.org



- ii. *I do not wish to pledge this year* - choose this if you wish to cancel your current contribution. You do not wish for their previous year's gift to continue according to SEFA Continuous Giving.
- b. Deduction Start Date: this is the date that deductions for this pledge will start being taken from your paycheck.
- c. Deductions Per Pay Period: Enter the amount you wish to have deducted from each paycheck.
- d. Number of Payroll Deductions: Choose the number of paychecks you wish to deductions made from.
- e. Total Annual Pledge: This will automatically be calculated for you based on the deductions per pay period and the number of payroll deductions.

Deduction Start Date:	<input type="text" value="Jan 01, 2024"/>
Deductions Per Pay Period:	<input type="text" value="\$0.00"/>
Number of Payroll Deductions:	<input type="text" value="26"/>
Total Annual Pledge:	<input type="text" value="\$0.00"/>

5. Designations

► Designations

Please enter the amounts for the designations of your choice.

Total Annual Pledge:	\$0.00
Total Designated	\$0.00
Total Undesignated	\$0.00

Agencies

Search by keyword or book number. Example: National Kidney Foundation, type Kidney and click search or enter 999-02223 and click search.

<input type="text"/>	<input type="button" value="SEARCH"/>
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- a. You must designate your total gift. To do so:
 - i. Search for your Designated Agency in the Agencies search bar. Search by keyword or book number. Example: National Kidney Foundation, type Kidney and click search or enter 999-02223 and click search.
 - ii. Click on the +
 - iii. Enter the amount of your designation. *Minimum of \$26 per designation.
 - iv. Repeat process for each designation.

Agencies

Search by keyword or book number. Example: National Kidney Foundation, type Kidney and click search or enter 999-02223 and click search.

Result: (- of)

Name	Book #	
American Association of Kidney Patients, Inc.	999-01004	+
American Kidney Fund	999-00041	+
Kidney Cancer Association	999-00250	+
National Kidney Foundation Serving Greater New York	999-01229	+
National Kidney Foundation of Upstate and Western New York	999-01277	+

Result: (- of)

6. Please Enter or Verify your Personal Information.

- i. If your information pre-populates, you provided your address in a previous year's campaign in-order-to receive an acknowledgement from the agencies you chose to designate to. Please verify/update or remove your information based on your current choice for acknowledgement.
- ii. If your information is not pre-populated and you would like an acknowledgement from the agencies you designated to, please enter your information.



7. FCC Code-Dept

- a. Locate your FCC Code

LIST OF SEFA CAMPAIGN AREAS

SEFA Capital Region FCC # 850

Albany County
Delaware County
Fulton County
Greene County
Montgomery County
Otsego County
Rensselaer County
Saratoga County
Schenectady County
Schoharie County
Warren County
Washington County

SEFA Long Island/ New York City - FCC # 851

Bronx County
Kings County
Nassau County
New York County
Queens County
Richmond County
Suffolk County

SEFA Broome/Chenango/ Tioga - FCC # 856

Broome County
Chenango County
Tioga County

SEFA Niagara Frontier FCC # 857

Allegany County
Cattaraugus County
Erie County
Niagara County

SEFA Cortland FCC # 860

Cortland County

SEFA Hudson Valley FCC # 861

Dutchess County
Orange County
Putnam County
Sullivan County
Ulster County
Westchester County

SEFA Northern New York FCC # 864

Jefferson County
Lewis County
St. Lawrence County

SEFA Greater Rochester FCC # 866

Genesee County
Livingston County
Monroe County
Ontario County
Orleans County
Steuben County
Wayne County
Wyoming County
Yates County

SEFA Schuyler/Tompkins FCC # 876

Schuyler County
Tompkins County

SEFA Adirondacks FCC # 881

Clinton County
Essex County
Franklin County
Hamilton County

SEFA Rockland FCC # 884

Rockland County

SEFA Chautauqua FCC # 885

Chautauqua County

SEFA Central New York FCC # 887

Cayuga County
Herkimer County
Madison County
Oneida County
Onondaga County
Oswego County
Seneca County

- b. Locate your department (#1 in the following image).

Thomas P. DiNapoli State Comptroller		JOHN Q. PUBLIC	
Check #	35023362	Pay Start Date	04/19/2012
Check Date	05/03/2012	Pay End Date	05/02/2012
Department ID	70140	NYS EMPLID	NO1234567
On NYS Payroll Online, these numbers are in the top left corner.			
EARNINGS		Current	YTD
		Hrs/Days	Earnings
Regular Pay Salary Employee		486.30	3403.10
	1		2

- c. Click the drop-down menu. Scroll to your FCC Code, keep scrolling to find your Department ID which will be followed by an abbreviation of your Department Name.

- d. Click and highlight your FCC Code-Dept. If you changed your department since you last pledged, please check the box next to the statement that reads “The entered value does not match our employee record, would you like us to update your record?”

8. Acknowledgement letter from my designated agency(s)

- a. If you would like to receive an acknowledgement letter from your chosen designated agency(s), please check the box next to the statement that reads “I would like to receive an acknowledgement letter from my designated agency(s).”
- b. If you have not entered your personal information in step 6 above, you will have to do so to receive your letter(s).

9. NYS Employee ID

- a. Locate your NYS Employee ID (#2 in the following image):

Thomas P. DiNapoli State Comptroller		JOHN Q. PUBLIC	
Check #	35023362	Pay Start Date	04/19/2012
Check Date	05/03/2012	Pay End Date	05/02/2012
Department ID	70140	NYS EMPLID	N01234567
On NYS Payroll Online, these numbers are in the top left corner.			
EARNINGS		Current	YTD
		Hrs/Days	Earnings
Regular Pay Salary Employee			
		1	2
		486.30	3403.10

- b. You must enter the full NO number not just the digits. Example: N01234567, not 1234567.

10. Confirm your gift.