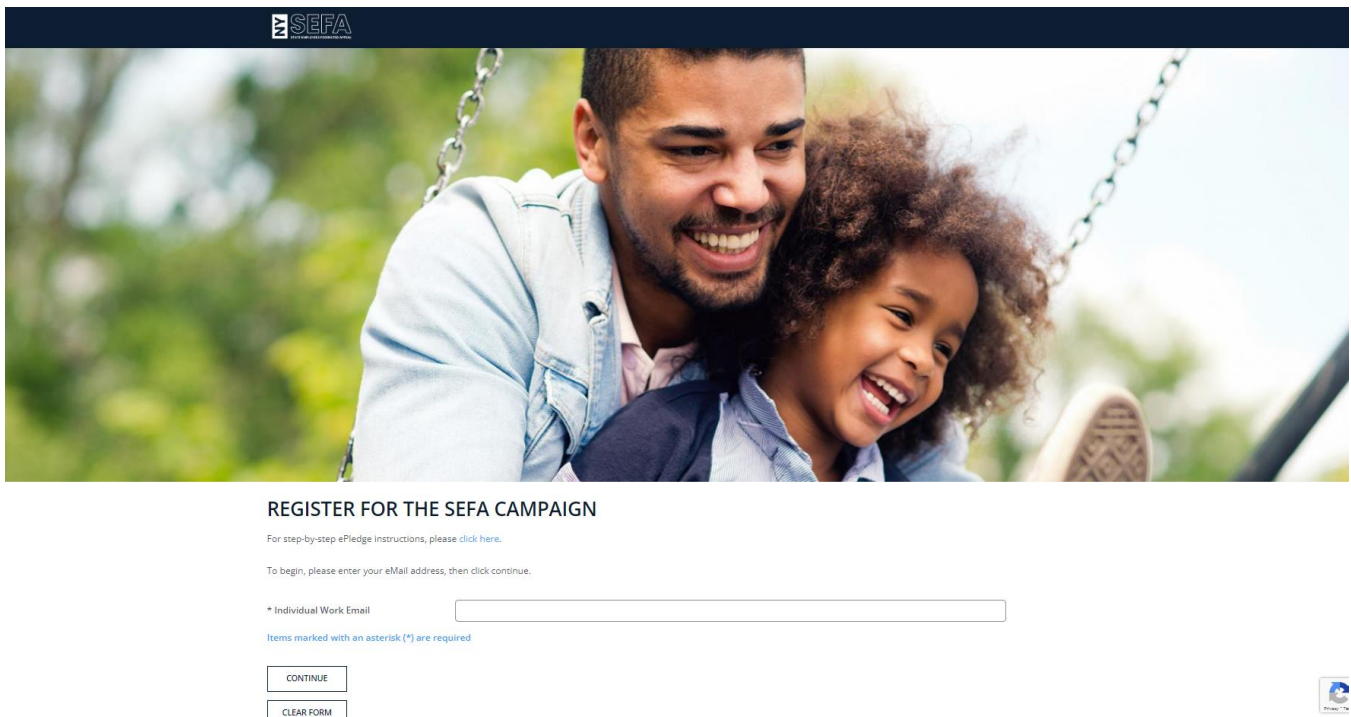


NYSEFA - ePledge Instructions

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



2. **Land here:**



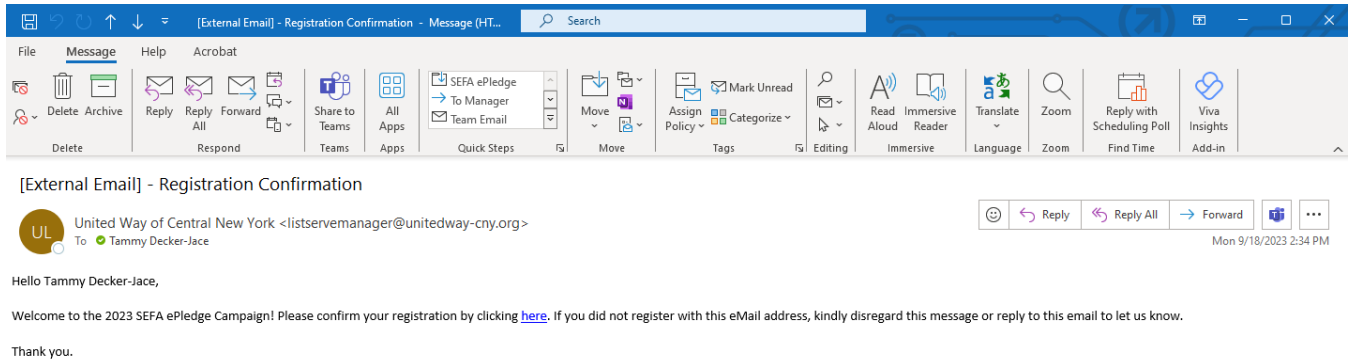
The screenshot shows the registration page for the SEFA campaign. At the top left is the NYSEFA logo. Below it is a large photograph of a smiling man and a young girl on a swing. The main heading is 'REGISTER FOR THE SEFA CAMPAIGN'. Below the heading are two lines of instructional text: 'For step-by-step ePledge instructions, please click here.' and 'To begin, please enter your eMail address, then click continue.' There is a text input field for the email address, with an asterisk and the text '* Individual Work Email' to its left. Below the input field is a note: 'Items marked with an asterisk (*) are required'. At the bottom of the form are two buttons: 'CONTINUE' and 'CLEAR FORM'. A small globe icon is visible in the bottom right corner of the page.

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.

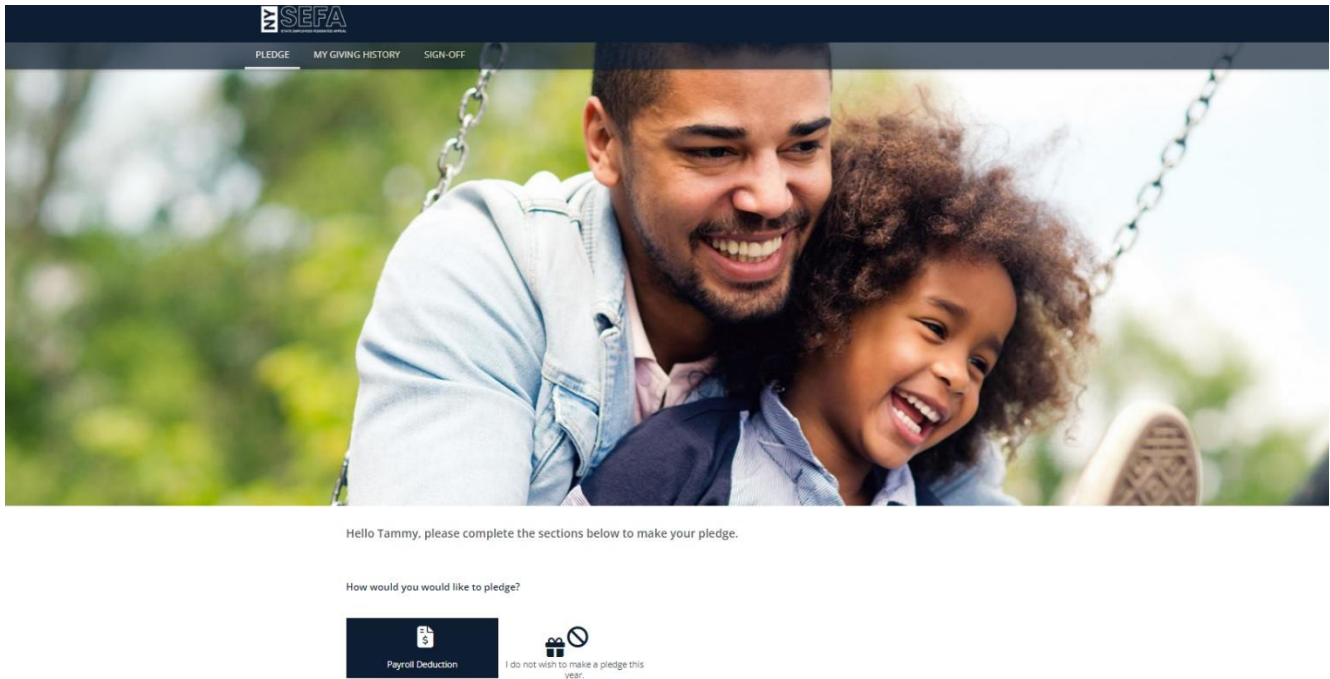
c. Check your email (if you don't see it in your inbox, go to your spam folder)

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.

1. If you did not make a pledge in campaign year 2022, the screen will look like this.



2. If you did make a pledge in campaign year 2022, the screen will look like this.

GIVE NOW

Thank you for choosing to make a difference by donating to NY SEFA. Your current annual gift is \$52.00.

Press 'Make a Change' or 'Update' to make changes to your existing donation.

When using the **Make a Change** button, you'll be taken to a screen that lists more than one transaction in the Recent Transactions section. You can disregard all but the one that is your current gift - the one with the "Update" pencil and paper icon. Click that to make changes or discontinue that gift.

MAKE A CHANGE

EXIT

4. Pledge Entry:

- a. Based on the image below #1 in section 3.
 1. Select how you would like to pledge. Payroll deduction or I do not wish to pledge this year.
 - a. Payroll deduction - choose this if you are pledging for the first time or updating your current giving.
 - b. 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. Based on the image below #2 in section 3.
 1. Select Make a Change if you want to modify the amount or designated agencies of our 2023 campaign pledge that has been rolled over from your 2022 campaign pledge. The following screen will appear.

ACCOUNT HISTORY

Below is a brief summary of your giving history. Click the information symbol next to a particular pledge or transaction to view details.

▼ Quick Summary

Year	Pledge	Payment	Leadership Level	Combined Gift	Combined Level	
2023	\$468.00	\$0.00	None	\$468.00	None	
2022	\$364.00	\$0.00	None	\$364.00	None	

▼ Recent Transactions

Year	Date	Pledge Type	Pledge	Payment	e-Payment Verification	
2023	11/14/2023	Payroll Deduction	\$52.00	\$0.00		
2023	11/06/2023	Payroll Deduction	\$416.00	\$0.00		
2022	11/07/2022	Payroll Deduction	\$364.00	\$0.00		



- a. Under Recent Transactions – all the way to the right there are three icons. A sheet of paper, an envelope, and a pencil. The sheet of paper will show you the details of your rolled over pledge. The pencil will allow you to make changes to your rolled over pledge. The next two images depict what you will see if you choose either the paper or the pencil.

TRANSACTION DETAILS

Campaign Year	2023
Campaign Name	SEFA NYS
Transaction Type	Employee Payroll
Transaction Status	110 - Entered
Transaction Number	3043029
Envelope Number	68330
Employer:	SEFA NYS Maintenance Acct
Transaction Date	11/14/2023
Pledge Type:	Payroll Deduction
Pledge Amount:	\$52.00
Deduction Start Date	01/01/2024
Number of Deductions	26

DESIGNATION DETAILS

Agencies Name	Amounts or Percentage
United Way of Central New York	\$52.00
Total Designated	\$52.00
Total Undesignated	\$0.00
Total Pledge	\$52.00

BACK

Hello Tammy, please complete the sections below to make your pledge.

How would you like to pledge?



Deduction Start Date:

Deductions Per Pay Period:

Number of Payroll Deductions:

Total Annual Pledge:

Designations

Please enter the amounts for the designations of your choice.

Total Annual Pledge:	\$52.00
Total Designated	\$52.00
Total Undesignated	\$0.00

- c. Deduction Start Date: this is the date that deductions for this pledge will start being taken from your paycheck.
- d. Deductions Per Pay Period: Enter the amount you wish to have deducted from each paycheck.
- e. Number of Payroll Deductions: Choose the number of paychecks you wish to deductions made from.
- f. 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:

Deductions Per Pay Period:

Number of Payroll Deductions:

Total Annual Pledge:



5. Designations

- 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	Hrs/Days Earnings
Regular Pay Salary Employee		486.30	3403.10

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	NO1234567	
<small>On NYS Payroll Online, these numbers are in the top left corner.</small>				
EARNINGS	Current		YTD	
	Hrs/Days	Earnings	Hrs/Days	Earnings
Regular Pay Salary Employee		486.30		3403.10

Note: In the original image, red circles highlight '70140' and 'NO1234567'. Red boxes with numbers '1' and '2' are placed under 'Regular Pay Salary Employee' and 'YTD Earnings' respectively. A red arrow points from the text 'On NYS Payroll Online, these numbers are in the top left corner.' to the 'NYS EMPLID' field.

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

10. Confirm your gift.