



NYSEFA - ePledge Instructions

1. Click on the Pledge Link
2. Enter your work email address.
 - a. Click continue.
 - b. You will get the following message:
 - i. You have been emailed a confirmation of identity.
Please click on the link provided to complete your registration.
 - c. Check your email (if you don't see it in your inbox, go to your spam folder)
 - i. Confirm your registration by clicking "here" in your mail.
 - d. You will be asked to login.
 - i. User ID is your work email address.
 - ii. Click forgot password and it will be emailed to you.
3. Pledge Amount
 - a. Enter the amount you wish to have deducted from your paycheck.
 - b. Enter the number of paychecks you wish to have the amount (above) deducted from.
 - c. Your Total Annual Pledge will automatically be calculated for you.
4. Designations
 - a. You must designate your total gift. To do so:
 - i. Search for your Designated Agency in the Agency search bar (Type the name of Agency or Book #)
 - ii. Click on the +
 - iii. Enter the amount of your designation. *Minimum of \$26 per designation.
 - iv. Repeat process for each designation.
5. Please Enter or Check your Personal Information
6. FCC Code-Dept
 - a. Locate your FCC Code from the table on Page 2 of this document.
 - b. Locate your department worked for in the drop-down list.
 - i. Dept ID – see visual below for finding your Department ID#
 - ii. You may have to search by Department Name if you can't find it by ID#
 - c. If you changed your department since you last pledged
 - i. Check the box for "The entered value does not match our employee record would you like us to update your record?"



7. Acknowledgement letter from my designated agency(s)
 - a. Check the box if you would like to receive an acknowledgement letter.
8. NYS Employee ID
 - a. Locate your NYS Employee ID as shown below:

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	1	486.30	2	3403.10

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

FCC Code-
Dept
Table for
#6



9. Confirm your gift.