

How to donate to the NIH CFC 2014

—Go to cfc.nih.gov.

—Click on

Donate

—Select and click on an option:

1

**Payroll
Deduction**

2

**Debit/Credit Card
or E-Check**

3

**Cash
or Check**

Instructions for each option are given on the following pages.

1

Payroll Deduction

You can make your payroll deduction gift either online or on paper.

Online, Paperless Payroll Deduction

Before starting your pledge, select the charity or charities that you want to support. The CFC Charities Database is available at the myPay site, but use of the myPay site times out at 20 minutes, and incomplete pledges will not be saved. Thus, CFC recommends that you research your charity information **before** you go to myPay. You can search online at <http://cfc.nih.gov/charities.shtml> or browse the printed Catalog of Caring available from your Keyworker. Make a note to yourself of the 5-digit CFC number for each charity you wish to support.

- Click on  This takes you to the myPay system.
- Log into myPay.
- Under the main menu, select “Combined Federal Campaign (CFC).”
- Select “Add New Contribution.”
 - Enter the amount you would like to donate per pay period. This deduction will begin with the first full pay period in the 2015 calendar year (i.e., on the January 30, 2015, payday for January 11 to January 24) and continue for a total of 26 periods.
 - Eleven of the CFC charities participating in the campaign are not listed in myPay. For any of these charities, listed below, please use a paper pledge form:

WAMU 88.5	MDA, Mid-Atlantic Division
Lexington Park Volunteer Rescue Squad, Inc.	Wounded Warrior Family Foundation
American Cancer Society Inc.	Roanoke Valley Horse Rescue Inc.
Mid Atlantic English Springer Spaniel Rescue	Wildlife Biology Institute
American Heart Association, Mid-Atlantic Affiliate	Action for Hope USA
Nasa College Scholarship Fund Inc.	
 - Your “Current Pay Period Contribution” will read \$0.00 even if you are currently contributing through payroll deduction. (This is a function of myPay and how that system stores information.) You may check your current Leave and Earnings Statement to see what your current 2014 CFC contribution is.

Online, Paperless Payroll Deduction *continued*

- For each charity you wish to support, enter its 5-digit CFC code and the amount you wish to donate.
- Under “Personal Information Authorization Release,” enter:
 - For identification, your work email address and/or telephone number.
 - Under “Federal Department/Agency and Office....” your Institute or Center’s 7-digit CFC reporting unit number—available either from your Keyworker or at <http://cfc.nih.gov/campaignworkers.shtml> (click on “2014 CFCNCA Reporting Numbers”).
- Review and confirm your selection(s).
- Your pledge is complete! You can print a copy of your pledge as a PDF for your records. In addition, you will receive an email receipt.

Payroll Deduction by Paper Pledge

- Request a paper pledge form from your Keyworker.
- Search for your favorite charities online at <http://cfc.nih.gov/charities.shtml> or in the printed CFC Catalog of Caring.
- Fill out the form, by adding your name, work email and phone number, Social Security number, charity selections, annual donation amount, and per-pay-period amount.
 - There is room on one form to designate up to five charities. Use multiple forms to donate to more. Number your forms 1 of __, 2 of __, etc., paper-clip them together, and note the total annual contribution on the top form.
- Sign the form.
- Return your complete form to your Keyworker. Your pledge is complete.

2

Debit/Credit Card or E-Check

Giving by Debit Card, Credit Card, or E-Check

- Click on  You will be directed to CFCNexus, an online donating tool (you will see https://www.cfcnexus.org/_cfcnca/# in your browser).
- If you are a new user: Click on “Register” and follow the directions for entering your information. You will receive a confirmation email and can then log in with your newly created username and password. For “Agency Group,” type in “NIH” and then select your Institute or Center from the menu.
- If you are a returning user from last year’s CFC, click on “Login” and enter your username and password. There are options for recovering your username and resetting your password.

For all users, continue by:

- Filling in the remaining information.
- Selecting how you would like to pledge (select one option below) and designating your pledge amount:
 - Cash (one-time)
 - Check (one-time)
 - Credit/Debit Card (one-time)
 - Credit/Debit Card (recurring)
 - e-Check/ACH (one-time)
 - e-Check/ACH (recurring)
- Filling in your Personal Information.
- Selecting an option for sharing your pledge information with your charities.
- Selecting your charity or charities and designating how much you wish to pledge to each one. **Note:** As you are searching a list of over 20,000 organizations, using broad search terms will result in a long list of organizations fitting that term. You may sort your search by type of organizations, category, distance to a particular zip code, or charity code.
- Following the directions online to add your digital signature.
- Clicking “Complete this pledge.” Your pledge is complete! You will receive an email confirmation.

3

**Cash
or Check**

Giving by Cash or Check

To give to CFC by cash or check:

- Request a paper pledge form from your Keyworker, **OR**
- Fill out a pledge form online in the CFC Nexus system (at http://www.cfcnexus.org/_cfcnca), then print the form out.
- Give your pledge form to your Keyworker with your check or cash attached. Your pledge is complete!

If you have questions or would like to learn more about the campaign, contact the Campaign Office at 301-594-1782, or email nihcfc2014@mail.nih.gov.

Thank you for making it possible!