SECC ONLINE PLEDGING

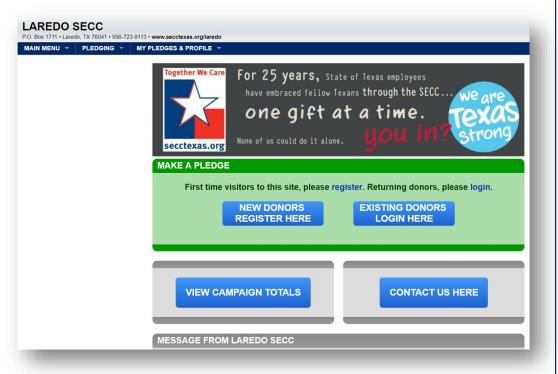
Together We Care



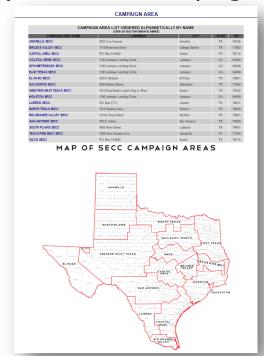
STEP I: TWO WAYS TO GET STARTED...

Option 1: Click your SECC Campaign area's online pledge link.

Ex: www.secctexasgiving.org/_Houston/



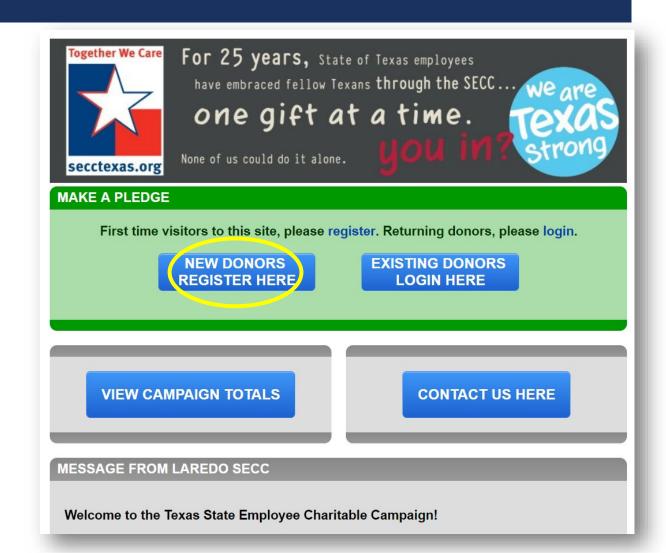
Option 2: If you don't know your SECC campaign area or don't have your area's online pledge link, go to www.secctexasgiving.org and select your SECC campaign area from the list.



STEP 3: CLICK TO REGISTER

Once you are ready, you will need to click on the REGISTER button.

FAQ: The pledge form cannot be partially saved. It must be filled out in one sitting. If you need to access the web site later in the campaign, click <u>login</u> and enter your username & password.



STEP 3: REGISTERING (CONT.)

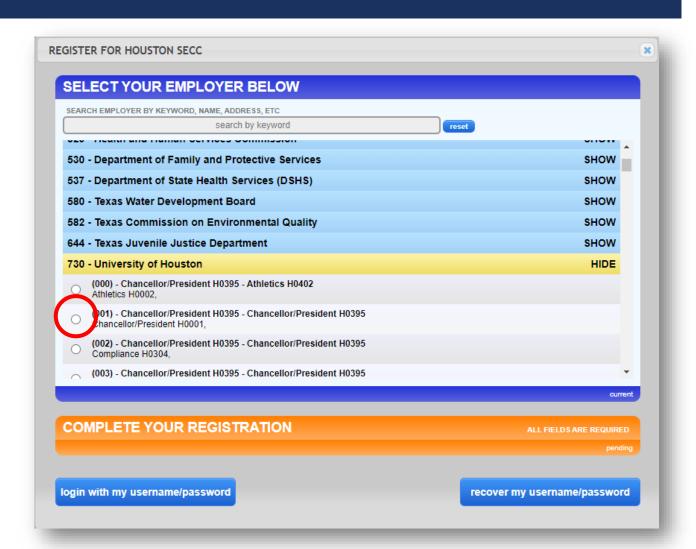
SECC online giving is accessible through mobile devices. On any page of the website, simply click on the "mobile" button on the top left-hand side to be directed to a mobile-friendly version.



STEP 4: SELECTING YOUR EMPLOYER

Click on your employer and then select your work location.

FAQ: If your work location does not appear, contact your local campaign manager (contact info at the top left of page).



STEP 5: COMPLETING YOUR REGISTRATION

You must have a state-issued work email address to be able to register.

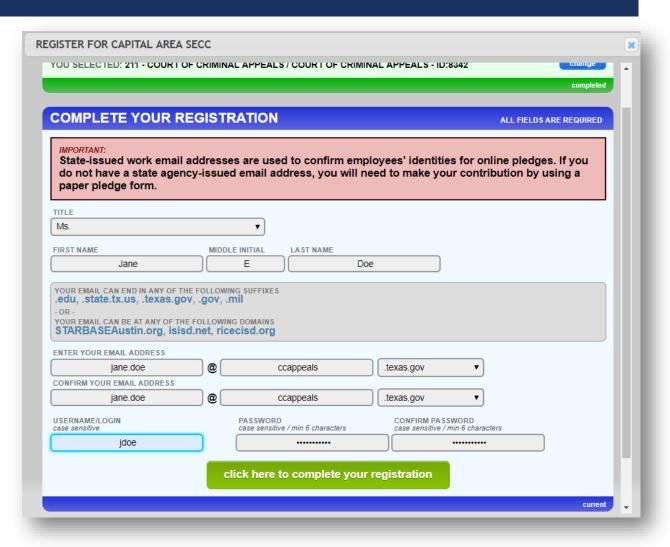
(ex: jane.doe@cpa.texas.gov)

Choose the ending of your email address

(ex:"...state.tx.us:"or "texas.gov" and then fill out the rest of your address.

Keep a record of your username & password.

FAQ: If there are errors in the email address you enter, you will not receive a confirmation email and will not be able to gain access to make your pledge. If you incorrectly entered your email address, contact your local campaign manager (contact info at the top left of the page).



STEP 6: EMAIL CONFIRMATION

Once you have registered, you will receive a confirmation email.



FAQ: If you do not receive an email, contact your agency's SECC campaign coordinator. It could be that your agency's spam filter is not allowing the email through.

Click on the link provided to log-in with your username & password.



Jane, thank you for registering at the Capital Area SECC's SECC Texas Giving Pledging System!

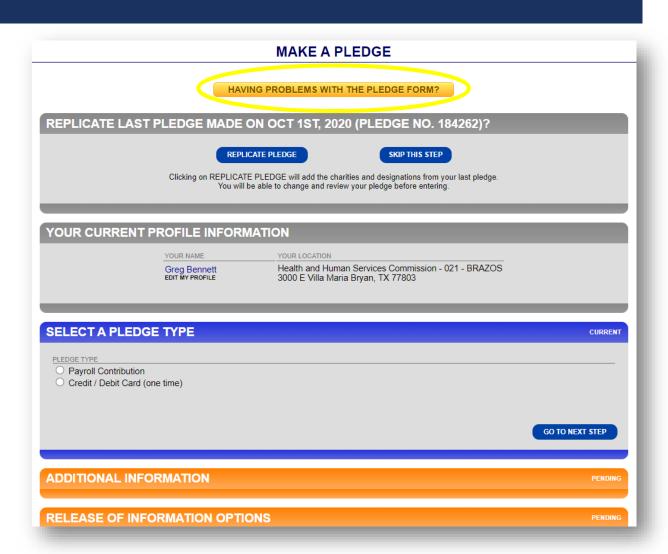
Your login is: JDoe123

Please log into the site with your username and password by clicking here.

IF YOU ARE HAVING BROWSER PROBLEMS...

If you are having browser problems at any time while making your pledge, click on the "HAVING PROBLEMS WITH THE PLEDGE FORM?" button at the top of the screen for tips & frequently asked questions.

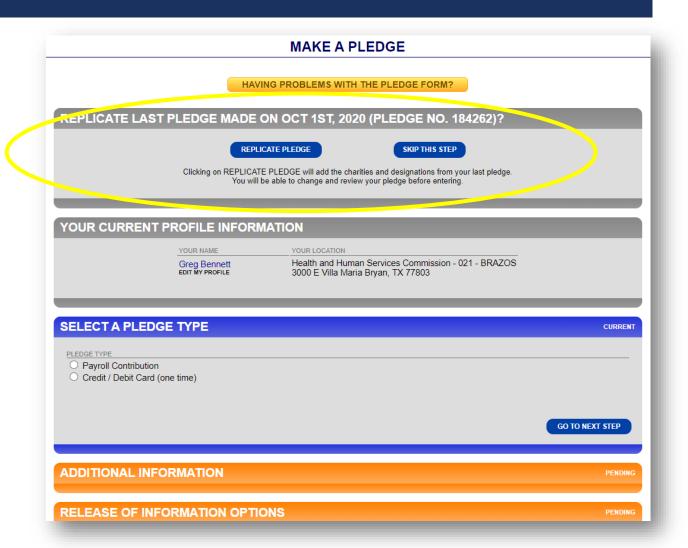
FAQ: You can also contact your local campaign manager (contact info at the top left of page).



DUPLICATING LAST YEAR'S PLEDGE

Clicking on REPLICATE PLEDGE will add the charities and designations from your last pledge. You will be able to change and review your pledge before entering and you can still add charities and increase your pledge if you wish.

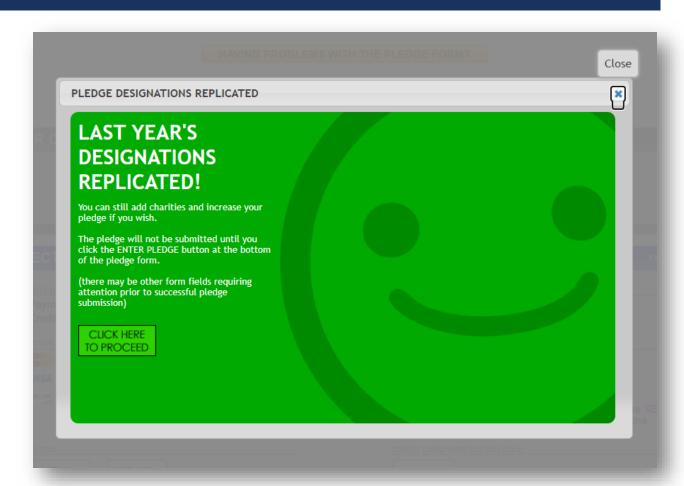
The pledge will not be submitted until you click the ENTER PLEDGE button at the bottom of the pledge form. (there may be other form fields requiring attention prior to completing your pledge)



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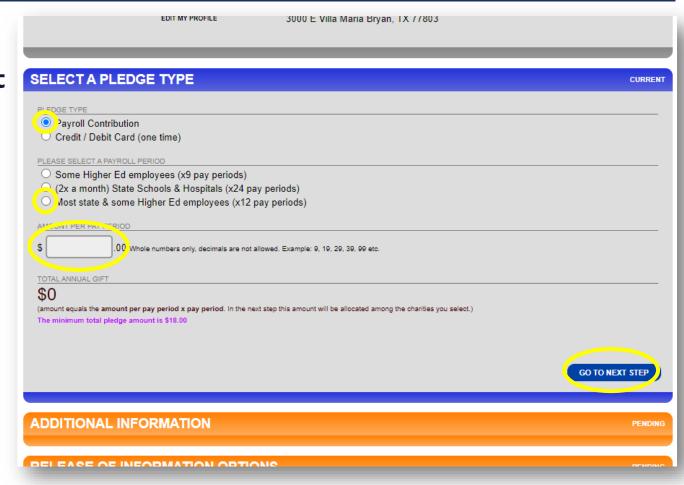
STEP 7: SELECT PLEDGE TYPE AND AMOUNT

Click the Payroll Contribution option, the correct number of paychecks that you receive, and the amount that you want to give each pay period.

Most state agencies have a monthly payroll. Some Higher Ed employees have 9 payroll periods, while others have 12.

When you are done, click on GO TO NEXT STEP.

FAQ: To make a check or cash gift, please use a paper pledge form. Contact your agency's SECC Campaign Coordinator.



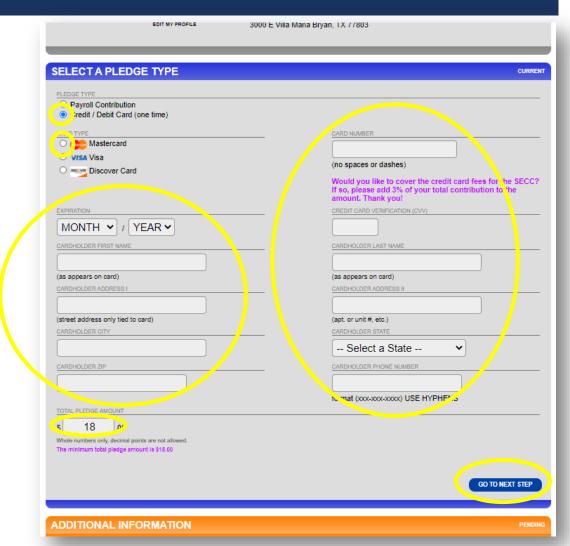
STEP 7: SELECT PLEDGE TYPE AND AMOUNT

Or...

To make a one-time credit/debit contribution, click on "Credit / Debit Card", fill-out the information and select your pledge amount.

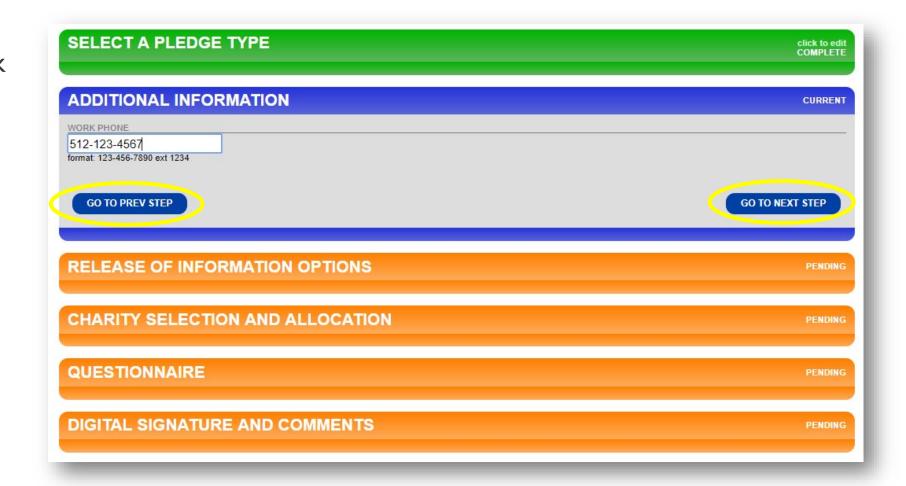
When you are done, click on GO TO NEXT STEP.

FAQ: To make a check or cash gift, please use a paper pledge form. Contact your agency's SECC Campaign Coordinator.



STEP 8: ADDITIONAL INFORMATION

Please enter your work phone number, then click on GO TO NEXT STEP.



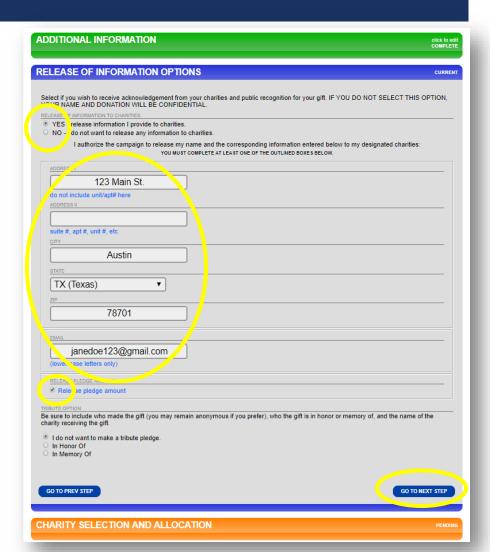
STEP 9: RELEASE OF INFORMATION OPTIONS

If you want to be acknowledged for your contribution, click YES and fill in one or more of the following options:

- A physical address
- An email address
- Opt to release your pledge amount to the charity(ies) that you select

Or...click NO if you prefer not to be acknowledged for your contribution.

When you are ready, click on GO TO NEXT STEP.



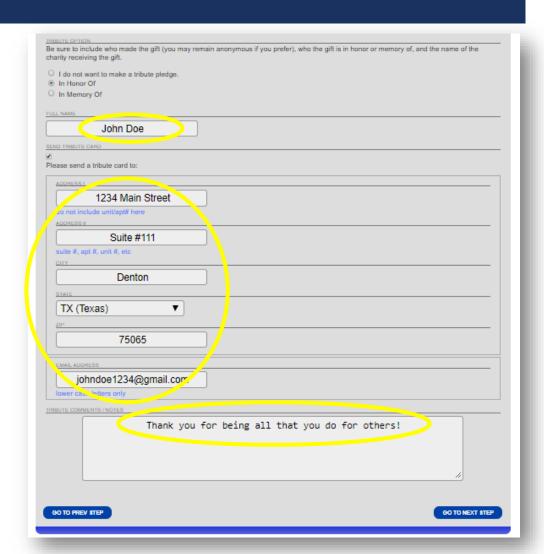
STEP 10: GIFTS "IN MEMORY OF" OR "IN HONOR OF"

Employees can select "In Memory of" or "In Honor of" and enter a name which is recorded by the system with the pledge.

There is a **SEND TRIBUTE CARD** option which allows the employee to have a personalized card sent to someone.

Note: Printed cards will not be mailed this year, so email address of recipient is mandatory if you would like a card to be sent to someone.

When you are ready, click on GO TO NEXT STEP.



STEP II: CHARITY SELECTION

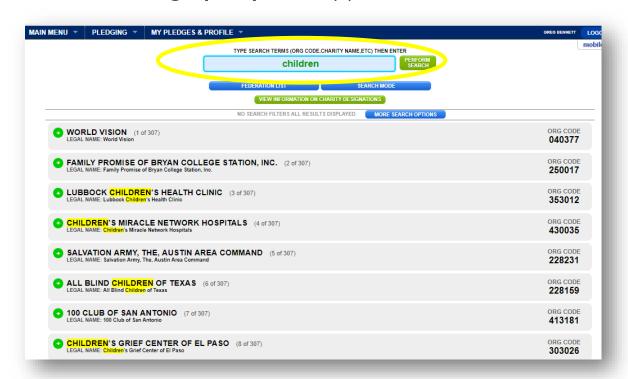
When selecting the charity(ies) that you would like for your pledge to benefit, <u>remember</u>, you have several options for looking up your charity.

Click on SEARCH MODE to search among all SECC charities by:

- Keywords in the charity's name or description
- Area of Texas that the charity serves
- Charity name
- Charity code number
- Any federations that the charity may be part of

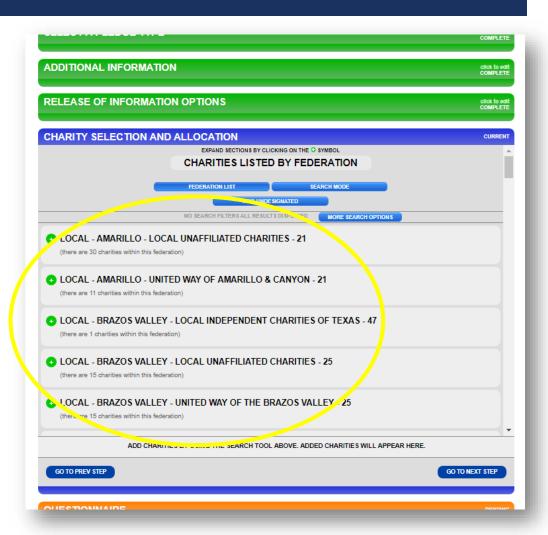
*Search examples can be found on the following slides.

Searching by keyword(s)...



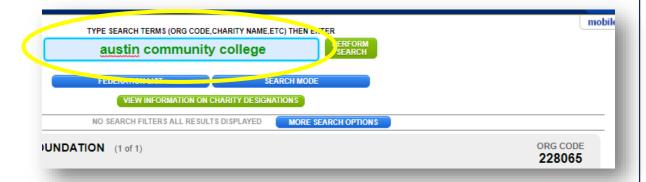
STEP I I: CHARITY SELECTION (CONT.)

Searching by area of Texas the charity serves...

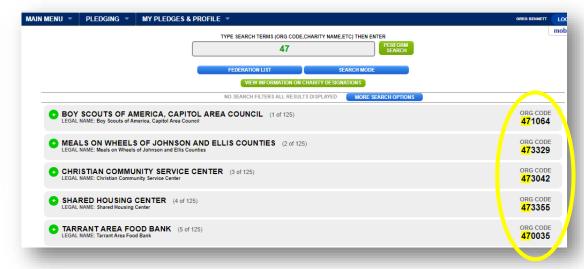


STEP II: CHARITY SELECTION (CONT.)

Searching by charity name...



Searching by charity code number...

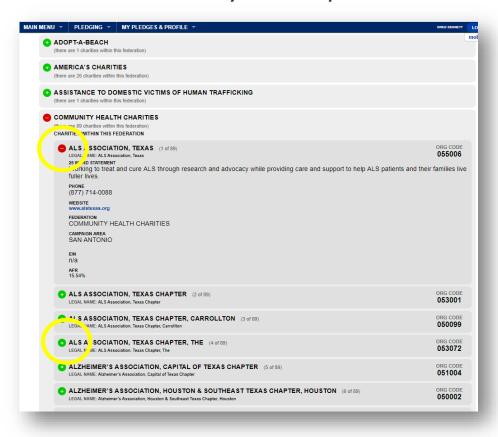


STEP II: CHARITY SELECTION (CONT.)

Searching by any federations that the charity may be a part of...



FAQ: You can click on any green plus sign to see more of the charity's description.



STEP 11: CHARITY SELECTION (CONT.)

As you select your charity(ies), they will disappear from the charity listing and appear on the bottom portion of this section.

If you change your mind, you can remove the charity(ies) from your list.

FAQ: The same rules for paper forms apply online—employees can select a <u>maximum of three charity federations</u> and <u>up to nine charities within each federation</u> (*unless you work for an institution of higher education that has different allowances.)



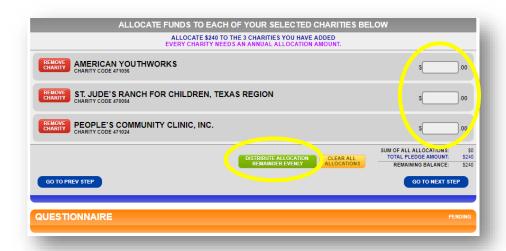
STEP 12: ALLOCATING YOUR CONTRIBUTION

There are two ways to allocate your contribution to the charity(ies) that you selected:

- I) Distribute your gift evenly or
- 2) Designate specific amounts in each field.

FAQ: As you enter the amounts, there is a helpful **running total** at the bottom to show how much you have designated out of your total gift and how much remains.

The system will not allow you to proceed until the remaining balance is zero.

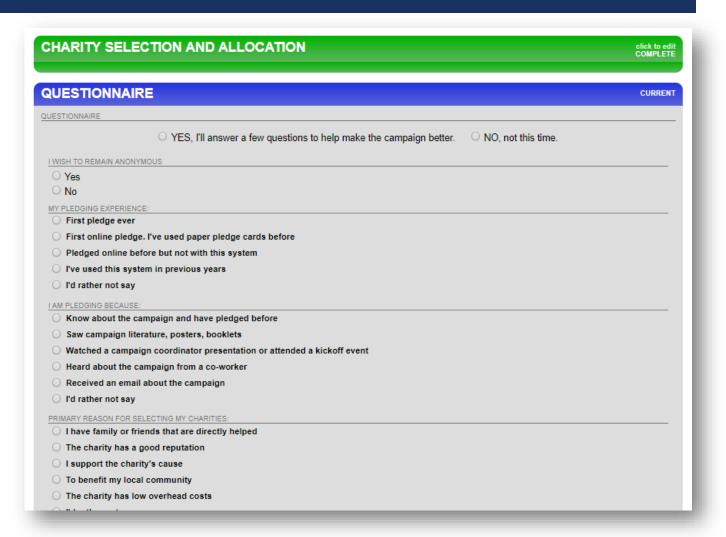


ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW		
ALLOCATE \$240 TO THE 3 CHARITIES YOU HAVE ADDED EVERY CHARITY NEEDS AN ANNUAL ALLOCATION AMOUNT.		
REMOVE AMERICAN YOUTHWORKS CHARITY CODE 471056	\$00	
REMOVE ST. JUDE'S RANCH FOR CHILDREN, TEXAS REGION CHARITY CODE 47084	\$00	
REMOVE PEOPLE'S COMMUNITY CLINIC, INC. CHARITY CODE 471024	\$00	
DISTRIBUTE ALLOCATION CLEAR ALL REMAINDER EVENLY ALLOCATIONS	SUM OF ALL ALLOCATIONS: \$0 TOTAL PLEDGE AMOUNT: \$240 REMAINING BALANCE: \$240	
GO TO PREV STEP	GO TO NEXT STEP	
QUESTIONNAIRE	PENDING	

STEP 13: OPTIONAL QUESTIONNAIRE

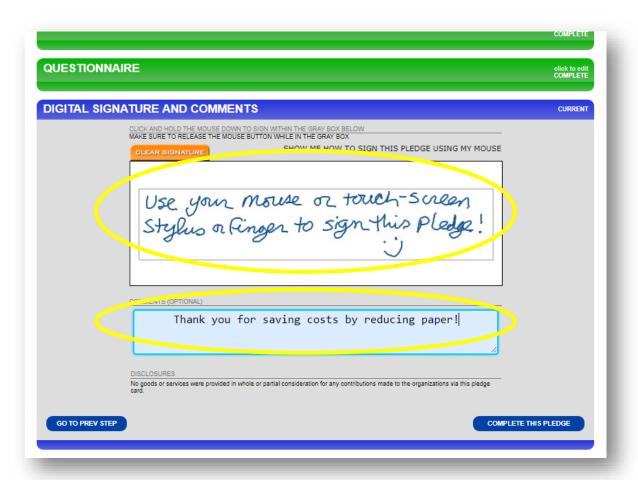
After you have selected your charity(ies) and how much each will receive, there is an **optional questionnaire**.

If you choose to participate, you will need to provide answers for each of the questions.



STEP 14: DIGITAL SIGNATURE

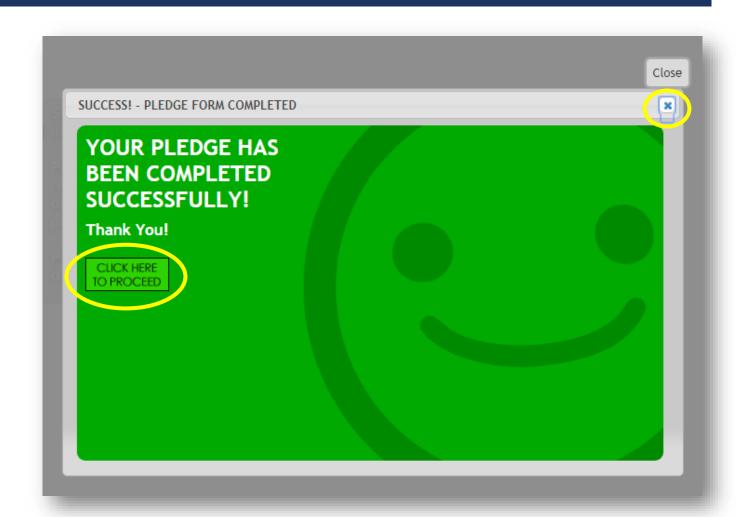
Sign your digital signature, share your thoughts about anything SECC-related, and then click on COMPLETETHIS PLEDGE.



STEP 15: COMPLETING YOUR PLEDGE FORM

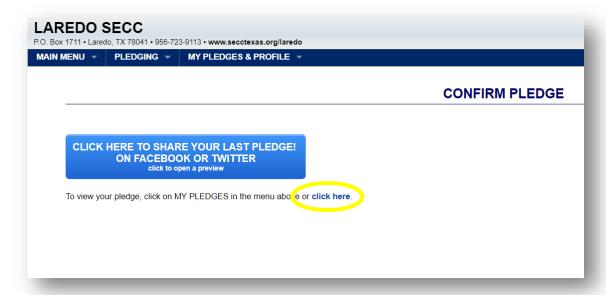
When your pledge has been completed successfully, you will see a green smiley face window.

Click on the X to close the window, or click on CLICK HERE TO PROCEED for options on printing a copy of your pledge.



STEP 16: PLEDGE HISTORY

The final page shows your pledge history.



FAQ: Clicking on one of your pledges will take you to a page where you can print out or email a pledge summary for your records.

*You can access your profile and pledge data year-round.

Tue Aug 27 2019
AMOUNT: \$240.00
PAYROLL CONTRIBUTION

EMAIL THIS PLEDGE TO MYSELF SPRINT THIS PLEDGE

LAST NAME, FIRST NAME	oyee ID		
Doe, Jane			
jane.doe@doi.texas.gov WORK PHC 5420 Springfield Laredo 78041 123-456- ALLOTMENT SOURCE AMOUNT INTERVAL Tri Most state & some Higher Ed employees \$20.00 x12 pay periods ORGANIZATION ID AMOUNT (471056) STATEWIDE - American YouthWorks (EIN:n/a)			
WORK ADDRESS & ZIP CODE WORK PHC			
5420 Springfield Laredo 78041 123-456- ALCOTMENT SOURCE IN MOUNT INTERVAL TO MOST state & some Higher Ed employees IN SOURCE ORGANIZATION ID INTERVAL TO MOUNT INTERVAL TO			
ALLOTMENT SOURCE			
Most state & some Higher Ed employees \$20.00 x12 pay periods ORGANIZATION ID AMOUNT (471058) STATEWIDE - American YouthWorks (EIN:n/a) ***	OTAL GIFT		
ORGANIZATION ID AMOUNT (471058) STATEWIDE - American YouthWorks (EIN:n/a)	\$240.00		
(471056) STATEWIDE - American YouthWorks (EIN:n/a)	9240.00		
(,	\$80.00		
(470004) STATEWIDE - St. Stude S Ranch for Children, Texas Region (EIN.II/a)	\$80.00		
(471024) LOCAL - CAPITAL AREA - People's Community Clinic, Inc. (EIN:n/a)	\$80.00		
(471024) LOCAL - CAPTIAL AREA - People's Community Clinic, Inc. (EIN:0/a)	\$240.00		
TRIBUTE	Q240.00		
This pledge was made in honor of John Doe.			
Please sent a tribute card to:			
123 Main St. Austin, TX, 78701			
johnd123@gmail.com			
Comments: Thank you!			
RELEASE OF INFORMATION PAYROLL DEDUCTION AUTHORIZATION			
I would like to receive acknowledgement for my gift. I authorize my employer to withhold from my salary the amount as indicated.	l authorize my employer to withhold from my salary the amount as indicated.		
123 Main St. Austin TX. 78701 janedoe 123@gmail.com AUG 27, 20	019		
Release my donation amount to all the charities designated in my pledge.			
DISCLOSURES			
No goods or services were provided in whole or partial consideration for any contributions made to the organization pledge card. Please retain a copy of this receipt for tax purposes; for payroll deduction, you may additionally need to year - end pay statement.			

PAYROLL STATUS

Pending

PLEDGE STATUS DEFINITIONS

Pending: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has not seen this pledge.

Viewed: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has viewed this pledge but thus far has not done anything with your pledge.

Processed: For Payroll Pledges - Payroll Coordinator/Administrator has sent this pledge to HR for payroll deduction processing. This does not mean your pledge has been processed by payroll, only that the payroll coordinator has sent your pledge to HR to begin the payroll deduction process.

For Credit Cards and eChecks - This pledge has been electronically processed.

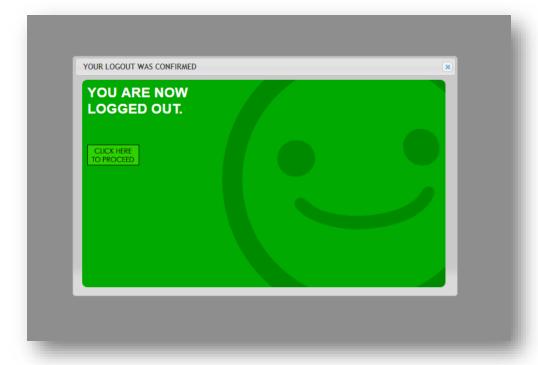
For Checks/Cash - This pledge has been received, please make sure the checks/cash have been turned in with your pledge.

STEP 17: LOGGING OUT

The following confirmation screen will appear. Log out by clicking on the CLICK TO LOGOUT button.



You will then see a Logout Was Successfully Confirmed screen.



STEP 18: EMAIL CONFIRMATIONS

You will receive a thank you message to the email address that you provided thanking you for contributing, along with a summary of your gift.



Greg, thank you for your generosity!

Your gift is an investment and will have a positive impact in our community and in our world. Best of all, it's for the causes that are important to you.

Thank you for showing that you care.

PLEDGE NUMBER: 142892

PLEDGE DATE: AUG 21, 2018

LAST NAME, FIRST NAME	EMPLOYER / LOCATION	SSN/Employee ID
Bennett, Greg	211 - Court of Criminal Appeals Court of Criminal Appeals (Austin)	
DONOR EMAIL		

You will also receive an email that you can forward to a co-worker, encouraging them to consider contributing.



Donors like you change the world through generous contributions.

A few minutes of your time, can help to change the world.

CLICK HERE TO GIVE

Donations are tax-deductible.

Forward this email to others within Court of Criminal Appeals to help raise more money for charities. This email is automatically generated immediately after you made an online donation. Your privacy and time is important and this is the only such email you will receive



THAT'S IT! YOU ARE DONE!



THANK YOU!

SECC Local Campaign Manager:

https://www.secctexas.org/local-campaign-manager