

UNIVERSITY of HOUSTON



State Employee Charitable Campaign

TOGETHER WE CARE

UH SECC Online Giving Instructions

1. Visit <https://www.secc texasgiving.org/ houston/>
2. Click "New Donors Register Here".
3. Click the search bar under "Select Your Employer".
4. Select "730 – University of Houston".
5. Select your Division or College from the drop down list.
6. Complete the registration by entering required fields as indicated on the screen.
7. Be sure to use your UH email address (joecougar@uh.edu or janecougar@central.uh.edu)
8. Create your username/login as indicate on the screen.
9. Verify your email address as prompted on the screen.
10. Select Payroll Deduction when choosing a pledge type.
11. Select Payroll Deduction Frequency (9 or 12 months)
12. Enter a whole dollar amount (\$2.00 the minimum payroll deduction per pay period per charity group).
13. Verify that the total annual gift amount is correct.
14. Click "Go To Next Step".
15. Enter your UH PeopleSoft ID (please do not enter your social security number).
16. Enter your work telephone number.
17. Click "Go To Next Step".
18. Select if and how you would like to be acknowledged by the charities that you choose.
19. Enter either your preferred mailing address and or email address to receive your acknowledgement.
20. Select "release pledge amount if you want that information disclosed to the charity of your choice."
21. Click "Go To Next Step".
22. Make your charity selections and allocations.
23. At the bottom of the screen review your selections and make sure everything is correct.
24. Allocate your total annual gift amount not just the amount per pay period (example \$24 annually not the \$2 per pay period).
25. Click "Go To Next Step".
26. Complete the Questionnaire as Prompted (Optional).
27. Sign the application digitally by using your mouse.
28. Add comments if you desire (optional).
29. Click Complete This Pledge to finalize your entry.
30. A receipt of your pledge will be emailed directly to you immediately at the work email address that you entered.

For questions or concerns contact your College or Division Coordinator or Karl Hearne, University of Houston Office of Neighborhood & Strategic Initiatives kahearne@central.uh.edu, 832.84.5090.