1. There are two ways to get started...

**Option 1:**
Use your SECC campaign area's online pledge link (example on the right).

Ex: [www.sectexasgiving.org/capitalarea](http://www.sectexasgiving.org/capitalarea)

Or...
Step 1, cont.

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.

FAQ: If you don’t know which SECC campaign area you are located in, please refer to the map. Select the campaign area that your office is physically located in.
2. **Before you register and log in, you can go under MAIN MENU and click on the charity lookup tool to research SECC charities.** This can make your pledge process go quicker once you begin to fill out the pledge form.

**Search the charity list** for statewide charities or those serving your local SECC area.

**FAQ:** You can search for charities by...

- **Keywords** in the charity’s name or 25-word description
- **Area of Texas that they serve** (statewide or one of the local SECC regions)
- **Name**
- **Code number**
- **Any federations that they may be a member of**
Searching by area of Texas that the charity serves

Searching by charity name
Searching by charity code number

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.

Before you register and log in, you can view which charities have received donations by selecting [charity donations report](#) under the MAIN MENU.
3. 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 site later in the campaign, click Login and enter your username and password.

**FAQ:** 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.
4. 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 the page).
5. **Complete 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 user name and 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).
6. Once you have registered, you will receive a confirmation email. 

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

**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.
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 and frequently asked questions.

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

7. Click on 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.

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

When you are done, click on “Go to Next Step”.

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**MAKE A PLEDGE**

**YOUR CURRENT PROFILE INFORMATION**

**SELECT A PLEDGE TYPE**

**ADDITIONAL INFORMATION**

**RELEASE OF INFORMATION OPTIONS**

**CHARITY SELECTION AND ALLOCATION**

**QUESTIONNAIRE**

**DIGITAL SIGNATURE AND COMMENTS**

**SELECT A PLEDGE TYPE**

- Payroll Contribution
- [25]
- $300

**AMOUNT PER PERIOD**

- Whole numbers only, decimals are not allowed. Example: 2, 15, 20, 30, 35, 90 etc.

**RELEASING THIS DATA**

- To the employee or agency a payroll amount will be allocated among the charities you select.

**GO TO NEXT STEP**
8. Please enter your work phone number, then click on “Go to Next Step”.

9. If you want to be acknowledged for your contribution, click “Yes” and fill in one or more of the following options:

1) A physical address
2) An email address
3) Release your pledge amount to the charity(ies) that you select.

...or, click “No” and when you are ready, click on “Go to Next Step.”
10. You can also make your contribution “In Memory of” or “In Honor of” someone. Employees can select “In Memory of” or “In Honor of” and enter a name which is recorded by the system with the pledge.

*For the “In Honor of” option, there is a SEND TRIBUTE CARD option which allows (not mandatory) the employee to enter an address that you would like the card to be sent to (Email address is optional...a tribute card will not be emailed.)

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

Click on “Search Mode” to search among all SECC 2017 charities by:
- Keywords in the charity’s name or 25-word description
- Area of Texas that the charity serves (statewide or one of the local SECC regions)
- Charity name
- Charity code number
- Any federations that the charity may be a part of
Searching by area of Texas that the charity serves

Searching by charity name
Searching by charity code number

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.
You can select the **undesignated option** for your gift to be divided among all the charities receiving pledges in your campaign region, per the percentage of what is eventually collected in pledge payments.
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 a charity(ies) from the list.

**FAQ:** The same rules for paper forms apply online - employees can select a maximum of three charity federations and up to nine charities within each federation (*unless you work for an institution of higher education that has different allowances.*)
12. There are two ways to allocate your contribution to the charity(ies) that you selected:

1) 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.
13. 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.

14. Sign your digital signature, share your thoughts about anything SECC-related, and then click on Complete this Pledge.
15. 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 out a copy of your pledge.
16. 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.*
17. The following confirmation screen will appear. Log out by clicking on the **Click to Logout** button.

You will then see a **Logout was Successful** screen.
18. You will receive a thank you message emailed to the address that you provided, thanking you for contributing, along with a summary of your gift.

You will also receive an email that you can forward to a co-worker, encouraging them to consider contributing.
That’s it! You are done!

It takes all of us giving what we can to make a difference in our state.

Thank you for your contribution!