Together We Care



SECC ONLINE PLEDGING

secctexas.org

HOW TO GET STARTED...

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

Ex: <u>https://www.secctexasgiving.org/v2/dfwmetroplex/content/main</u>



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

	(click on any row below to select)			
AMABILLO SECC	2007 Line Average	Impile	TY	29108
BRAZOS VALLEY SECC	1716 Biarcred Drive	College Station	TX	77802
CARITAL AREA SECC	P.0. Prv 144842	hatio	TX	78714
COASTAL BEND SECC	1100 Larkspur Landing Circle	Larkspur	CA	94939
DPW METROPLEX SECC	1100 Larkspur Landing Circle	Larkspur	CA	94939
EAST TEXAS SECC	1100 Larkspur Landing Circle	Larkspur	CA	94939
EL PASO SECC	100 N. Stanton	El Passo	TX	79901
GALVESTON SECC	2200 Market Street	Galveston	TX	77550
GREATER WEST TEXAS SECC	1910 East Martin Luther King Jr. Blvd.	Austin	TX	78702
HOUSTON SECC	1100 Larkepur Landing Circle	Larkspur	CA	94939
LAREDO SECC	P.O. Box 1711	Laredo	TX	78041
NORTH TEXA'S SECC	1314 Teasley Lane	Denton	TX	76205
RIO GRANDE VALLEY SECC	113 W. Pecan Blvd.	MoAlen	TX	78501
SAN ANTONIO SECC	700 S. Namo	San Antonio	TX	78205
SOUTH PLAINS SECC	1655 Main Street	Lubbook	TX	79401
TEXAS PINE BELT SECC	1426 Sam Houston Ave.	Huntsville	TX	77340
WACO SECC	P.O. Box 144842	Austin	TX	78714



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.

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.



SELECTYOUR 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*).

EGISTER FOR AMARILLO SECC	
SELECT YOUR EMPLOYER BELOW	
SEARCH EMPLOYER BY KEYWORD, NAME, ADDRESS, ETC	reset
227 - Seventh Court of Appeals	SHOW
304 - Comptroller of Public Accounts	HIDE
Comptroller of Public Accounts 304 Amarillo Audit Office - ID:4515 120 I40 W, Bldg A, Ste 220, Amarillo TX 79106	
405 - Department of Public Safety	SHOW
529 - Health and Human Services Commission	SHOW
530 - Department Family & Protective Services	SHOW
537 - Texas Department of State Health Services	SHOW
	curren
COMPLETE YOUR REGISTRATION	ALL FIELDS ARE REQUIRED
	pendin
login with my username/password	recover my username/password

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 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*).



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.



Your login is: JDoe123

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

DUPLICATE 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)



SELECT PAYMENT 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.



SELECT PAYMENT TYPE AND AMOUNT CONT.

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.

LECT A PLEDG	E TYPE			cu
EDGE TYPE				
Payroll Contribution	- firme)			
redit / Debit Card (or	ie ume)			
VISA Visa				
Discover Card			(no spaces or dashes)	
			Would you like to cover the credit card fees	for he SE(
			amount. Thank you!	on to the
PIRATION		/	CREDIT CARD VERIFICATION (CVV)	
Month 🖌 / Ye	EAR 🗸			
RDHOLDER FIRST NAME			CARDHOLDER LAST NAME	
s appears on card)			(as appears on card)	
RDHOLDER ADDRESS I			CARDHOLDER ADDRESS II	
treet address only tied to ca	ard)		(apt. or unit #, etc.)	
RDHOLDER CITY		\	CARDHOLDER STATE	
			Select a State 🗸	
RDHOLDER ZIP			CARDHOLDER PHONE NUMBER	
			ty mat (vox-vox-vox) USE HVPHEN'	
TAL PLEDGE AMOUNT				
18 00				
tole numbers only, decimal point	s are not allowed.			
e minimum total piedge amou	nt le \$18.00			
			G0	TO NEXT ST

MISTAKES TO AVOID

*If you need an alternative to collecting cash or checks during SECC, use this website for one-time credit debit gifts.

Avoid using other apps that link to personal accounts such as Venmo, Cash App, etc.

For in-person gift collection, you can also use SECCapproved square credit card readers that link directly to the SECC bank account. **Contact your Local Campaign Manager for details!**



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.

		CON
ELEASE	OF INFORMATION OPTIONS	cu
elect if you	wish to receive acknowledgement from your charities and public recognition for your gift. IF YOU DO NOT SELECT THIS E AND DONATION WILL BE CONFIDENTIAL.	
	FORMATION TO CHARITIES	
● YES rei ○ NO - do	lease information I provide to charities. o not want to release any information to charities.	
	authorize the campaign to release my name and the corresponding information entered below to my designated charities YOU MUST COMPLETE AT LEAST ONE OF THE OUTLINED BOXES BELOW.	¢
ADDRES		
do not inc	123 Main St.	
ADDRESS		
suite #, a	pt #, unit #, etc	
CITY		
	Austin	
STATE		
TX (T	exas) 🔹	
ZIP		
	78701	
EMAIL		
ig	anodoo123@gmail.com	
(lowe) has	se letters only)	
Rele;	se pledge amount	
	NN	
Be sure to in	clude who made the gift (you may remain anonymous if you prefer), who the gift is in honor or memory of, and the name	of the
and the centre of the centre o	ving me gm.	
	vani to make a inoute preuge. i Of	
In Memo	ry Of	
GO TO PREV	V STEP	NEXT ST
HARITY	SELECTION AND ALLOCATION	

SELECTING YOUR CHARITY(IES)

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

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

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

*Search examples can be found on the following slides.

Searching by keyword(s)...



SELECTING YOUR CHARITY (IES) 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</u> <u>charities within each federation</u> (*unless you work for an institution of higher education that has different allowances.)



ALLOCATE 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.



DIGITAL SIGNATURE

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

	COMPLETE
QUESTIONNAIRE	click to edit COMPLETE
DIGITAL SIGNATURE AND COMMENTS	CURRENT
CLICK AND HOLD THE MOUSE DOWN TO SIGN WITHIN THE GRAY BOX BELOW MAKE SURE TO RELEASE THE MOUSE BUTTON WHILE IN THE GRAY BOX CLEAR BIOMATURE USE your mouse or touch-screen Stylus or Finger to sign this pledge!	
CONTENTS (OPTIONAL) Thank you for saving costs by reducing paper! DISCLOSURES No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card. COMPLETE THE	IS PLEDGE

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.



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.

AMOUNT: \$240.00 YROLL CONTRIBUTION	LEDGE NUMBER: 1605	38	PLEDGE DATE:	AUG 27, 2019
	LAST NAME, FIRST NAME		EMPLOYER / LOCATION	SSN/Employee ID
	Doe, Jane		454 - Texas Department of Insurance Texas Department of Insurance (Laredo)	
			DNOR EMAIL	
_	WORKA	jane.do	e@doi.texas.gov	WORK DUONE NO
54	WORK AI 20 Springfield Laredo 78041	DURE 33 & ZIP	CODE	122-458-7900
	ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIF
N	fost state & some Higher Ed employees	\$20.00	x12 pay periods	\$240.00
OF	GANIZATION ID			AMOUNT
(4)	71056) STATEWIDE - American YouthWo	orks (EIN:n/a))	\$80.0
(4)	70084) STATEWIDE - St. Jude's Ranch fe	or Children.	Texas Region (EIN:n/a)	\$80.0
(4)	71024) LOCAL - CAPITAL AREA - People	e's Commun	ity Clinic, Inc. (EIN:n/a)	\$80.0
(TOTAL PLEDGE:	\$240.0
TR	IBUTE			
	This	pledge was n	nade in honor of John Doe.	
		Please se	nt a tribute card to:	
		1: Aust	23 Main St. in, TX 78701	
		johnd1	23@gmail.com	
		C	omments: Thank you!	
RE	LEASE OF INFORMATION	PAYROLL	DEDUCTION AUTHORIZATION	
l w	iould like to receive acknowledgement for / gift.	l authorize	my employer to withhold from my salary the amo	unt as indicated.
12 Au jar	3 Main St. Istin TX 78701 hedoe123@gmail.com		Ju to	AUG 27, 2010
Re ch	elease my donation amount to all the arities designated in my pledge.	SIGNATU	JRE	DATE
DI	SCLOSURES			
No ple ye	goods or services were provided in whole edge card. Please retain a copy of this rece ar - end pay statement.	e or partial cor eipt for tax pu	nsideration for any contributions made to the rposes; for payroll deduction, you may addit	e organizations via this ionally need to supply a
_				
PA	YROLL STATUS		-	
			Pending	
PL	EDGE STATUS DEFINITIONS			
	Pending: For Payroll/Cash/Check Pledg Viewed: For Payroll/Cash/Check Pledg	jes - Payroll C jes - Payroll C	oordinator/Administrator has not seen this p oordinator/Administrator has viewed this ple	edge. edge but thus far has
	not done anything with your pledge. rocessed: For Payroll Pledges - Payroll Coordinator/Administrator has sent this pledge to HR for processing. This does not mean your pledge has been processed by payroll, only that has sent your pledge to HR to begin the payroll deduction process.			
Ρ	not done anything with your pl rocessed: For Payroll Pledges - Payroll C processing. This does not mea has sent your pledge to HR to	Coordinator/Ad an your pledge begin the pay	dministrator has sent this pledge to HR for p e has been processed by payroll, only that t rroll deduction process.	ayroll deduction he payroll coordinator
P	not done anytning with your pi rocessed: For Payroll Pledges - Payroll C processing. This does not mea has sent your pledge to HR to For Credit Cards and eChecks	Coordinator/Ag an your pledge begin the pay s - This pledge	dministrator has sent this pledge to HR for p has been processed by payroll, only that t rroll deduction process. has been electronically processed.	ayroll deduction he payroll coordinator

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.

YOUR LOGOUT WAS CONFIRMED	×
YOU ARE NOW	
CLICK HERE TO PROCEED	
	_

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.



THAT'S IT! YOU ARE DONE!

