SECC ONLINE PLEDGING

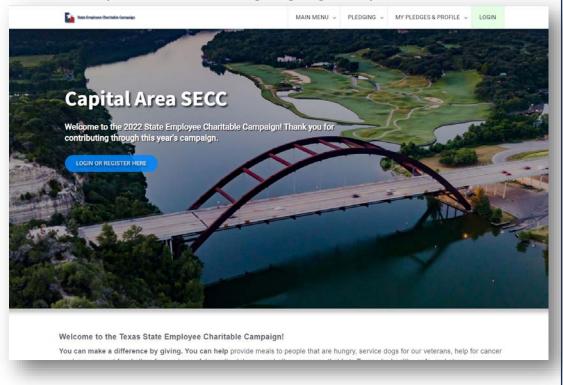
Together We Care



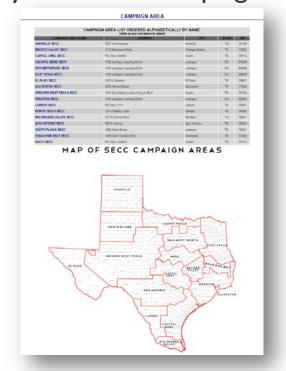
HOW TO GET STARTED...

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

Ex: https://www.secctexasgiving.org/v2/capitalarea/content/main



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.

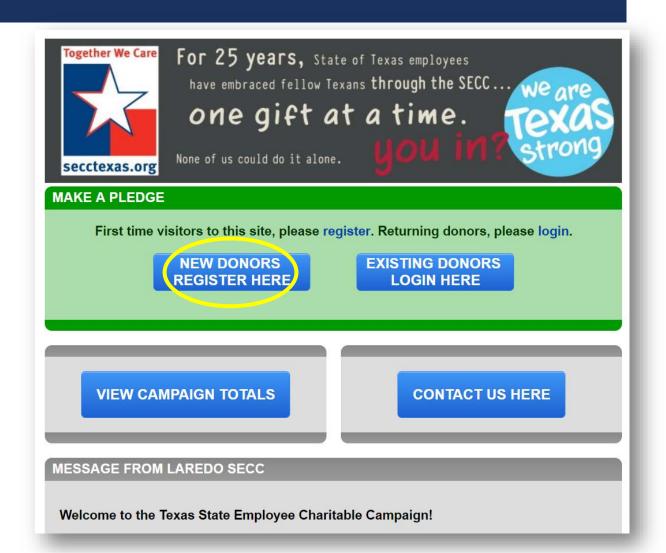


FAQ: If you don't know which SECC campaign area you are located in, please refer to the map. Select the campaign area that your office is physically located in.

CLICK TO REGISTER

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

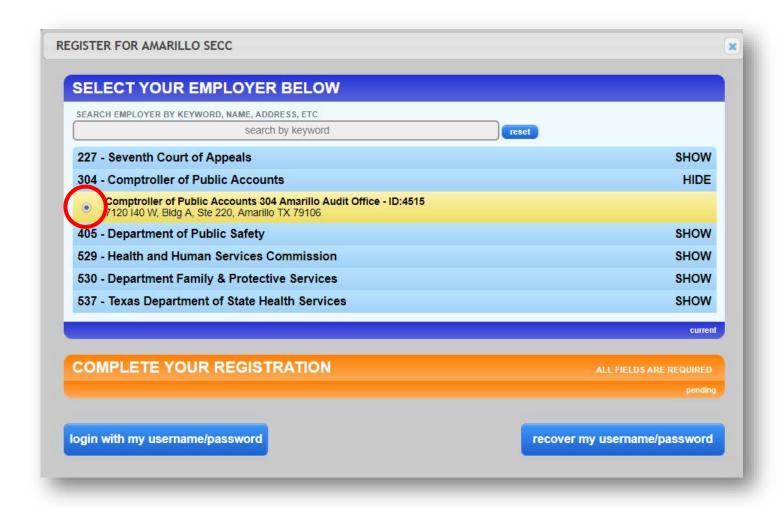
FAQ: The pledge form cannot be partially saved. It must be filled out in one sitting. If you need to access the web site later in the campaign, click <u>login</u> and enter your username & password.



SELECT 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).



COMPLETE YOUR REGISTRATION

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

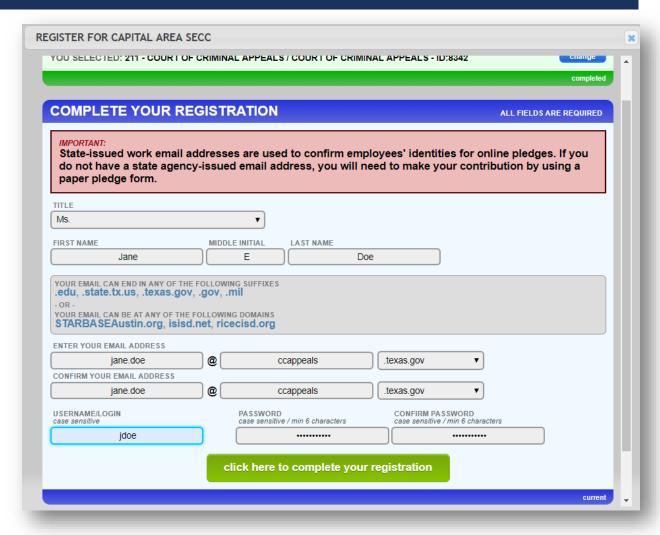
(ex: jane.doe@cpa.texas.gov)

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.



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

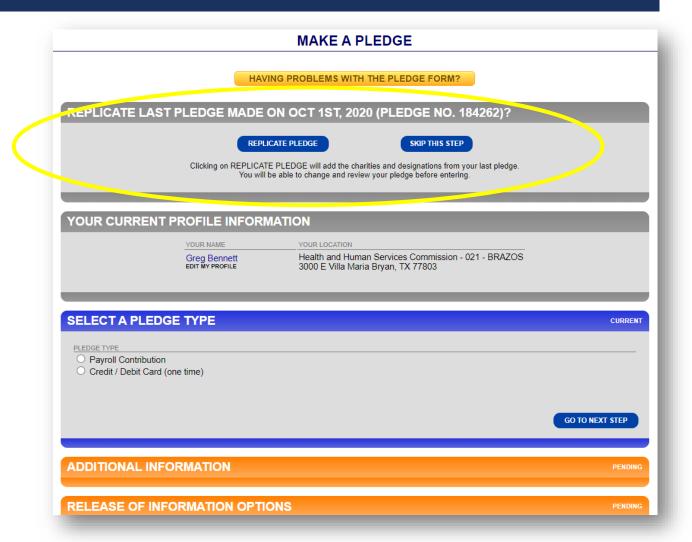
Your login is: JDoe123

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

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)



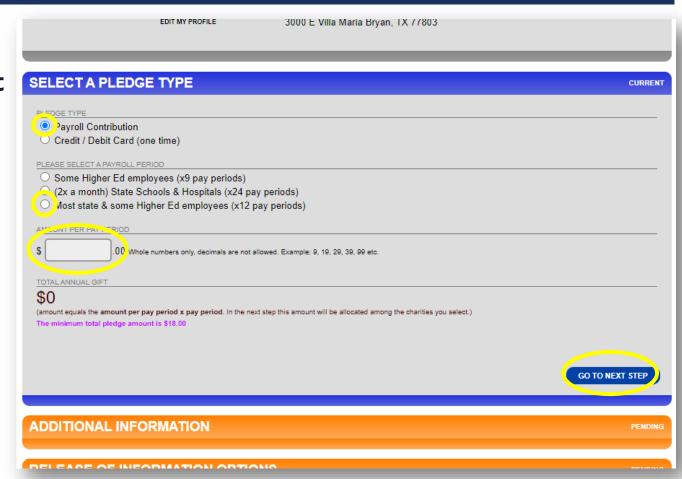
SELECT PAYMENT TYPE AND AMOUNT

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.



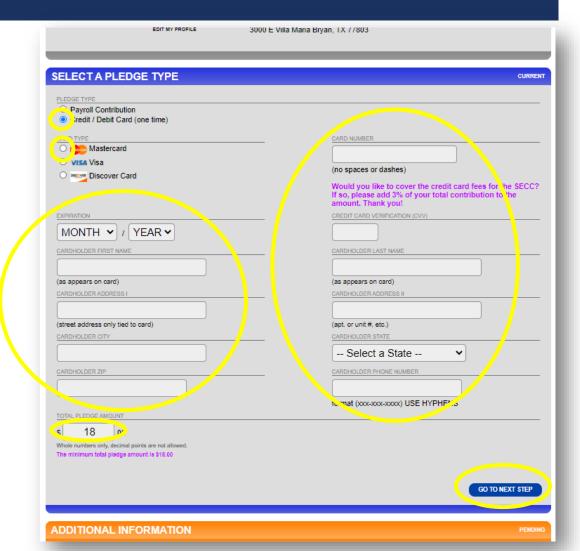
SELECT PAYMENT TYPE AND AMOUNT CONT.

Or...

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

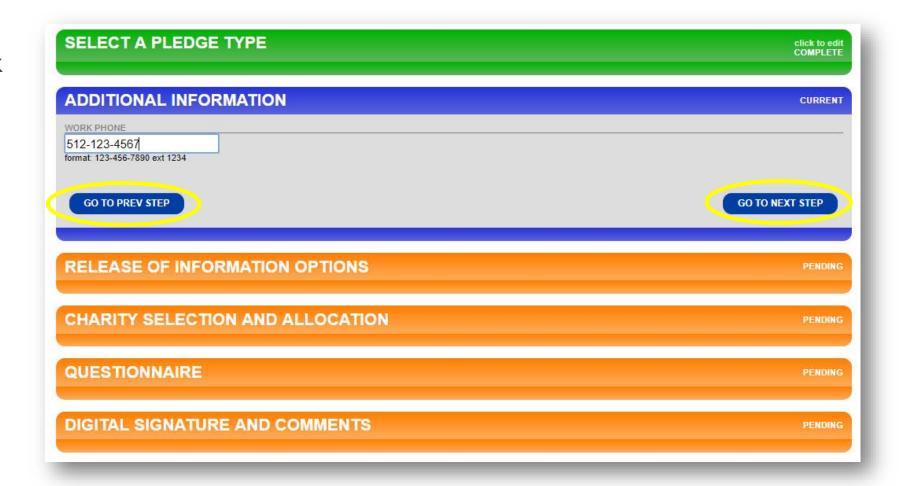
When you are done, click on GO TO NEXT STEP.

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



ADDITIONAL INFORMATION

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



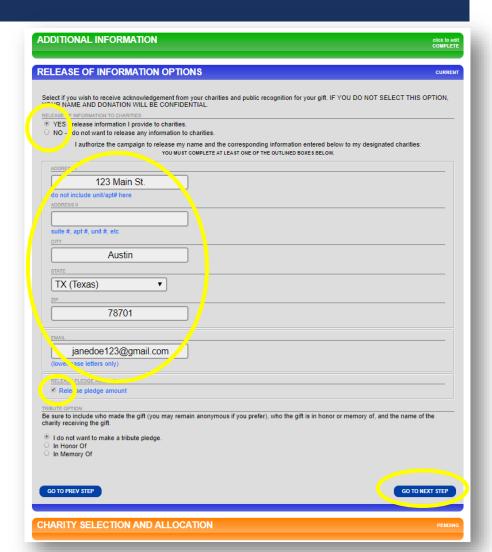
RELEASE OF INFORMATION OPTIONS

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.



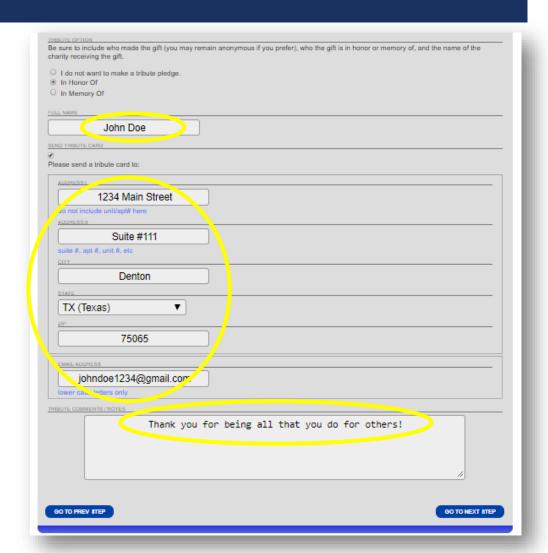
GIFTS "IN MEMORY OF" OR "IN HONOR OF"

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.



SELECTING YOUR CHARITY(IES)

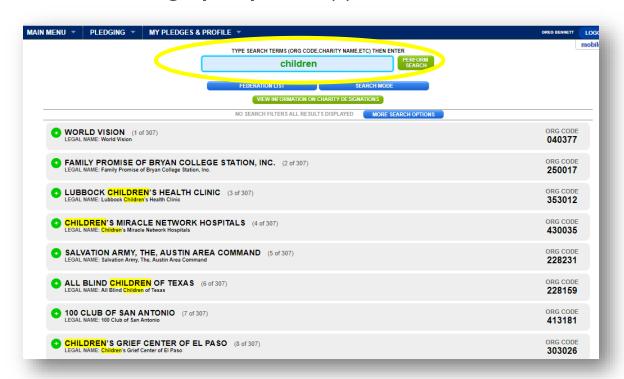
When selecting the charity(ies) that you would like for your pledge to benefit, <u>remember</u>, you have several options for looking up your charity.

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

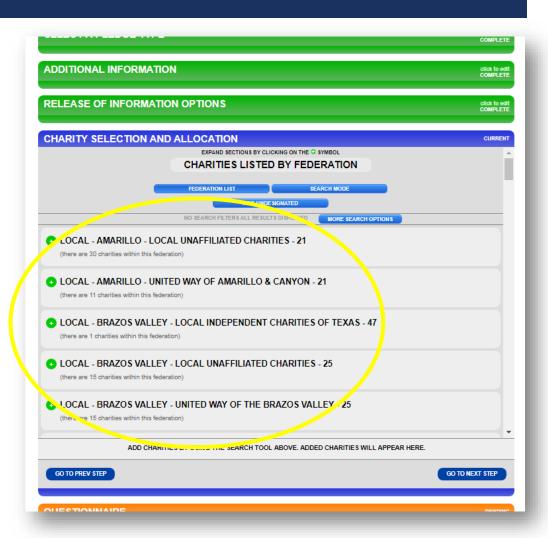
- Keywords in the charity's name or description
- Area of Texas that the charity serves
- Charity name
- Charity code number
- Any federations that the charity may be part of

*Search examples can be found on the following slides.

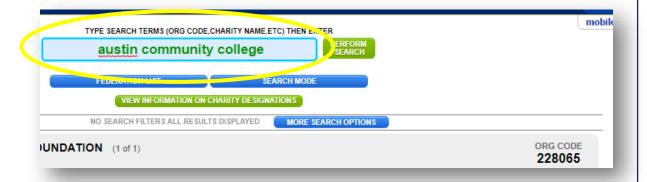
Searching by keyword(s)...



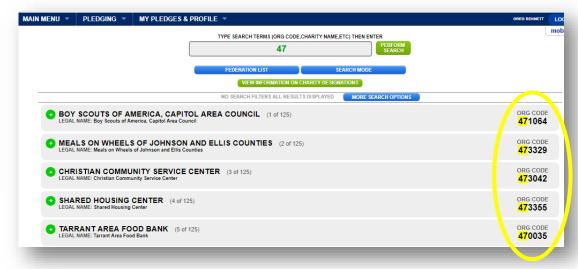
Searching by area of Texas the charity serves...



Searching by charity name...



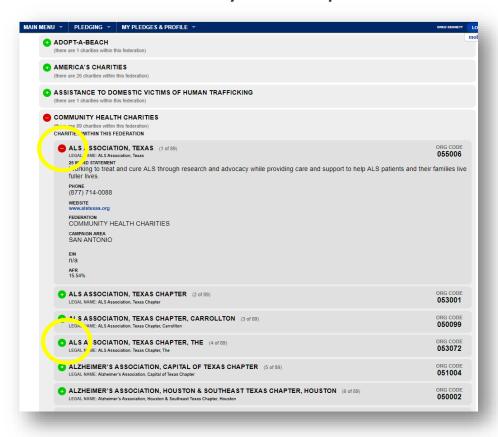
Searching by charity code number...



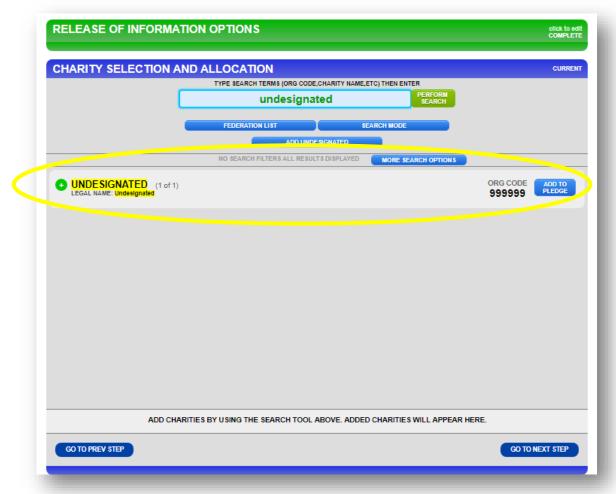
Searching by any federations that the charity may be a part of...



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



You can also 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 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.)



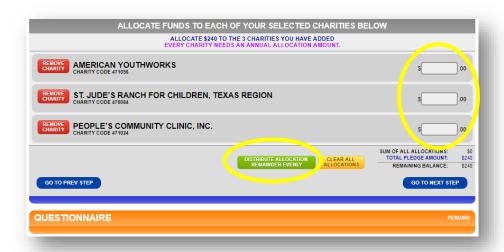
ALLOCATE YOUR CONTRIBUTION

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.

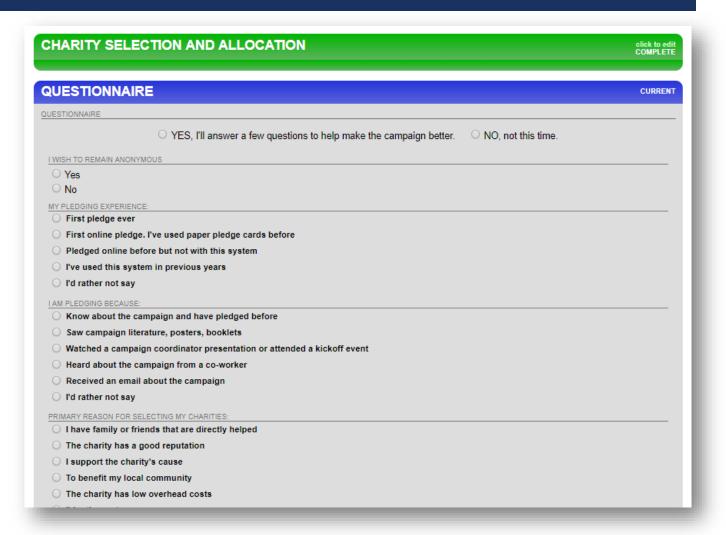




OPTIONAL QUESTIONNAIRE

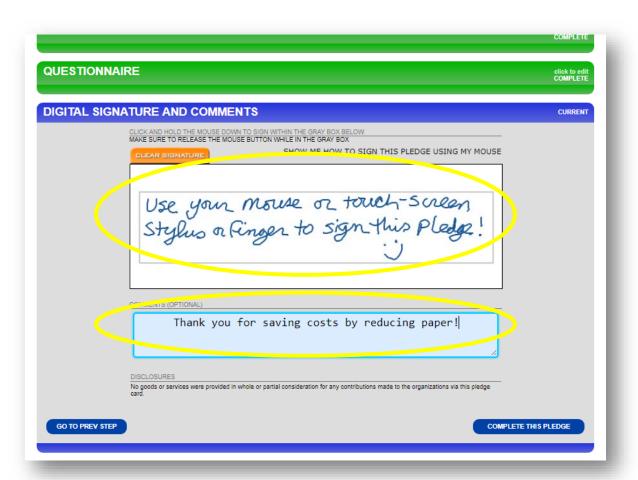
After you have selected your charity(ies) and how much each will receive, there is an **optional questionnaire**.

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



DIGITAL SIGNATURE

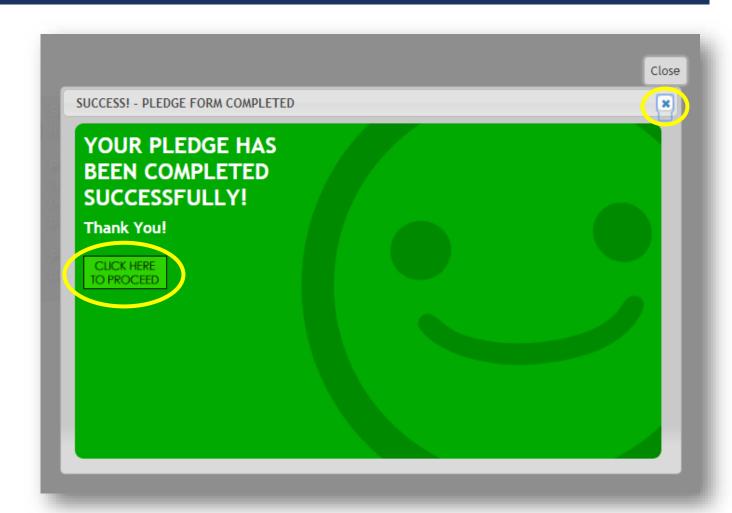
Sign your digital signature, share your thoughts about anything SECC-related, and then click on COMPLETETHIS PLEDGE.



COMPLETING YOUR PLEDGE FORM

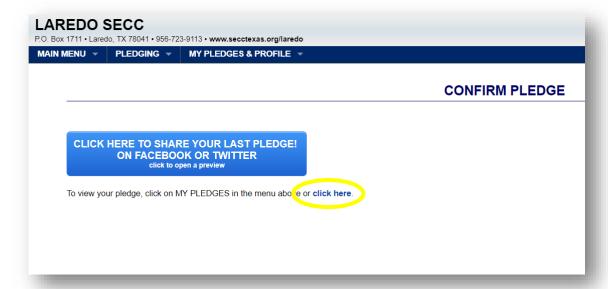
When your pledge has been completed successfully, you will see a green smiley face window.

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.

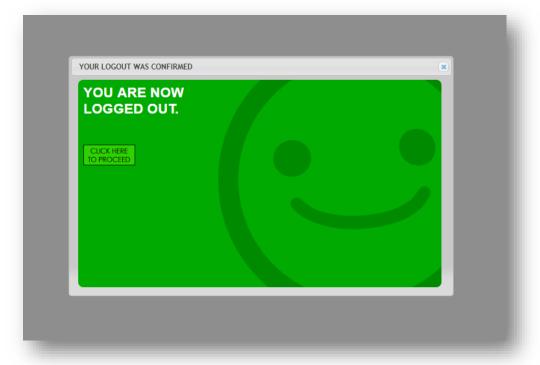
*You can access your profile and pledge data year-round.

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.



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!

