



CFC Nexus Training  
Step by Step Guide  
2016 CVACFC



- Federal agencies NOT using Employee Express or myPay can make a payroll deduction pledge via CFC Nexus
- Any employee may contribute a one-time credit card/debit card gift via CFC Nexus
- Employees must print and sign one copy of the CFC Nexus payroll deduction pledge for submittal to the key worker
- Key workers must collect CFC Nexus payroll deduction pledge printouts for submittal to the federal agency's payroll department for processing

# Register



## CENTRAL VIRGINIA AREA CFC

1199 N. Fairfax Street Suite 300 • Alexandria, VA 22314

[MAIN MENU](#) ▾ [PLEDGING](#) ▾ [MY PLEDGES & PROFILE](#) ▾

CFC NEXUS

[LOGIN](#) [REGISTER](#) [RECOVER](#)

mobile

## WELCOME TO CFC NEXUS



MAKE A PLEDGE	CAMPAIGN TOTALS	CONTACT CAMPAIGN
<p>1st time visitors to this CFC Nexus account, <b>register</b>. Returning donors, please <b>login</b>.</p> <p><a href="#">REGISTER</a> <a href="#">LOGIN</a></p> <p><b>PLEDGING IS ON</b></p>	<p><b>View Report</b></p>	<p><b>Contact Campaign</b></p>

# Create Your Login



**REGISTER**

**STEP 1 - SELECT YOUR AGENCY BELOW**

SEARCH AGENCIES BY KEYWORD (name, address, etc.):

Bureau of the Census	SHOW
Commodity Futures Trading Commission	SHOW
Department of Agriculture (USDA)	SHOW
Department of Commerce	SHOW
Department of Defense (DOD)	SHOW
Department of Education	SHOW
Department of Health & Human Services (HHS)	SHOW
Department of Homeland Security (DHS)	HIDE
<input type="radio"/> Citizenship and Immigration Services, NY Asylum Office 1 Cross Island Plaza, Rosedale NY 11422	
<input type="radio"/> Citizenship and Immigration Services, NYC 26 Federal Plaza, New York NY 10278	
<input type="radio"/> Coast Guard, Sector New York 212 Coast Guard Drive, Staten Island NY 10305	

**STEP 2 - FORM**  
(all fields are required)

TITLE/RANK:  
-- Please Select an Option --

FIRST NAME:

LAST NAME:

EMAIL:

CONFIRM EMAIL:

USERNAME/LOGIN:

Passwords require 6 characters or more  
Passwords/Usernames ARE case sensitive

PASSWORD:

- Find your agency and click "Show" to expand the list
- Select the location where you work and complete Step 2
- Click "Register Me"

# Log Into CFC Nexus



# Type in SSN or EIN



(Not required when giving a Credit Card gift)

## MAKE A PLEDGE

Click here if you are having problems filling out the form fields.

(Fill out this pledge form and scroll to the bottom of the page to click on the ENTER PLEDGE button)

### STEP 1 - BEGIN THE PLEDGING PROCESS

#### SOCIAL SECURITY NUMBER

123456789 (numbers only, no dashes or spaces.)

Your SOCIAL SECURITY NUMBER will be deleted at the end of the campaign.

Enter your SSN into this field so your payroll office can correctly identify you. Some Federal Agencies, such as USPS, may request an EIN here.

#### RELEASE OF INFORMATION TO CHARITIES

- Yes, release information I provide to charities.
- No, I do not want to release any information to charities.

#### RELEASE INFORMATION

Please select an option from the list to the left.

#### RECOGNITION AWARD

- NO - I do not want a recognition award.
- YES - I would like to receive a recognition award from my CFC.

#### TRIBUTE OPTION

- n/a
- In Honor Of
- In Memory Of

#### YOUR NAME

Jane Doe

#### YOUR AGENCY

Sample Federal Agency X  
789 Oak Avenue  
HelpOthers, MN 55901

[EDIT MY PROFILE](#)  
CHANGE ADDRESS, EMAIL, ETC.

#### DISCLOSURES

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

#### VOLUNTEERING

The USA Freedom Corps Volunteer Network can help you access service opportunities near your home or office, across the country, or overseas. Just go to [www.volunteer.gov](http://www.volunteer.gov), enter geographic information, such as zip code or state, and your area of interest to find out how you can get involved.

# Select Pledge Type



Payroll Contribution (non-EEX or myPay users) and Credit Card Gift. Checks & Cash donations must be made with a traditional paper pledge form

**STEP 1 - BEGIN THE PLEDGING PROCESS**

**SOCIAL SECURITY NUMBER**  
 (numbers only, no dashes or spaces.)  
Your SOCIAL SECURITY NUMBER will be deleted at the end of the campaign.  
**Required for Payroll Deduction pledges.**

**WORK PHONE**  
 (format: 123-456-7890 ext 1234)

**PLEDGE TYPE**

Payroll Contribution  
 Check Pledge (one time)  
 Credit / Debit Card Donation (one time)

**RELEASE OF INFORMATION TO CHARITIES**  
 Yes, release information I provide to charities.  
 No, I do not want to release any information to charities.

**RELEASE INFORMATION**

**YOUR NAME**  
Ms. Sheila OConnor

**YOUR AGENCY**  
EPA Region 2  
290 Broadway  
New York, NY 10007

**EDIT MY PROFILE**  
CHANGE AGENCIES, EMAIL, ETC.

**DISCLOSURES**  
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**VOLUNTEERING**  
The USA Freedom Corps Volunteer Network can help you access service opportunities near your

Select your pledge type. Option include payroll, e-check and credit/debit card

Please select an option from the list to the left.

# Select Payroll Period

## Enter Allotment Amount



Military Payroll = 12 pay periods  
Civilian Payroll = 26 pay periods

TOUR CFC NEXUS   MAIN MENU   PLEDGING   MY PLEDGES & PROFILE   JANE DOE   LOGOUT

### MAKE A PLEDGE

[Click here if you are having problems filling out the form fields.](#)  
(Fill out this pledge form and scroll to the bottom of the page to click on the ENTER PLEDGE button)

#### STEP 1 - BEGIN THE PLEDGING PROCESS

**SOCIAL SECURITY NUMBER**  
132456789 (numbers only, no dashes or spaces.)  
Your SOCIAL SECURITY NUMBER will be deleted at the end of the campaign.  
**Required for Payroll Deduction pledges.**

**PLEDGE TYPE**

- Payroll Contribution
- Credit Card Pledge
- Check Pledge
- Cash Pledge

**PLEASE SELECT A PAYROLL PERIOD**

- CIVILIAN (x26 pay periods - biweekly)
- MILITARY (x12 pay periods - monthly)

**AMOUNT PER PAY PERIOD**  
\$ 20 (example: 10, 20, 30, 50, etc.)  
Whole numbers only, decimals are not allowed.

**TOTAL ANNUAL GIFT**  
**\$520**  
(amount equals the amount per pay period x number of pay periods)

**YOUR NAME**  
Jane Doe

**YOUR AGENCY**  
Sample Federal Agency X  
789 Oak Avenue  
HelpOth, MN 55901

[EDIT MY PROFILE](#)  
CHANGE AGENCIES, EMAIL, ETC.

**DISCLOSURES**  
CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this network.

**RELEASE OF INFORMATION TO CHARITIES**  
 Yes, release information I provide to charities.

**RELEASE INFORMATION**  
Please select an

**Enter the amount per pay period.**

**The total annual amount is automatically calculated.**

# Authorize Payroll Deduction



TOUR CFC NEXUS   MAIN MENU   PLEDGING   MY PLEDGES & PROFILE   JAW

## STEP 1 - BEGIN THE PLEDGING PROCESS

**SOCIAL SECURITY NUMBER**  
132456789 (numbers only, no dashes or spaces.)  
Your SOCIAL SECURITY NUMBER will be deleted at the end of the campaign.  
**Required for Payroll Deduction pledges.**

**PLEDGE TYPE**

- Payroll Contribution
- Credit Card Pledge
- Check Pledge
- Cash Pledge

**PLEASE SELECT A PAYROLL PERIOD**

- CIVILIAN (x26 pay periods - biweekly)
- MILITARY (x12 pay periods - monthly)

**AMOUNT PER PAY PERIOD**  
\$ 20 (example: 10, 20, 30, 50, 100 etc.)  
Whole numbers only, decimals are not allowed.

**TOTAL ANNUAL GIFT**  
\$ 520  
(amount equals the amount per pay period x 26)

**PAYROLL DEDUCTION AUTHORIZATION**

I hereby authorize any agency of the United States Government by which I may be employed in 2012 to deduct the amount(s) shown above pay each pay period during the calendar year ending with the first pay period that begins in and ending with the last pay period that ends on 12/31/2012, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

**RELEASE OF INFORMATION TO CHARITIES**

- Yes, release information I provide to charities.
- No, I do not want to release any information to charities.

**RELEASE INFORMATION**

Please select an option from the list to the left.

**RECOGNITION AWARD**

- NO - I do not want a recognition award.

**YOUR NAME**  
Jane Doe

**YOUR AGENCY**  
Sample Federal Agency X  
789 Oak Avenue  
HelpOthers, MN 55901

[EDIT MY PROFILE](#)  
CHANGE ADDRESS, EMAIL, ETC.

**DISCLOSURES**  
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**VOLUNTEERING**  
The USA Freedom Corps Volunteer Network can help you access service opportunities near your home or office, across the country, or overseas. Just go to [www.volunteer.gov](http://www.volunteer.gov), enter geographic information, such as zip code or state, and your area of interest to find out how you can get involved.

**Click to authorize payroll deduction.**

# Release of Personal Information



If you choose yes, a set of boxes for you to type in your information will appear. If you choose no, your information will not be released to any charity.

A screenshot of a web application interface for releasing personal information to charities. The page has a yellow navigation bar at the top with links for 'TOUR CFC NEXUS', 'MAIN MENU', 'PLEDGING', and 'MY PLEDGES & PROFILE'. The user's name 'JANE' is visible in the top right. The main content area is divided into several sections. On the left, there is a section titled 'RELEASE OF INFORMATION TO CHARITIES' with two radio button options: 'Yes, release information I provide to charities.' and 'No, I do not want to release any information to charities.' A callout box with a red border and blue text is overlaid on this section, stating: 'Decide whether or not you want your donation information released to the charities you choose. If yes, you may be contacted by them directly'. To the right of the radio buttons is a gray callout box with an orange arrow pointing left, containing the text: 'Please select an option from the list to the left.' Below the radio buttons is a section titled 'PAYROLL DEDUCTION ELECTRONIC SIGNATURE' with a blue header bar. It contains the instruction: 'Please use your mouse to sign this pledge. Click and hold the mouse down to draw. (please try to sign within the gray box)'. Below this instruction is a 'CLEAR SIGNATURE' button and a large gray rectangular box for the signature. On the right side of the page, there is a sidebar with text about service opportunities near the user's home or office, mentioning 'www.volunteer.gov' and asking for geographic information like zip code or state.

# Sign the Pledge with Your Mouse



TOUR CFC NEXUS   MAIN MENU   PLEDGING   MY PLEDGES & PROFILE   JAME OGE   LOGOUT

TRIBUTE OPTION

- n/a
- In Honor Of
- In Memory Of

PLEASE USE YOUR MOUSE TO SIGN THE PLEDGE

**Using your mouse, touch screen, or pad, create your signature. This is used by payroll offices for pledge authorization.**

CLEAR SIGNATURE

A large red arrow points from the left side of the screen towards the signature box.

# Designate Charities



TOUR CFC NEXUS   MAIN MENU   PLEDGING   MY PLEDGES & PROFILE   JANE DOE   LOGOUT

## STEP 2 - CHARITY SELECTION AND ALLOCATION

enter a 5 digit code or keywords then click GO

**LIST VIEW**     

SHOW ALL   SEARCH     

**1** Search for charities by entering a 5 digit code or any keyword.

**ALLOCATE \$520 TO THE CHARITIES YOU HAVE ADDED BELOW.**  
Please add charities below to allocate your contribution of \$520.

Once charities have been ADDED, you can allocate a portion of your total gift to each charity.

0 CHARITIES ADDED  

ALLOCATION TOTAL:	\$0
TOTAL AMOUNT:	\$520
REMAINING:	\$520

## STEP 3 - QUESTIONNAIRE

QUESTIONNAIRE

YES, I'll answer a few questions to help make the CFC better.    NO, not this time.

Search for and select charities. You can search by keyword, 5 digit code and sort/filter in a number of different ways. In order to execute your search, click the "Go" button after each change to your search criteria.



# Designate Charities (con't)



TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE JANE DOE LOGOUT

## STEP 2 - CHARITY SELECTION AND ALLOCATION

enter a 5 digit code or keywords then click GO

LIST VIEW eagles

SHOW ALL SEARCH ALL SORT BY RANDOM

NTEE + ADD UNDESIGNATED + ADD INT UNDESIGNATED

**NATNL PEREGRINE FUND, THE** **ADD**

Saves eagles, condors, falcons, and other endangered birds through research, breeding, and conservation programs. Helps preserve rainforests. Educates children and adults about nature and science.

CHARITY TYPE: National  
(800)377-3716 [WEB: 12.8%](#)  
CHARITY CODE: 10639  
EIN: 23-1968973  
NTEE CATEGORIES: [Environ. Quality, Protection & Beautification](#) • [Animal Related](#) • [Educational Institutions & Related Activities](#)  
FEDERATION: [EarthShare](#)

**NATNL INTERNATIONAL FELLOWSHIP OF CHRISTIANS & JEWS**

**NATNL HAWK MOUNTAIN SANCTUARY ASSOCIATION**

ALLOCATE \$520 TO THE CHARITIES YOU HAVE ADDED BELOW.  
Please add charities below to allocate your remaining \$520.

2 Click the ADD button on the charity search results to add them to this page.

a portion of your total gift to each charity.

0 CHARITIES ADDED  
ADD A CHARITY TO ENABLE THIS AUTO DISTRIBUTE BUTTON

ALLOCATION TOTAL:	\$0
TOTAL AMOUNT:	\$520
REMAINING:	\$520

## STEP 3 - QUESTIONNAIRE

QUESTIONNAIRE

YES, I'll answer a few questions to help make the CFC better.  NO, not this time.



# Allocate Allotment



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## STEP 2 - CHARITY SELECTION AND ALLOCATION

select a charity from the list below. click the + icon to expand

[CLICK HERE TO SWITCH TO SEARCH MODE](#)

[NTEE](#) [+ADD UNDESIGNATED](#) [+ADD INT UNDESIGNATED](#)

**Medicinal Disciplines**  
(there are 440 charities in this ntee category)

CHARITIES WITHIN THIS NTEE CATEGORY:

- [+ NATNL](#) AARON DIAMOND AIDS RESEARCH CENTER
- [+ NATNL](#) ACCORDIA GLOBAL HEALTH FOUNDATION
- [+ NATNL](#) ACOUSTIC NEUROM ASSOCIATION
- [+ INTNL](#) AFGHAN HEALTH A DEVELOPMENT SERVICES
- [+ NATNL](#) AFRICA AIDS CHILDREN'S RELIEF FUND
- [+ INTNL](#) AFRICA AIDS WATCH
- [+ INTNL](#) AFRICA FIGHTING MALARIA INTERNATIONAL, INC.

**ALLOCATE \$520 TO THE CHARITIES YOU HAVE ADDED BELOW.**  
Every charity needs an allocation amount.

<a href="#">DELETE</a> (5 digit code 10639) <a href="#">APR-12.8%</a>	\$ <input type="text" value="20"/>
<a href="#">DELETE</a> (5 digit code 12064) <a href="#">APR-20.8%</a>	\$ <input type="text" value="100"/>
<a href="#">DELETE</a> (5 digit code 00007) <a href="#">APR-9.6%</a>	\$ <input type="text"/>

3 CHARITIES ADDED

[DISTRIBUTE REMAINDER EVENLY](#) [CLEAR ALL FIELDS](#)

ALLOCATION TOTAL:	\$20
TOTAL AMOUNT:	\$520
REMAINING:	\$500

**STEP 3 - QUESTIONNAIRE**

QUESTIONNAIRE

YES, I'll answer a few questions to help make the CFC better.  NO, not this time.

Once you have your charities selected, you may allocate your donation by filling in dollar amounts next to each charity.

# Finish Entering Pledge



**QUESTIONNAIRE**

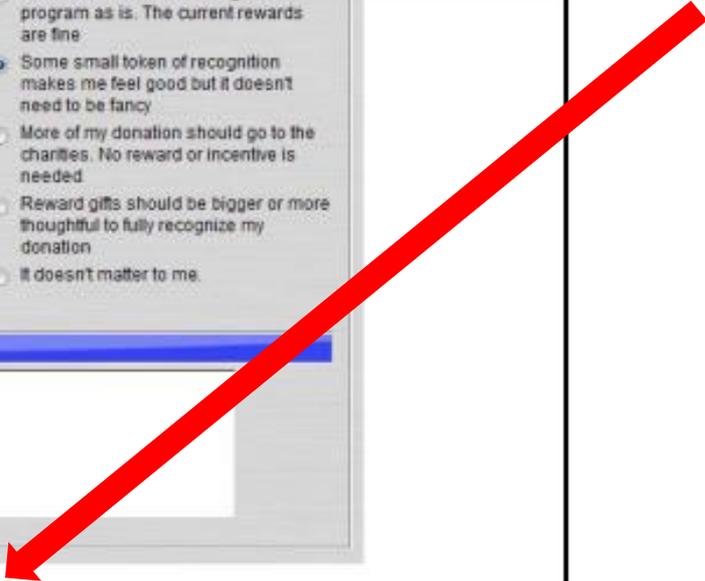
YES, I'll answer a few questions to help make the CFC better.  NO, not this time.

<b>I WISH TO REMAIN ANONYMOUS</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>MY PLEDGING EXPERIENCE</b> <input type="radio"/> First pledge ever <input checked="" type="radio"/> First online pledge. I've used paper pledge cards before <input type="radio"/> Pledged online before but not with this system <input type="radio"/> I've used CFC Nexus in previous years	<b>I AM PLEDGING FROM</b> <input checked="" type="radio"/> My work computer <input type="radio"/> A shared work computer or kiosk <input type="radio"/> A coffee shop, public wifi, library, etc. <input type="radio"/> My home <input type="radio"/> Other (please comment below)
<b>I AM PARTICIPATING BECAUSE</b> <input type="radio"/> Know about the campaign and have pledged before <input type="radio"/> Saw campaign literature, posters, booklets <input type="radio"/> Watched a campaign coordinator presentation or attended a kickoff event <input type="radio"/> Heard about the campaign from a co-worker <input checked="" type="radio"/> Received an email about the campaign	<b>MY AGE GROUP</b> <input type="radio"/> 25 or younger <input type="radio"/> 26-35 <input checked="" type="radio"/> 36-45 <input type="radio"/> 46-55 <input type="radio"/> 56+	<b>GIFT RECOGNITION</b> <input type="radio"/> Leave the CFC donor recognition program as is. The current rewards are fine <input checked="" type="radio"/> Some small token of recognition makes me feel good but it doesn't need to be fancy <input type="radio"/> More of my donation should go to the charities. No reward or incentive is needed <input type="radio"/> Reward gifts should be bigger or more thoughtful to fully recognize my donation <input type="radio"/> It doesn't matter to me.

**COMMENTS (OPTIONAL)**  
Thanks

**Once all fields are completed, enter your pledge.**

**ENTER PLEDGE**





## EMPLOYEE RESPONSIBILITY

- Once you have completed your pledge, **print and submit** your printed pledge to your key worker
- CFC Nexus does not automatically transmit your pledge to your payroll department
  - **Your pledge will not be processed unless you submit your pledge to your keyworker & payroll department**



Contact [kristi.kennell@charity.org](mailto:kristi.kennell@charity.org)