



myPay
Step by Step Guide
2016 CVACFC



How to use myPay



STEP 1: Visit cvacfc.org and click the Pledge Online" button.



Home ▾ About CVA ▾ Contributors ▾ Campaign Representatives ▾ Federations and Charities ▾ Contact

Central Virginia Area Combined Federal Campaign 12 September 2016 - 15 December 2016



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STEP 2: Click on the link to myPay on the Giving Options page.



Make Your CFC Pledge Online

Click on the individual logo to be taken to your chosen online giving option.



DFAS myPay
*Electronic payroll allotment.
 Available to DoD personnel.*

Step 3: Log in to your myPay account.

Step 4: Select "Combined Federal Campaign" from the main menu.

Step 5: Enter and confirm campaign code **0900** if prompted.

Employee Express
*Electronic payroll deduction.
 Available to limited agencies".*

Step 3: Log in to your EEX account using your username and password.

Step 4: Select "Combined Federal Campaign: from the main menu.

Step 5: Follow the prompts to select your pledge amount and designate to

CFC Nexus
*Pledge with a credit/debit card or bank transfer.
 Available to all agencies.*

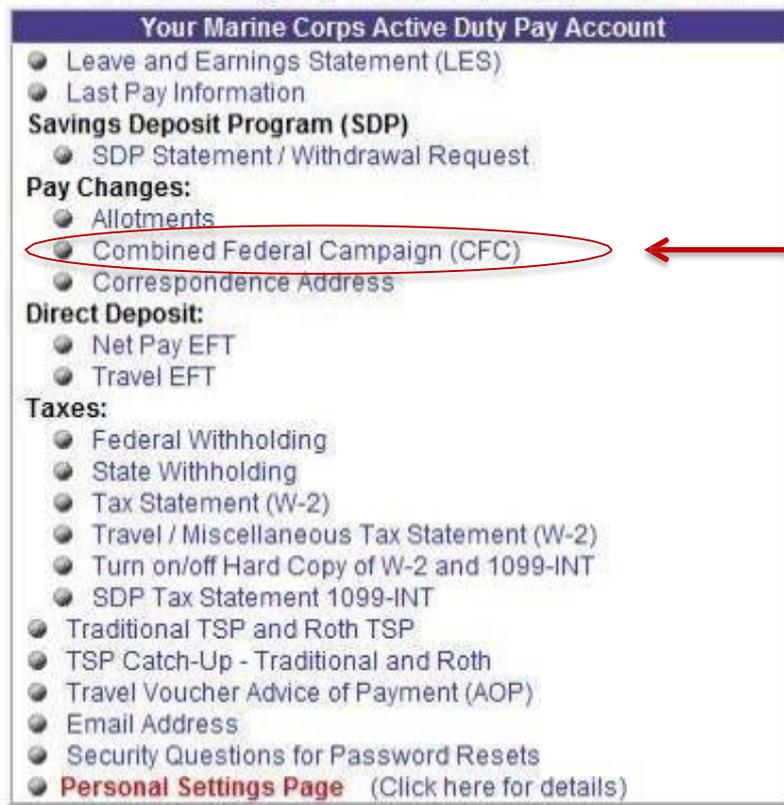
Step 3: Log in to your account. First time users will need to create an account.

Step 4: Select the type of pledge you would like to make.

Step 5: Follow the prompts to pledge

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STEP 3: Log in to your myPay account and then choose “Combined Federal Campaign (CFC)” from the menu.



Combined Federal Campaign option can be found under “Pay Changes” in the main menu.

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STEP 4: Click "Add New Contribution".

CFC Main | Exit

Your current monthly contribution and total CFC gift are shown below.
If you would like to add additional contributions to CFC, please click 'Add New Contribution'.

| | |
|--------------------------------------|-------|
| Current Monthly Contribution: | 50.00 |
| Total CFC Gift: | 50.00 |

Add New Contribution

To make a one-time contribution, please contact your CFC key worker.

The screenshot shows the CFC myPay interface. At the top, there is a header bar with 'CFC' on the left and 'Main | Exit' on the right. Below the header, a grey box contains instructions: 'Your current monthly contribution and total CFC gift are shown below. If you would like to add additional contributions to CFC, please click 'Add New Contribution''. A horizontal line separates the instructions from a table. The table has two rows: 'Current Monthly Contribution: 50.00' and 'Total CFC Gift: 50.00'. Below the table is a button labeled 'Add New Contribution', which is circled in red. Two red arrows point to the button from the left side of the screen. At the bottom of the grey box, there is a purple text instruction: 'To make a one-time contribution, please contact your CFC key worker.'

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STEP 5: Enter the CVA Campaign Code – 0900 – and click “Find Campaign”.

For active duty:

The system will ask for a 4-digit CFC code.

The code for the CVACFC Code is:

0900

This code is also on the top of our pledge card.

A screenshot of the 'Campaign Search' interface in the myPay system. The page has a dark header with 'CFC' on the left and 'Main | Exit' on the right. The main content area is light gray and contains the following text: 'Campaign Search' in bold, followed by a paragraph: 'Please enter the 4 digit CFC code that is on your pledge form. If the CFC code that is on the form is not valid, or you did not receive a pledge form, please visit your finance office for processing. Service members will not be allowed to stop or change their Charity allotment via myPay.' Below this text is a form with a text input field containing '0900' and a 'Find Campaign' button. A red oval highlights the input field and button, with two red arrows pointing from the text '0900' on the left towards the input field. Below the form, there is a purple instruction: 'Please confirm the campaign number and area are correctly listed below OR enter another 4 digit CFC code and select Find Campaign'.

All other federal employees, code will already be populated.

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STEP 6: Confirm you are participating in the CVACFC.

When you enter 0900 and click “find campaign” you will then to confirm this is the right campaign before you continue through the system.

The screenshot shows the 'Campaign Search' page in the myPay system. At the top, there is a navigation bar with 'CFC' on the left and 'Main | Exit' on the right. The main content area has a title 'Campaign Search' and a paragraph of instructions: 'Please enter the 4 digit CFC code that is on your pledge form. If the CFC code that is on the form is not valid, or you did not receive a pledge form, please visit your finance office for processing. Service members will not be allowed to stop or change their Charity allotment via myPay.' Below this text is a search input field containing '0900' and a 'Find Campaign' button. A second paragraph of instructions follows: 'Please confirm the campaign number and area are correctly listed below OR enter another 4 digit CFC code and select Find Campaign'. Below this is a dropdown menu showing '0900 CVA CFC' and a 'Confirm Campaign' button. The 'Confirm Campaign' button is circled in red, and two red arrows point from the text on the left to it.

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STEP 7: Enter the monthly dollar amount you would like to pledge.

A screenshot of a web application interface. At the top, a dark grey header bar contains the text 'CFC' on the left and 'Main | Exit' on the right. Below the header, a light grey rectangular area contains the text: 'Enter the amount per month you would like to donate to the Combined Federal Campaign in the box below.' Below this text is a white text input field containing '\$ 50'. The input field is circled in red. A red arrow points from the right side of the input field towards the center. Below the input field is a small grey button with the text 'Save'. Another red arrow points from the bottom right towards the 'Save' button.

Here you will enter the MONTHLY amount of the pledge you would like to make.

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STEP 8: Search for charities using charity codes, names, categories or keywords.

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.

A screenshot of the myPay search interface. At the top, there are four tabs: 'Code Search', 'Name Search', 'Category Search', and 'Advanced Search'. The 'Advanced Search' tab is currently selected. Below the tabs, there are several sections: 'Administration Percentage' with 'Starting:' and 'Ending:' input fields; 'Keywords' with a text input field and three radio button options: 'Any Words (at least one of the words)', 'All Words', and 'Exact Match'; 'Organization Category' with a dropdown menu set to 'ALL CHARITIES' and a 'Search' button. At the bottom of the form, there is a link that says 'Skip. Do not designate specific charities.' with a small downward arrow icon to its left.

HELPFUL TIP

The myPay system will time-out without saving your information. To avoid this, it is best to search for charities using the paper charity list or the online search tool on cvacfc.org before you log in to myPay.

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STEP 9: Select up to 30 charities.

Enter any keyword to get a long list of charities including the word dog.

Add charities from the list by clicking the check box and then clicking "add selected charities"

| | | Add Selected Charities | | Back to Search | | | | |
|--------------------------|--------------|---|---------|----------------|---------------|--|----------|--|
| Show 10 entries | | Search: <input type="text"/> | | | | | | |
| Add | Charity code | Charity Name | % Admin | EIN | Phone Number | Website | Category | Description |
| <input type="checkbox"/> | 81344 | America's VetDogs - the Veteran's K-9 Corps, Inc. | 22.9 | 208814388 | (866)838-3647 | www.vetdogs.org | P,E,B | Trains guide, service, and therapy dogs. Transforms the lives of disabled veterans and active servicemembers at home, in VA and military hospitals, and while deployed. |
| <input type="checkbox"/> | 19800 | Angel Canines for Wounded Warriors | 8.6 | 270385676 | (888)662-6794 | www.AngelCaninesforWoundedWarriors.org | E,P,W | We connect wounded warriors with service dogs to assist in day to day mobility functions, balance and retrieving objects. Companion animals also provide emotional healing. |
| <input type="checkbox"/> | 11977 | Animal Rights Institute | 23.8 | 222527462 | (734)677-9240 | www.animalsandsociety.org | D,F,O | Dogs, cats, rabbits, horses, humans all suffer from domestic violence. Our AniCare program helps break the cycle between animal abuse and human violence. Support us! |
| <input type="checkbox"/> | 10474 | Animal Welfare Institute | 5.9 | 135655952 | (202)337-2332 | www.awionline.org | D,K,T | Horses brutally slaughtered. Dogs and cats stolen for experimentation. Farm animals confined in cramped crates. Wildlife caught in brutal traps. Help us protect these animals. |
| <input type="checkbox"/> | 11646 | Assistance Dog Institute | 2.9 | 680259118 | (707)545-3647 | www.berginu.edu | B,D,P | Our "Dogs Love Helping Veterans" program helps heal returning service members by providing loyal, skilled service dog helpmates to those with physical and psychological disabilities. |
| <input type="checkbox"/> | 10017 | Canine Assistants | 4.1 | 581974410 | (800)771-7221 | www.canineassistants.org | D,P,B | Training great dogs for special people. Invest in freedom by providing service dogs to children and adults with disabilities. Thank you! |



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STEP 10: Designate the monthly dollar amount each charity should receive. The balance will be listed as "undesigned".

Current contribution: \$50

Change Amount

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.

- Undesignated Contributions Per Month : \$25.00
- Designated Contribution Per Month : \$25.00

| Delete | Charity Code | Charity Name | Contribution Per Month |
|--------------------------|--------------|--------------|------------------------|
| <input type="checkbox"/> | 11977 | Charity #1 | 5 |
| <input type="checkbox"/> | 11648 | Charity #2 | 5 |
| <input type="checkbox"/> | 81344 | Charity #3 | 5 |
| <input type="checkbox"/> | 19800 | Charity #4 | 5 |
| <input type="checkbox"/> | 10474 | Charity #5 | 5 |

Continue Add More Charities Delete Selected

After selecting your charitable organizations, designate how much money goes to each.

This example shows the contributor pledging \$50 per month and designating \$5 to each of the five different charities.

The remaining \$25 of the monthly pledge will be undesignated.

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STEP 11: For your myPay CFC pledge to be properly credited to your unit/agency, be sure to enter your unit/agency CVACFC reporting number in the field marked "Command/ Unit Name". Please completely spell out unit/agency number if you use name.

Personal Information Authorized Release

Work Email Address: john.smith.civ@mail.mil

OR

Work Phone Number: (10 digits only. ex. 2223334444)

Command/Unit Name (Alphanumeric field). Please enter your unit location or code provided by your campaign worker. XXXXXXX

Amount Release Authorization: Yes No

Recognition Release Authorization: Yes No

If yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)

Contact Release Authorization: By Address By Email Neither

Home Email Address: john.smith@yahoo.com

Continue

A red arrow originates from the top left of the instruction box and points directly to the "Command/Unit Name" input field, which contains the text "XXXXXXX". The input field is also circled in red.



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STEP 12: Review all your information and click "yes" to finalize your pledge.

Finally, review all information and then click "yes" at the bottom of the page if everything is correct and you are ready to finalize the pledge.

IMPORTANT:

Changes cannot be made in the myPay system.

CFC Main | Exit

Please review your contribution amounts and personal information.

Monthly Contribution: 550.00
Total CFC Gift: \$600.00

Charitable Distribution:

| Charity Code | Charity Name | Contribution Per Month |
|--------------|--------------|------------------------|
| 11977 | Charity #1 | 5.00 |
| 11646 | Charity #2 | 5.00 |
| 81344 | Charity #3 | 5.00 |
| 19800 | Charity #4 | 5.00 |
| 10474 | Charity #4 | 5.00 |
| 99999 | Charity #5 | 25.00 |

Personal Information Authorized Release

Work Email Address: john.smith.cv@mail.mil
Work Phone Number:
Work Street Address: (required) 4032002
Amount Release Authorization: Yes
Recognition Release Authorization: No
Contact Release Authorization: By Email
Home Email Address: john.smith@yahoo.com

Is this information correct?

To confirm this information and submit your CFC contribution, click Yes. Otherwise, click No.

No Yes