

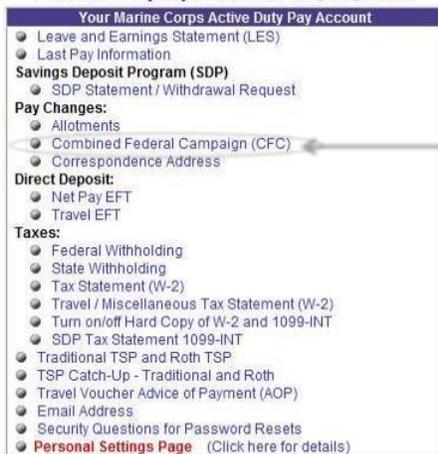


How to Pledge Online with myPay

Go to www.cvafc.org, select Plege Online. Your agency must use DFAS myPay. Click on the myPay logo.

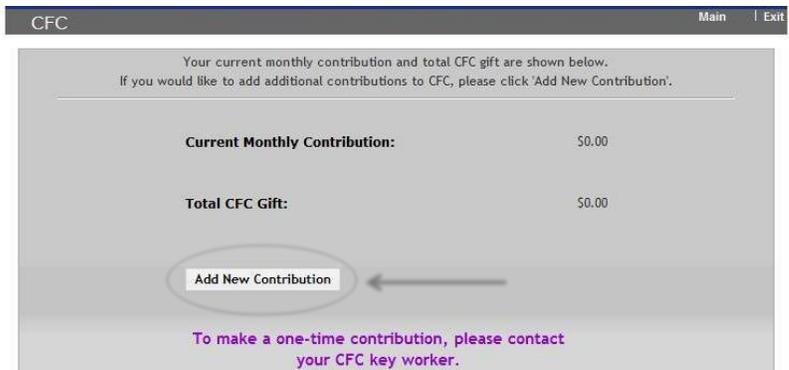


Step One: Login to myPay and select Combined Federal Campaign, found under "Pay Changes" in the main menu.



Step Two: Select your agency from the list. Use the key word search to narrow the list. Once you find your agency click "click to expand" to find your facility or department.

Step Two Active duty personnel: enter the **CVACFC Code, 0900**. You will be asked to confirm. All other federal employee will already have that information populated in the system. Select "Add New Contribution" and enter **MONTHLY** plege amount.



Step Three: Select your charities

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.

Charity Search Information You can search by:

- 5 Digit Charity Code
- Charity name
- Keyword
- Overhead rate

You can select a maximum of 30 charities.

- o 7 complete your pledge
- Make your selections and click "add to cart"
- Allocate the amounts for each charity by pay period
- Enter your federal agency office and/or assigned CVACFC number. Please see your Keyworker/ACM.
- Once everything is complete, click "yes" to submit your pledge
- Print the receipt for your records

You do not need to submit any paperwork to your Key worker.

Thank you for participating in the Central Virginia Area Combined Federal Campaign!
#ShowSomeLoveCFC