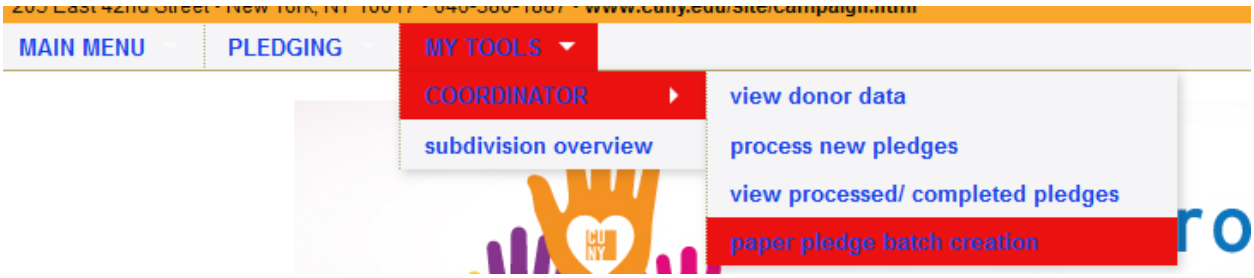
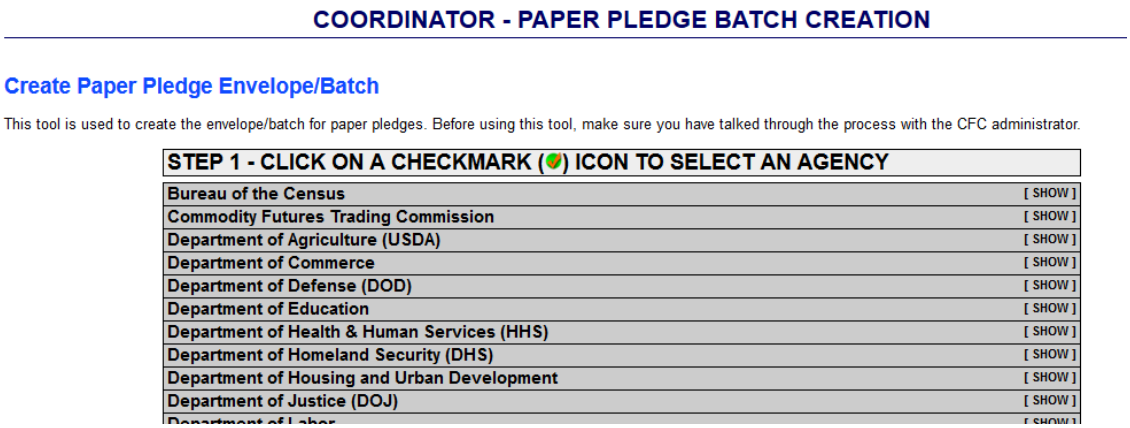
Instructions for Coordinators to record campaign envelopes

Step 1 Login to Giveattheoffice: https://www.giveattheoffice.org/_sccp/

2. Select "My Tools/Coordinator Tools/ paper pledge batch creation



3. Select the State Agency from the alphabetical list



4 When you find the agency, click show to view the list of subdivisions for your agency. Select the agency subdivision by clicking the green and orange check mark.

Create Paper Pledge Envelope/Batch

This tool is used to create the envelope/batch for paper pledges. Before using this tool, make sure you have talked through the process with the CFC administrator.

STEP 1 - CLICK ON A CHECKMARK (✓) ICON TO SELECT AN AGENCY

Sel	Agency/Intentifier	Unit	Address	City	State	Zip
Bureau of the Census						[SHOW]
Commodity Futures Trading Commission						[SHOW]
Department of Agriculture (USDA)						[HIDE]
✓	Food & Nutrition Services ID: 343		201 Varick Street	New York	NY	10014
✓	Office of the Inspector General - Investigations ID: 342		26 Federal Plaza	New York	NY	10278-0004
✓	USDA-APHIS-PPQ ID: 333		88-11 165th Street	Jamaica	NY	11432
Department of Commerce						[SHOW]

5. Scroll down to view the screen below. Enter the information that is recorded on the envelope. Be sure to enter the envelope # as "agencynumber(3 digits)subdivisionnumber(5 digist)submissionnumber" with no space or other punctuation. This will be either a five or eight digit number or five for example 34301 or 3432701

STEP 2 - Please enter the information for this new batch/envelope

All information below should be located on the keyworker/coordinator envelope

Agency Group	Agency
Department of Defense (DOD)	**Army Corps of Engineers, New York District (NYD)**
Type of Batch	Envelope Number/ID
Paper Pledge	302-1
PAYROLL DEDUCTION Pledge Cards	PAYROLL DEDUCTION Total Dollars
3	$ 780
CASH/CHECK Pledge Cards	CASH/CHECK Total Dollars
2	$ 100
SPECIAL EVENTS Pledge Cards / SPECIAL EVENTS Donors/Attendees	SPECIAL EVENTS Total Dollars
0 / 0	$ 0
Total Pledge Cards In Envelope	Total Dollars In Envelope
5 (automatically calculated)	**$880.00** (automatically calculated)
NO RECOGNITION AWARDS	
Notes/Comments	

Envelope # is agency number and submission number

7. Create the batch

Loaned Executive Information				
First Name	Last Name	Phone	Email	
Address 1	Address 2	City	State	Zip

create new batch envelope