

State Charitable Contributions Program 2015 Campaign

ON-LINE PLEDGING INSTRUCTIONS

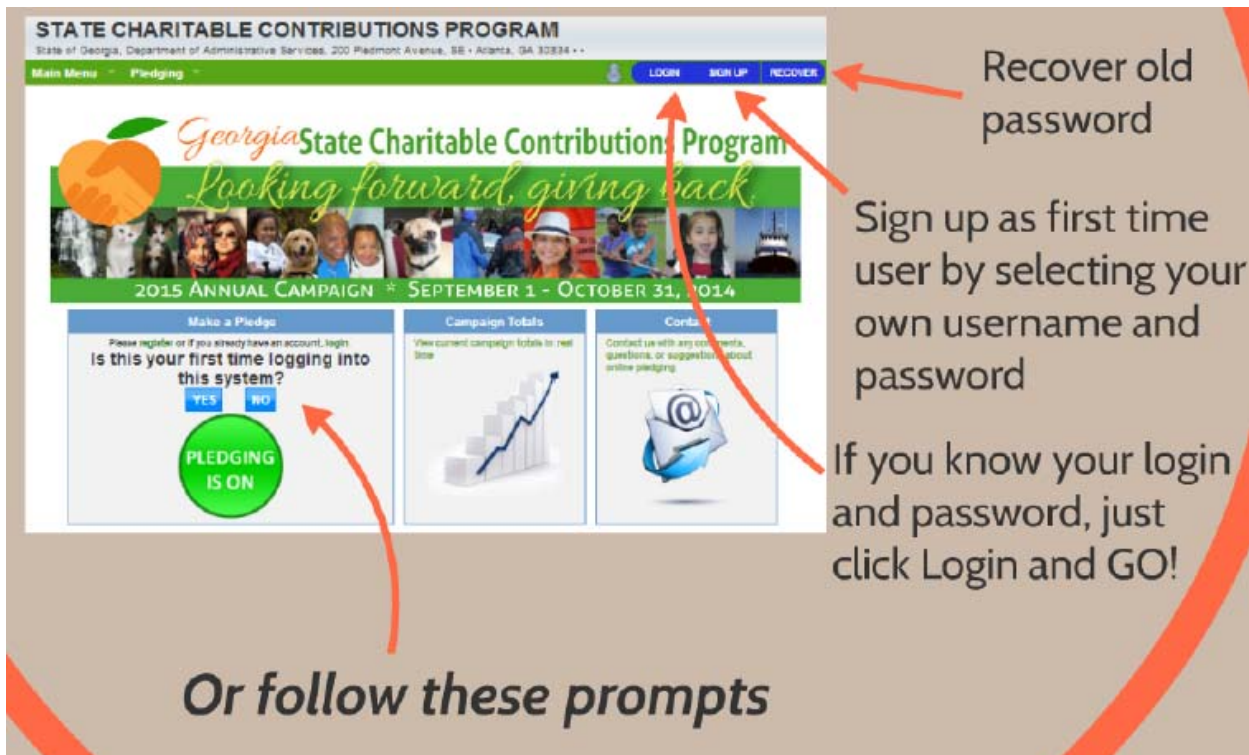
To participate in the State Charitable Contributions Program's Online Campaign, follow these easy steps below:

To Begin:

Link to this site: https://www.giveattheoffice.org/_sccp/

Click the blue "Log In" button to log into the system if you have an account from a previous year. Click "Recover" if you have forgotten your password/username but have an existing account.

For first time users, click "Sign Up" or "Register" to create an account by entering some information and choosing a username and password.



The screenshot shows the homepage of the Georgia State Charitable Contributions Program. At the top, there is a header with the program name and a navigation bar with links for "Main Menu", "Pledging", "LOG IN", "SIGN UP", and "RECOVER". Below the header is a banner for the "2015 ANNUAL CAMPAIGN * SEPTEMBER 1 - OCTOBER 31, 2014" with the slogan "Looking forward, giving back." and a collage of photos of people and animals. The main content area has three columns: "Make a Pledge" with a question "Is this your first time logging into this system?" and "YES" and "NO" buttons; "Campaign Totals" with a bar chart; and "Contact Us" with an email icon. Red arrows point from text annotations to specific elements: one points to the "RECOVER" button with the text "Recover old password"; another points to the "SIGN UP" button with the text "Sign up as first time user by selecting your own username and password"; a third points to the "LOG IN" button with the text "If you know your login and password, just click Login and GO!"; and a fourth points to the "Make a Pledge" section with the text "Or follow these prompts".

Recover old password

Sign up as first time user by selecting your own username and password

If you know your login and password, just click Login and GO!

Or follow these prompts

Step 1: Begin the Pledge Process

There are three options:

- a. Payroll Deduction
 - Agency/CSB/PH (x12-Once Monthly) – All state agency employees that have payroll processed by PeopleSoft should choose this option. The schedule for deductions is the mid-month paycheck, so their annual amount is spread out equally over 12 paychecks. This is processed in this way to not fall on the same paycheck that health insurance deductions fall as a convenience to employees. This option is the only way payroll deductions are processed for employees in PeopleSoft agencies.
 - USG Biweekly Payroll (x24) – FOR UNIVERSITY SYSTEM USE ONLY
 - Monthly Payroll USG (x12) – FOR UNIVERSITY SYSTEM USE ONLY
 - Monthly Payroll USG (x10) – FOR UNIVERSITY SYSTEM USE ONLY
- b. E-Check Donation– one time
- c. Credit/Debit Card Donation – one time

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Each option has appropriate fill in fields which need to be completed, including the authorization for deduction button. Click GO TO NEXT STEP to proceed.

I WANT TO REPLICATE LAST YEAR'S PLEDGE

SELECT A PLEDGE TYPE

PLEDGE TYPE

- ☒ Payroll Contribution
- ☐ Credit / Debit Card Donation (one time)
- ☐ e-Check Donation (one time)

PLEASE SELECT A PAYROLL PERIOD

- ☒ Agency/CSB/PH (x12-once monthly)
- ☐ Monthly Payroll USG (x12 pay periods)
- ☐ Monthly Payroll USG (x10 pay periods)
- ☐ USG Biweekly (x24 pay periods)

AMOUNT PER PAY PERIOD

\$.00 Whole numbers only, decimals are not allowed. Example: 9, 19, 29, 39, 99 etc.

PAYROLL DEDUCTION AUTHORIZATION

☒ I hereby authorize my employer to withhold from my salary the amount as indicated.

TOTAL ANNUAL GIFT

\$120
(amount equals the amount per pay period x pay period. In the next step this amount will be allocated among the charities you select.)

GO TO NEXT STEP

IMPORTANT!
State Agencies, CSBs, Authorities and Public Health employees should choose Agency/CSB/PH - All other options are for the University System

Enter Amount Per Pay Period to be deducted. Agencies will have monthly deductions once per month on the opposite check as health premiums.

Click GO TO NEXT STEP to proceed at each level

Step 2: Charity Selection and Allocation

This defaults to list mode, but click on SEARCH MODE to search by keyword. More Search Options will let you select to search only in the name which is good for common keywords. The plus + next to the charity and the selection will expand.

CHARITY SELECTION AND ALLOCATION

YOU HAVE 2 CHARITIES ADDED TO YOUR PLEDGE FORM BELOW.
CLICK HERE TO SCROLL DOWN TO YOUR ADDED CHARITIES

TYPE SEARCH TERMS (ORG CODE, CHARITY NAME, ETC.) THEN ENTER

PERFORM SEARCH

FEDERATION LIST **SEARCH MODE**

SEARCH RESULTS FILTERED: SOME RESULTS EXCLUDED **MORE SEARCH OPTIONS**

SELECT THE TYPE OF SEARCHLIST

SEARCH CHARITIES **VIEW FEDERATION LIST**

LIMIT SEARCH **SORT RESULTS**

PERFORM SEARCH **RESET**

CHARITY	ORG CODE	ADD TO PLEDGE
TIFTON MEALS ON WHEELS (1 of 17) LEGAL NAME: Tifton Meals on Wheels	225010	ADD TO PLEDGE
MEALS ON WHEELS OF COWETA, INC. (2 of 17) LEGAL NAME: Meals on Wheels of Coweta, Inc.	204292	ADD TO PLEDGE
EASTER SEALS SOUTHERN GEORGIA, INC. (3 of 17) LEGAL NAME: Easter Seals Southern Georgia, Inc.	224021	ADD TO PLEDGE
ALS ASSOCIATION OF GEORGIA (4 of 17)		ADD TO PLEDGE

ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW

PERFECT, YOU ARE DONE

CHARITY	CHARITY CODE	AMOUNT
ATLANTA HUMANE SOCIETY	178000	\$ 60.00
ADAPTIVE LEARNING CENTER FOR INFANTS AND CHILDREN	101000	\$ 60.00

REMOVE CHARITY **REMOVE CHARITY**

GO TO PREV STEP **GO TO NEXT STEP**

SUM OF ALL ALLOCATIONS: \$120
TOTAL PLEDGE AMOUNT: \$120
REMAINING BALANCE: \$0

DISTRIBUTE ALLOCATION **CLEAR ALL ALLOCATIONS**

Remove a charity by clicking the button.

Go to previous step at any time.

The Federation List also allows you to expand down.

Distribute funds across chosen charities.

Allocation and total should be the same. You want the amount REMAINING to be \$0.

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You can visit the charities website to learn more about them or you can click "ADD TO PLEDGE" and in the bottom panel type in a dollar amount next to the charity. Add as many charities as you want. When you are finished, click "GO TO NEXT STEP".

Step 3: Your Personal Information

Make sure your Agency and Employee ID number (PeopleSoft or ADP number) are correctly entered. Phone is optional. Click "GO TO NEXT STEP".

This is the same info as your My Profile section under pledging. Make sure the department and Employee ID numbers are correct. Phone is optional.

YOUR PERSONAL INFORMATION CURRENT

YOUR NAME: Laynea Allen
EDIT MY PROFILE

YOUR AGENCY: Dept of Admin Services

DISCLOSURE: No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.

Employee ID Number: 0099999
Please look at your paystub if you do not know your employee number. Required for Payroll Deductions.

WORK PHONE:
Format: (123) 456-7890 ext 1234

GO TO PREV STEP GO TO NEXT STEP

Step 4: Release of Information Options

Would you like to receive an acknowledgement for your gift? If so, click YES and fill in the additional fields. Select NO to remain completely anonymous. The charity will not receive your name attached to any money if you select "NO." For the Tribute Option, you can choose to submit your pledge in HONOR or MEMORY of someone else. Honor lets you pick to send a card to a 3rd party about your gift. Click "GO TO NEXT STEP".

YES will provide the charity with your name and pledge info. NO will keep you anonymous. Employees will not be able to contact a charity and confirm their pledge was received.

RELEASE OF INFORMATION OPTIONS CURRENT

RELEASE OF INFORMATION TO CHARITIES

☐ YES - release information I provide to charities.

☐ NO - I do not want to release any information to charities.

TRIBUTE OPTION

☒ I do not want to make a tribute pledge.

☐ In Honor Of

☐ In Memory Of


GO TO PREV STEP GO TO NEXT STEP

Tribute options default to "I do not want..." but if you select In Honor Of or In Memory Of extra fields open up to complete. This lets you send a note to a third party about your pledge.

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Step 5: Digital Signature


Sign in the square to confirm your donation. Click "COMPLETE THIS PLEDGE" to submit your pledge.



The screenshot shows a web form titled "DIGITAL SIGNATURE AND COMMENTS". It has a "COMMENTS" section at the top with a text area. Below that is a "SIGNATURE" section with a "CLICK HERE TO SIGN" button. A signature "Zayma A." is visible in the signature box. At the bottom right is a blue button labeled "COMPLETE THIS PLEDGE".

Add a comment (optional) and sign in the grey by holding down the left mouse key.

Click **Complete This Pledge** to submit.



The screenshot shows a green success message box with a large smiley face. The text reads: "SUCCESS! PLEDGE FORM COMPLETED", "YOUR PLEDGE HAS BEEN COMPLETED SUCCESSFULLY!", "Thank You!", and a "CLICK HERE TO PRINT RECEIPT" button.

Submit by clicking Enter Pledge. Happy face box pops up means you're doing it right!

Step 4: Print and/or E-mail Yourself a Pledge Receipt

You are now brought to your MY PLEDGES list and your pledge will be listed on top. Click on it then either print or e-mail yourself a pledge receipt. You will automatically receive an email pledge receipt.

IMPORTANT: You will be sent a receipt for your pledge but you will also receive a validation email 2-3 days after submitting your pledge. This is for security purposes and requires you to select YES or NO to verify your pledge and amount. Please check your junk mail if you do not receive this email within 2-3 days.

Thanks for your donation!

Questions/Comments? Contact SCCP@doas.ga.gov