

# Instructions for using the CFC Charitable Giving Portal



1. Go to the giving portal website: <https://cfcgiving.opm.gov/>
2. Click **“Create An Account”** or if you’re already registered, **Log In** and skip to Step 6 to ensure you have the correct Department/Agency/Office selected

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Find A Charity

## Welcome to the CFC Donor Pledging System

# Join The 2018 Giving Campaign

We Give Because We Care  
Official Solicitation Period September 10, 2018 - January 11, 2019

— Don't Have An Account? —

[Sign Up Now](#)

— Already Registered? —

Email:  [Forgot Email?](#)

Email

Password:  [Forgot Password?](#)

Password

[Sign In](#)

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### Create An Account

Email

Email Confirm

Password

Password Confirm

I agree to the Privacy Policy and Terms of Use

[Create An Account](#)

Already have an account? [Log In](#)

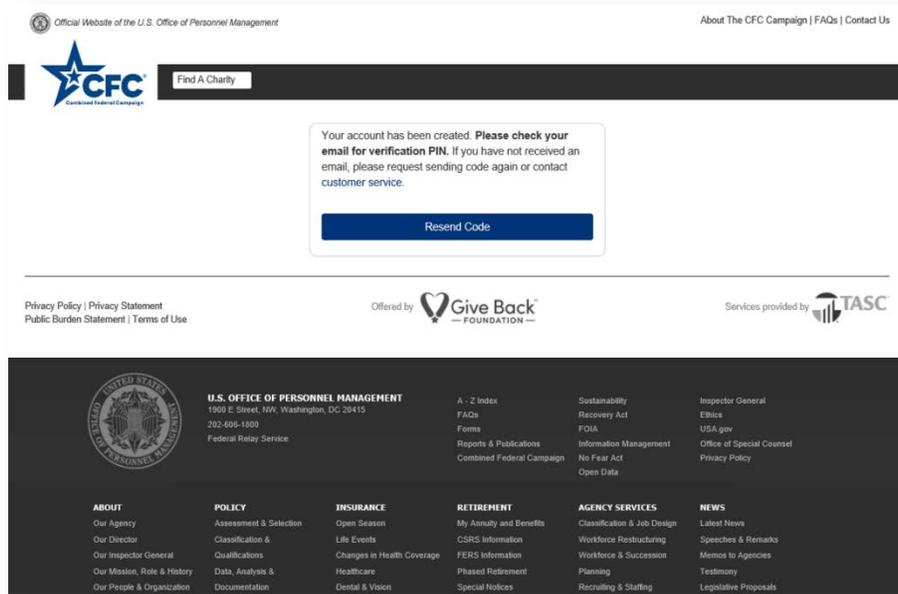
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Public Burden Statement | Terms of Use

Offered by  **Give Back**  
FOUNDATION

Services provided by  **TASC**



#### 4. Congratulations, your account has been created. Check email for verification PIN (may take a few minutes)



#### 5. Once email is received:

- 👤 Copy & paste URL from email to web browser and input your PIN (found in email)
- 👤 Once that is done, Log in to the CFC Giving Portal
- 👤 <https://cfcgiving.opm.gov/>
- 👤 It will ask you to set up three security questions (i.e. name of your first pet, etc...)

#### 6. Profile Setup

- 👤 Fill in the Personal/Contact Information:
  - 👤 Type of Donor – Select **Federal Employee or Member of the Military**
  - 👤 First/Last Name & Primary/Secondary Email – Self Explanatory
  - 👤 **Primary Work Location ZIPCODE** – for the 161 ARW use **85034**

The screenshot shows the 'Personal Information' and 'Contact Information' sections of the profile setup form. The 'Personal Information' section includes fields for 'Type Of Donor' (set to 'Federal Employee or Member of the Military'), 'First Name', 'Last Name', and 'Primary Work Location ZIP or Postal Code' (set to '85706'). Below these are dropdown menus for 'Your Department' (set to 'DoD - Department of the Air Force'), 'Your Agency' (set to 'Air National Guard Units (Title 32)'), and 'Your Office' (set to 'Other'). The 'Contact Information' section includes fields for 'Primary Email' and 'Secondary Email (optional)', each with an 'Edit' button. At the bottom of the form are buttons for 'Update Your Password' and 'Update Your Security Questions', and a 'Save Changes' button at the very bottom. A note at the bottom right states: '\*All fields are required unless noted.' A blue vertical bar is visible on the left side of the page.

## Profile Setup continuation...

 For Your Department/Agency/Office, use options below:

 Once complete, click **Save Changes**

### Dept

Your Department, select:

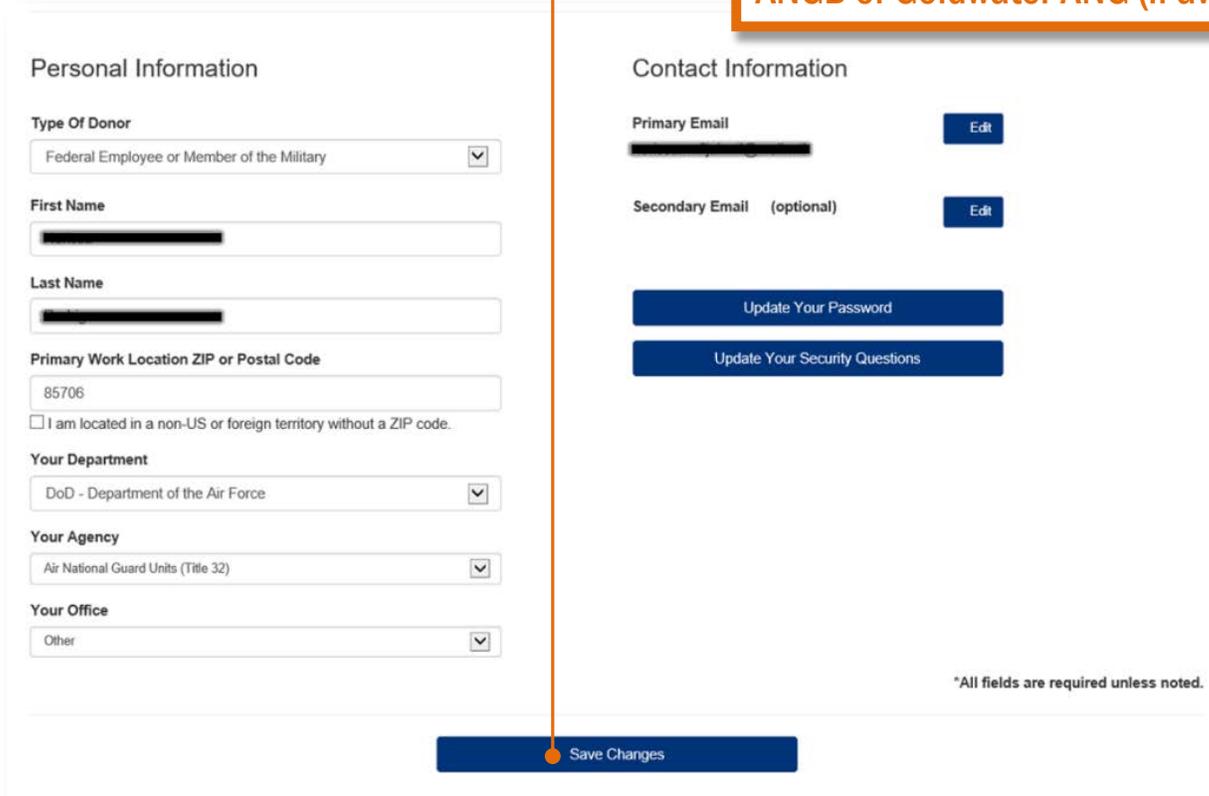
**Military – Air Force**

Your Agency, select:

**Air National Guard Units**

Your Office, select:

**ANGB or Goldwater ANG (if available)**



The screenshot shows a profile setup form with two main sections: Personal Information and Contact Information. The Personal Information section includes dropdown menus for Type Of Donor (Federal Employee or Member of the Military), First Name, Last Name, Primary Work Location ZIP or Postal Code (85706), Your Department (DoD - Department of the Air Force), Your Agency (Air National Guard Units (Title 32)), and Your Office (Other). The Contact Information section includes Primary Email and Secondary Email (optional) fields, each with an Edit button. Below these are buttons for Update Your Password and Update Your Security Questions. A Save Changes button is at the bottom. A callout box titled 'Dept' points to the Department, Agency, and Office dropdown menus, providing specific selection instructions.

**Personal Information**

Type Of Donor  
Federal Employee or Member of the Military

First Name  
[Redacted]

Last Name  
[Redacted]

Primary Work Location ZIP or Postal Code  
85706  
 I am located in a non-US or foreign territory without a ZIP code.

Your Department  
DoD - Department of the Air Force

Your Agency  
Air National Guard Units (Title 32)

Your Office  
Other

**Contact Information**

Primary Email [Redacted] [Edit](#)

Secondary Email (optional) [Redacted] [Edit](#)

[Update Your Password](#)

[Update Your Security Questions](#)

[Save Changes](#)

\*All fields are required unless noted.

## 7. Click on Go to Homepage

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Find A Charity

WELCOME / YOUR ACCOUNT

Your information has been successfully updated.

[Go To Homepage](#)

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**U.S. OFFICE OF PERSONNEL MANAGEMENT**  
1900 E Street, NW, Washington, DC 20415  
202-686-1800  
Federal Relay Service

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Combined Federal Campaign

Sustainability  
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FOIA  
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Office of Special Counsel  
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**AGENCY SERVICES**  
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Website Archive

## 8. To make a pledge, click on Pledge Now

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Find A Charity

WELCOME / YOUR ACCOUNT

# Welcome to the 2017 Combined Federal Campaign

You are a member of Desert Southwest CFC Zone

We believe that supporting the organizations in our community is of the utmost importance. Together we can make a difference and help improve the quality of life for all. Your generosity makes this achievable. Please give today!

**We Give Because We Care**

**show Some Love**

Learn about events and activities in your area to help you choose how to give.

[Get More Information](#)

[Pledge Now](#)

2017 CFC Official Solicitation Period  
October 2, 2017 - January 12, 2018

Manage your pledges, view transactions, get tax receipts & more!

- Your Pledge
- Transaction History
- Payment Sources
- Tax Receipts
- Profile Settings

## 9. Find a charity:

- The giving portal has different ways to find a charity:
  - Charity Name, CFC # or Keyword
  - By category (i.e. animal-related, education, medical research, etc...)
  - By Administrative Fundraising Rate (i.e. < than 10%, etc..)
  - Location
  - Specific Zone (we're in the **Desert Southwest CFC Zone**)
  - Military Installation/MWR (Unfortunately, our Wing is not listed this year)
- Once search criteria is completed, click **Search for Charities**

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**CFC** Find A Charity WELCOME YOUR ACCOUNT

**show Some Love** You can make a difference — Donate Today!

**Find A Charity**  
Your search can be very specific or broad — fill in any of the search criteria below.

**Charity**  
Enter Name, CFC #, EIN, or Keyword

**Location**  
Enter City or State or ZIP Code

**Select A Specific Category**  
All Categories

**Select A Specific Zone**  
Your Default View

**Select an Administrative Fundraising Rate**  
Any Rate

**FSYP or FSYA or MWR**

**Select Military Installation**

Volunteer Opportunities Available

Reset Search For Charities

10. Search results will show below. Charity names are hyperlinked and will open up a window with additional charity information. Once you find the desired charities, click **add**:

**show Some Love** You can make a difference — Donate Today!

**Find A Charity**  
Your search can be very specific or broad — fill in any of the search criteria below.

**Charity**  
35001

**Location**  
Enter City or State or ZIP Code

**Select A Specific Category**  
All Categories

**Select A Specific Zone**  
Your Default View

**Select an Administrative Fundraising Rate**  
Any Rate

**FSYP or FSYA or MWR**

**Select Military Installation**

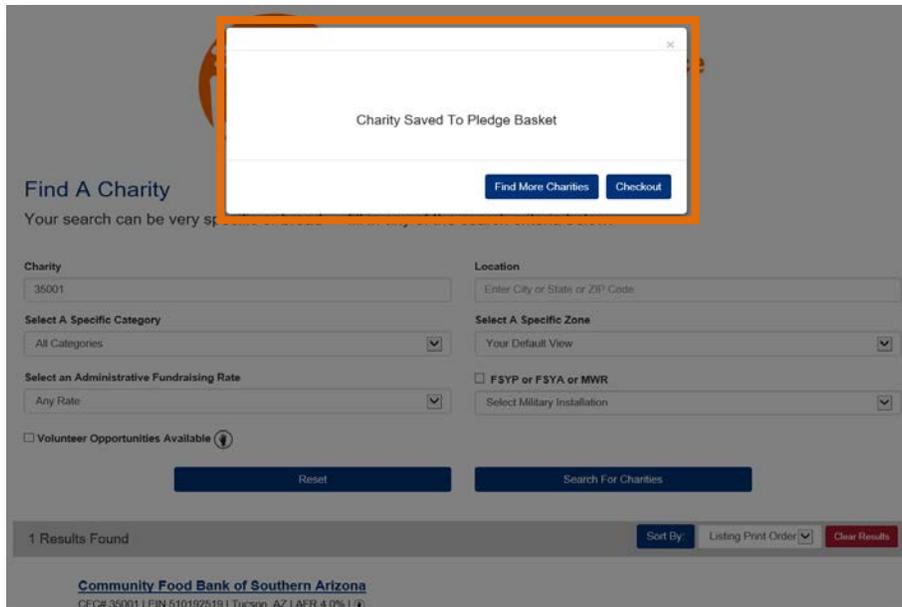
Volunteer Opportunities Available

Reset Search For Charities

1 Results Found Sort By: Listing Print Order Clear

**add** **Community Food Bank of Southern Arizona**  
CFC# 35001 | EIN 510192519 | Tucson, AZ | AFR 4.0% |

## 11. After adding a charity, you'll have the option to **Find More Charities** or proceed to **Checkout**



The screenshot shows a web interface for finding charities. A modal window is open in the center, displaying the text "Charity Saved To Pledge Basket" and two buttons: "Find More Charities" and "Checkout". The background page is titled "Find A Charity" and includes search filters for Charity (35001), Location, and various categories. A "Search For Charities" button is visible at the bottom of the filter section. Below the filter section, it says "1 Results Found" and lists "Community Food Bank of Southern Arizona" with details like CFC# 35001, EIN 510192519, Tucson, AZ, and AFR 4.0%.

## 12. Checkout:

### IMPORTANT REMINDER:

 **AGR's and FULL-TIME TECHNICIANS** have the option to sign up for **PAYROLL DEDUCTIONS**

 **DSG's** do not have the option to sign up for **PAYROLL DEDUCTION**

 **DSG's** include:

 **Temporary Technicians (Temp Tech's)**

 **Personnel on MPA or any other type of days**

 **Traditional Guardsmen**

### Your 2017 Combined Federal Campaign Pledge

Follow these 4 steps and click continue to review and submit your pledge.

#### 1 Select Your Pledge Method & Account

Bank Account  Card   
 Payroll  Volunteer Only

#### 2 Choose Your Payment Frequency

#### 3 Set Your Annual Pledge

According to Reg 950.701, Subpart G, section (1) - The minimum amount of the allotment will not be less than \$1 per payday per charitable organization. Additionally, the minimum contribution amount if electing a credit card or bank account will not be less than \$10 per contribution.

Enter Your Scheduled Contribution:

Monthly

Enter Your Total Annual Pledge Amount:

Annual    
Rounded to nearest dollar



Your total annual pledge will match your contributions if deductions are received in all pay periods for the complete CFC pledge year. Actual annual deductions could be less than your pledge. The scheduled contribution shown is the amount of each of your deductions regardless of when processing begins. Your scheduled deductions may take up to 1 to 2 cycles to process. Due to rounding, your deductions may also vary slightly.

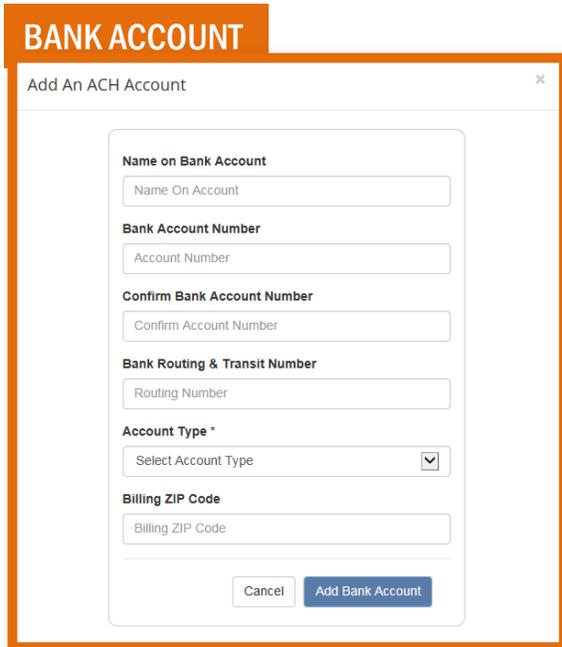


## Checkout continuation ...

### Select Your Pledge Method & Account:

-  If making a monetary AND volunteer pledge, the Bank Account, Card or Payroll information must be entered first while the exact volunteer time will be added later
-  Below is a screenshot of information requested when selecting a Bank or Credit Card for your Pledge Method:

### BANK ACCOUNT



Add An ACH Account

Name on Bank Account

Bank Account Number

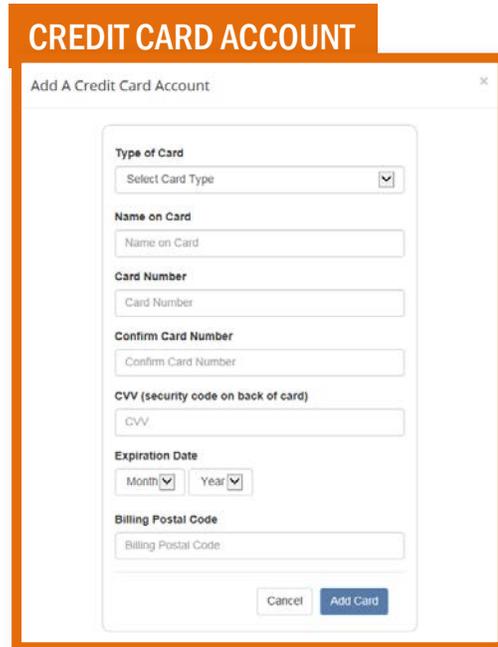
Confirm Bank Account Number

Bank Routing & Transit Number

Account Type \*

Billing ZIP Code

### CREDIT CARD ACCOUNT



Add A Credit Card Account

Type of Card

Name on Card

Card Number

Confirm Card Number

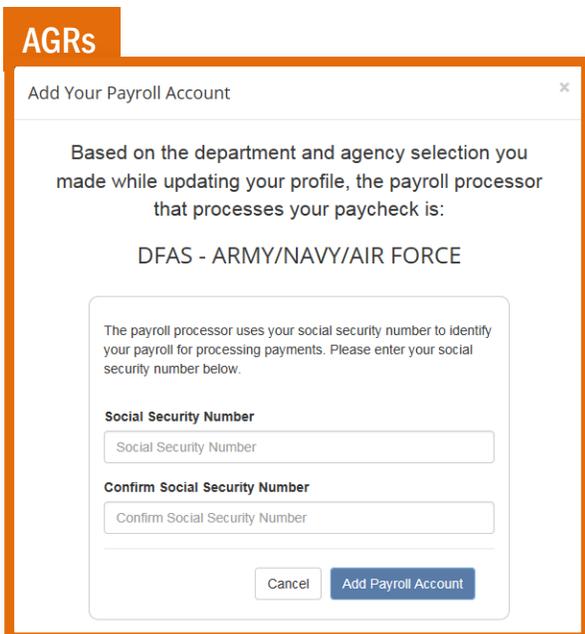
CVV (security code on back of card)

Expiration Date  
Month  Year

Billing Postal Code

-  For PAYROLL pledge method, you'll see one of the bottom screens come up based on your department/agency selection in your profile (*refer to Step 6*)

### AGRs



Add Your Payroll Account

Based on the department and agency selection you made while updating your profile, the payroll processor that processes your paycheck is:

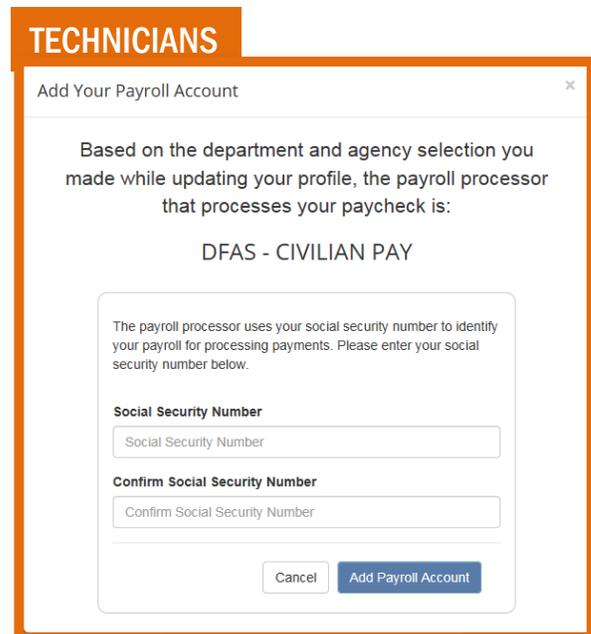
DFAS - ARMY/NAVY/AIR FORCE

The payroll processor uses your social security number to identify your payroll for processing payments. Please enter your social security number below.

Social Security Number

Confirm Social Security Number

### TECHNICIANS



Add Your Payroll Account

Based on the department and agency selection you made while updating your profile, the payroll processor that processes your paycheck is:

DFAS - CIVILIAN PAY

The payroll processor uses your social security number to identify your payroll for processing payments. Please enter your social security number below.

Social Security Number

Confirm Social Security Number

## Checkout continuation ...

- 👉 Choose Your **Payment Frequency** (i.e. recurring pledge, one time pledge)
- 👉 Set Your **Annual Pledge**, *if applicable* (Monthly/Annual)
- 👉 Part four of the pledge checkout will allow you to distribute your pledge (monetary/volunteer time) how you wish:
  - 👉 Percentage To Charity
  - 👉 Amount To Charity
  - 👉 Volunteer Hours
- 👉 You have the **OPTION** for CFC to share your pledge information with the charity of your choosing by clicking **YES, I want to share** next to each charity listed
- 👉 Once done, click **Continue With Your Pledge**

4 Update this table to reflect how you want to distribute your pledge to your selected charities.

[Add More Charities](#)

If you've elected to volunteer hours, you can either complete the next page and share your contact information with the charity(ies) to contact you, or you can go back to the charity listing and obtain the charity contact information to contact the charity(ies) directly.

Charity Information	ANNUAL			Share Pledge Information
	Percentage To Charity	Amount To Charity	Volunteer Hours	
Community Food Bank of Southern Arizona - 35001 Tucson, AZ   EIN 510192519 <a href="#">Delete</a>	50 %	\$ 0 .00	0 hrs	<input type="checkbox"/> YES, I want to share
HABITAT FOR HUMANITY TUCSON INC - 43594 Tucson, AZ   EIN 942725100 <a href="#">Delete</a>	50 %	\$ 0 .00		<input type="checkbox"/> YES, I want to share
	100%	\$0.00	0	

[Continue With Your Pledge](#)

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## 13. Confirm & Submit Your Pledge

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[Find A Charity](#) WELCOME TO YOUR ACCOUNT

### Confirm & Submit Your Pledge

*Please be advised, your one-time pledge will be processed immediately.*

You are pledging to the following charities:

Charity Name	Percentage	Dollars	Volunteer Hrs
Community Food Bank of Southern Arizona - 35001	0%	\$0.00	10
HABITAT FOR HUMANITY TUCSON INC - 43594	100%	\$20.00	0

**Total Pledge Amount: \$20.00**

Pledge Method	Card
Frequency	One Time

**Total Volunteer Hours: 10**

[Back](#)

Check box below and submit your pledge.

By clicking "I Confirm" below, you hereby authorize the Give Back Foundation through its Service Provider Total Administrative Services Corporation (TASC) on behalf of the Combined Federal Campaign to initiate a one-time credit and/or debit to your credit/debit card in the amount(s) displayed above and to furnish the amount(s) to the Combined Federal Campaign for disbursement to the charity/charities named.

**I Confirm**

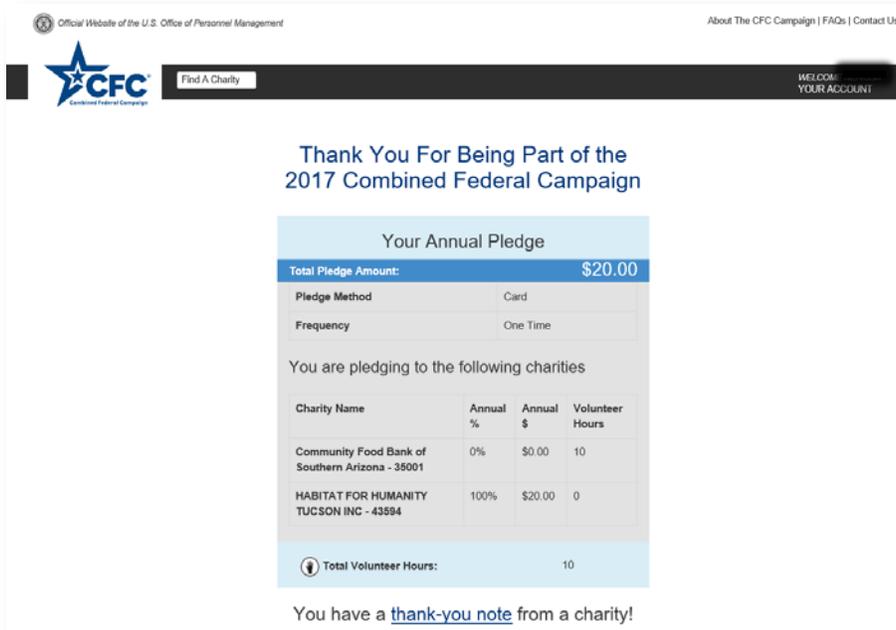
[Submit Pledge](#)

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13. **PRINT CONFIRMATION PAGE** and turn it in to your CFC Coordinator/Keyworker. (see page 10 for a list of CFC Coordinators/Keyworkers)



The screenshot shows the 'Your Annual Pledge' confirmation page on the CFC website. It includes a header with the CFC logo and navigation links. The main content area displays the following information:

**Your Annual Pledge**

Total Pledge Amount:	\$20.00
Pledge Method	Card
Frequency	One Time

You are pledging to the following charities

Charity Name	Annual %	Annual \$	Volunteer Hours
Community Food Bank of Southern Arizona - 35001	0%	\$0.00	10
HABITAT FOR HUMANITY TUCSON INC - 43594	100%	\$20.00	0

Total Volunteer Hours: 10

You have a [thank-you note](#) from a charity!



For **Frequently Asked Questions** proceed to the next page...





## **Why is the CFC important?**

The Combined Federal Campaign is one of the largest workplace giving campaigns in the world. Over the past 56 years, Federal employees have contributed more than \$8.2 billion through regional CFCs across America and overseas.

## **Who is my CFC Keyworker/Coordinator?**

161 ARW – Capt Sabina DeBride

### **Additional Coordinators:**

Capt Michelle Schwimmer  
2Lt Joshua Schaffer  
2Lt Andrew Berroth

## **Can I use my government email account or personal email account when setting up my donor account?**

Either a government or personal email can be used for setting up your donor account.

## **When will my first contribution be deducted from my payroll?**

The contribution will be deducted in the first full payroll period occurring after the solicitation period end date which is 12 Jan 2018.

## **Can I give to an organization through the CFC that is not listed in the CFC Charity Lists?**

CFC donations are limited to only those charities in the CFC Charity Lists. Unfortunately, Jimmy Jet is not part of this years charity list.

## **How many charities can I pledge to?**

There are no limit to the number of charities you can pledge to.

## ... continue FAQs



### **I am a retiree, when and/or how can I pledge to this year's campaign?**

The retiree pledge form will be available to use once final approval is granted. Once available updated information will be provided.

### **Can I pledge both volunteer time and monetary donations?**

Yes! Donors may pledge both volunteer time and monetary donations to multiple organizations of their choice.

### **What is the minimum contribution?**

Federal employees who choose payroll giving must pledge at least \$1 per pay period. There is a \$10 minimum gift for an online credit, debit, or bank transfer. The centralized giving platform accepts contributions up to \$9,999.

### **If giving by check, to whom should the be made out?**

Combined Federal Campaign.

### **How do I edit my CFC pledge?**

Donors can edit an ongoing pledge at any time during the solicitation period. One-time donations made via ACH or credit/debit card cannot be edited or cancelled as they are processed immediately. After the solicitation period ends, ongoing pledges can be cancelled but not edited. To edit your pledge, log in to your account and select 'Your Pledge' under the account management options. Select Edit Pledge. You will receive a notification explaining that once you select the Edit Pledge button your pledge must be re-submitted to be completed. Select and click on Continue With Edit. This tab will lead you back to the Pledge Page where you can change the payment method & account, update frequency, and redistribute donation percentages.

### **Is it possible to make a one-time gift via credit/debit card?**

Yes, you can fund your pledge with a credit card, debit or via ACH.

### **Can I make two separate one-time pledges during the official solicitation period?**

No. Only one one-time pledge is allowed during the solicitation period.

For more FAQs, visit <https://cfcgiving.opm.gov/faq>