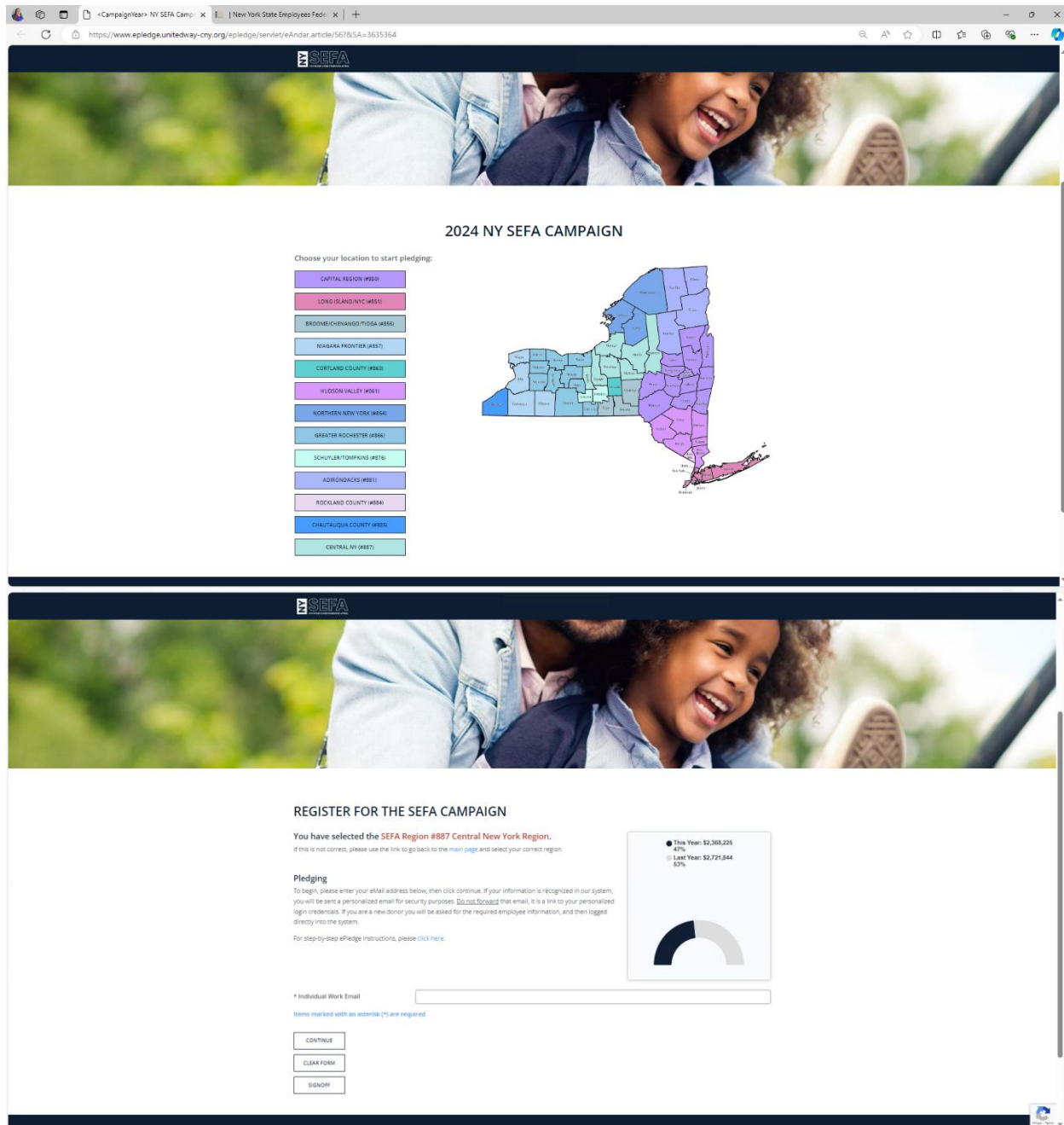


NYSEFA - ePledge Instructions

1. **Navigate to** <https://www.sefanys.org/>, click the donate button located on the right-hand side of the menu bar.



2. **Land here:** select your work region/location. You will then be redirected to your region-specific pledging page, see second image.



2024 NY SEFA CAMPAIGN

Choose your location to start pledging:

- CAPITAL REGION (#850)
- LONG ISLAND (NY) (#851)
- BROOME (CHENANGO/TIoga) (#856)
- NIAGARA FRONTIER (#857)
- CORTLAND COUNTY (#860)
- HUDSON VALLEY (#851)
- NORTHERN NEW YORK (#854)
- GREATER ROCHESTER (#886)
- SCHUYLER/TOMPKINS (#878)
- ADIRONDACKS (#881)
- ROCKLAND COUNTY (#884)
- CHATHAQUA COUNTY (#885)
- CENTRAL NY (#887)

REGISTER FOR THE SEFA CAMPAIGN

You have selected the SEFA Region #887 Central New York Region.
If this is not correct, please use the link to go back to the main page and select your correct region.

Pledging

To begin, please enter your email address below, then click continue. If your information is recognized in our system, you will be sent a personalized email for security purposes. [Go to Social](#) that email. It is a link to your personalized login credentials. If you are a new donor you will be asked for the required employee information, and then logged directly into the system.

For step-by-step ePledge instructions, please [click here](#).

* Individual Work Email

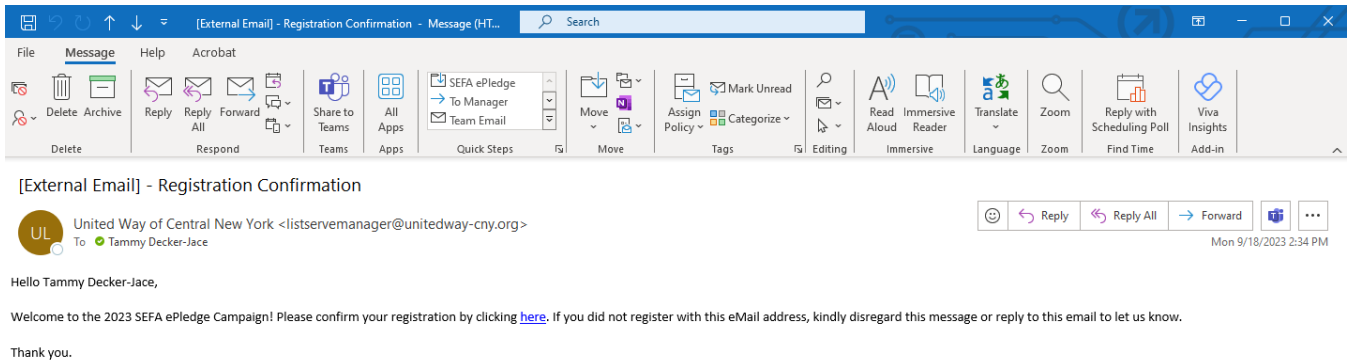
Items marked with an asterisk (*) are required

CONTINUE
CLEAR FORM
SIGNOFF

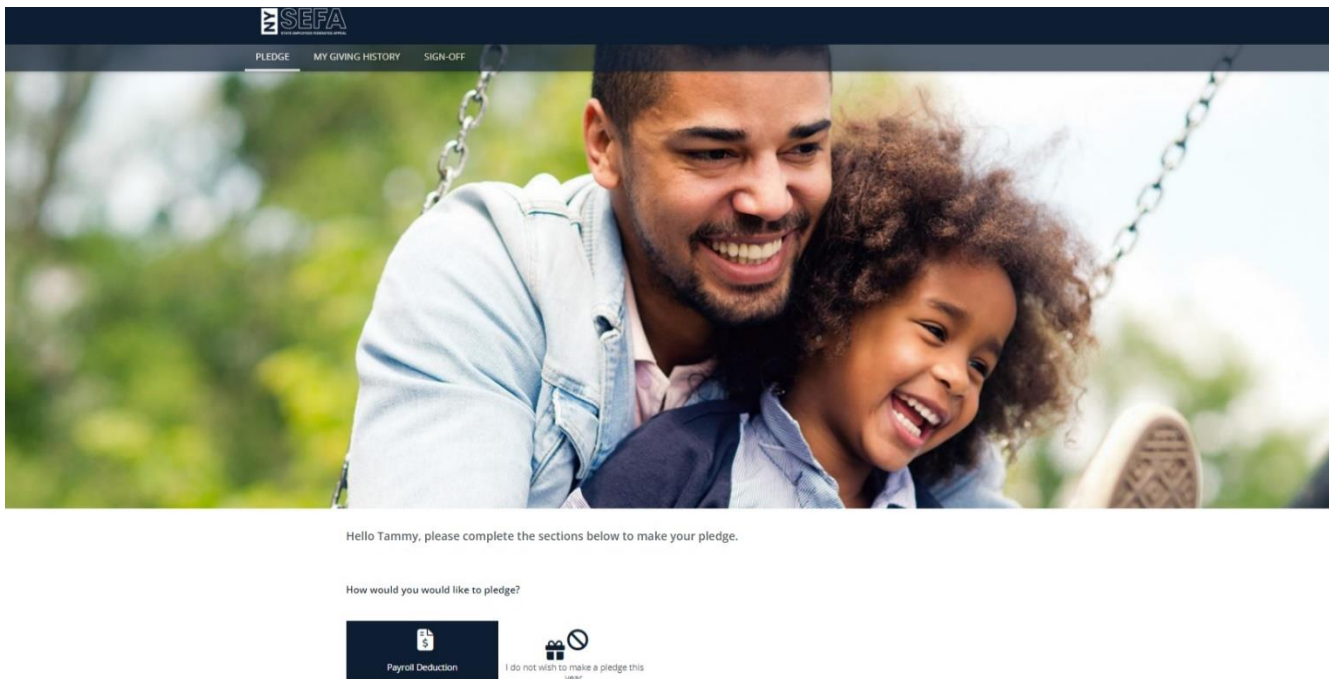
This Year: \$2,368,226 41%
Last Year: \$2,721,844 53%

3. Enter your work email address.

- a. Click continue.
- b. The page will then display the following message:
 - i. You have been emailed a confirmation of identity.
Please click on the link provided to confirm your identity and complete the pledge process.
- c. Check your email (if you don't see it in your inbox, go to your spam folder)
 - i. Confirm your identity by clicking "here" in your email.



- ii. You will then be directed to the pledge page where you will complete your pledge.
 - 1. If you did not make a pledge in campaign year 2023, the screen will look like this.



2. If you did make a pledge in campaign year 2023, the screen will look like this.



4. Pledge Entry:

- a. Based on the image below #1 in section 3.
 - 1. Select how you would like to pledge. Payroll deduction or I do not wish to pledge this year.
 - a. Payroll deduction - choose this if you are pledging for the first time or updating your current giving.
 - b. I do not wish to pledge this year - choose this if you wish to cancel your current continuous giving pledge. You do not wish for their previous year's gift to continue according to SEFA Continuous Giving.
- b. Based on the image below #2 in section 3.
 - 1. Select Make a Change if you want to modify the amount or designated agencies of your 2024 campaign continuous giving pledge that is a result of your 2023 campaign pledge. The following screen will appear.



ACCOUNT HISTORY

Below is a brief summary of your giving history. Click the information symbol next to a particular pledge or transaction to view details.

▼ Quick Summary

Year	Pledge	Payment	Leadership Level	Combined Gift	Combined Level	
2023	\$468.00	\$0.00	None	\$468.00	None	
2022	\$364.00	\$0.00	None	\$364.00	None	

▼ Recent Transactions

Year	Date	Pledge Type	Pledge	Payment	e-Payment Verification	
2023	11/14/2023	Payroll Deduction	\$52.00	\$0.00		  
2023	11/06/2023	Payroll Deduction	\$416.00	\$0.00		 
2022	11/07/2022	Payroll Deduction	\$364.00	\$0.00		 

- a. Under Recent Transactions – all the way to the right there are three icons. A sheet of paper, an envelope, and a pencil. The sheet of paper will show you the details of your continuous giving pledge. The pencil will allow you to make changes to your continuous giving pledge. The next two images depict what you will see if you choose either the paper or the pencil.

TRANSACTION DETAILS

Campaign Year	2023
Campaign Name	SEFA NYS
Transaction Type	Employee Payroll
Transaction Status	110 - Entered
Transaction Number	3043029
Envelope Number	68330
Employer:	SEFA NYS Maintenance Acct
Transaction Date	11/14/2023
Pledge Type:	Payroll Deduction
Pledge Amount:	\$52.00
Deduction Start Date	01/01/2024
Number of Deductions	26

DESIGNATION DETAILS

Agencies Name	Amounts or Percentage
United Way of Central New York	\$52.00
Total Designated	\$52.00
Total Undesignated	\$0.00
Total Pledge	\$52.00

[BACK](#)

Hello Tammy, please complete the sections below to make your pledge.

How would you like to pledge?



Deduction Start Date:

Deductions Per Pay Period:

Number of Payroll Deductions:

Total Annual Pledge:

Designations

Please enter the amounts for the designations of your choice.

Total Annual Pledge:	\$52.00
Total Designated	\$52.00
Total Undesignated	\$0.00

- c. Deduction Start Date: this is the date that deductions for this pledge will start being taken from your paycheck.
- d. Deductions Per Pay Period: Enter the amount you wish to have deducted from each paycheck.
- e. Number of Payroll Deductions: Choose the number of paychecks you wish to deductions made from.
- f. Total Annual Pledge: This will automatically be calculated for you based on the deductions per pay period and the number of payroll deductions.

Deduction Start Date:

Deductions Per Pay Period:

Number of Payroll Deductions:

Total Annual Pledge:

5. Designations

- a. You must designate your total gift. To do so:
 - i. Search for your Designated Agency in the Agencies search bar. Search by keyword or book number. Example: National Kidney Foundation, type Kidney and click search or enter 999-02223 and click search.
 - ii. Click on the +
 - iii. Enter the amount of your designation. *Minimum of \$26 per designation.
 - iv. Repeat process for each designation.

Agencies

Search by keyword or book number. Example: National Kidney Foundation, type Kidney and click search or enter 999-02223 and click search.

Result: (- of)

Name	Book #	
American Association of Kidney Patients, Inc.	999-01004	+
American Kidney Fund	999-00041	+
Kidney Cancer Association	999-00250	+
National Kidney Foundation Serving Greater New York	999-01229	+
National Kidney Foundation of Upstate and Western New York	999-01277	+

Result: (- of)

6. Please Enter or Verify your Personal Information.

- i. If your information pre-populates, you provided your address in a previous year's campaign in-order-to receive an acknowledgement from the agencies you chose to designate to. Please verify/update or remove your information based on your current choice for acknowledgement.
- ii. If your information *is not* pre-populated and you would like an acknowledgement from the agencies you designated to, please enter your information.

7. Locate your Department ID (#1 in the following image).

Thomas P. DiNapoli State Comptroller		JOHN Q. PUBLIC	
Check # Check Date	35023362 05/03/2012	Pay Start Date Pay End Date	04/19/2012 05/02/2012
Department ID	70140	NYS EMPLID	NO1234567
EARNINGS			
	Current		YTD
	Hrs/Days	Earnings	Hrs/Days
Regular Pay Salary Employee		486.30	3403.10

On NYS Payroll Online, these numbers are in the top left corner.

- a. Click the drop-down menu. Scroll to your Department ID which will be followed by an abbreviation of your Department Name.
- b. Click and highlight your Department ID. If you changed your department since you last pledged, please check the box next to the statement that reads “The entered value does not match our employee record, would you like us to update your record?”

8. **Acknowledgement letter from my designated agency(s)**

- a. If you would like to receive an acknowledgement letter from your chosen designated agency(s), please check the box next to the statement that reads “I would like to receive an acknowledgement letter from my designated agency(s).”
- b. If you have not entered your personal information in step 6 above, you will have to do so to receive your letter(s).

9. **NYS Employee ID**

- a. Locate your NYS Employee ID (#2 in the following image):

Thomas P. DiNapoli State Comptroller		JOHN Q. PUBLIC	
Check # Check Date	35023362 05/03/2012	Pay Start Date Pay End Date	04/19/2012 05/02/2012
Department ID	70140	NYS EMPLID	NO1234567
EARNINGS			
	Current		YTD
	Hrs/Days	Earnings	Hrs/Days
Regular Pay Salary Employee		486.30	3403.10

On NYS Payroll Online, these numbers are in the top left corner.

- b. You must enter/verify the full NO number not just the digits. Example: N01234567, not 1234567.

10. **Confirm your gift.**