There are two ways to get started...

**Option 1:**
Use your SECC Campaign Area’s pledge site link (example on the right).

Or...

**Option 2:**
If you do not know your SECC Campaign Area or do not have your Area’s pledge site, go to [www.secctexasgiving.org](http://www.secctexasgiving.org) to select your SECC Campaign Area from the list.

*If you do not know which SECC Campaign Area you are located in, please refer to the map.*

Note: You should select the Campaign Area from the list that your office is physically located in.
3. Before you register and log in, you can go under MAIN MENU and click on the charity lookup tool to research the charities in the list.

This can help make your pledging process go quicker once you begin to fill out the pledge form.

4. Once you are ready, you will need to click on the “Register” button.

Please note that the pledge form cannot be partially saved. It must be filled out in one sitting.

If you need to access the site later in the campaign, click Login and enter your username and password.
5. Click on your employer and then select your work location.

6. All fields are required to be completed.
   
   **Important notes:**
   
   You must have a state-issued work email address to be able to register. (ex: jane.doe@dps.texas.gov)
   
   Please keep a record of your user name and password.

7. Once you have registered, you will receive a confirmation email.

   Click on the link provided to log in with your username and password.
8. If you are having browser problems at any time while making your pledge, click on the “Having Problems with the Pledge Form” button at the top of the screen for tips and frequently asked questions.

9. Click on the “Payroll Contribution” option, the correct number of paychecks that you receive, the amount that you want to give each pay period, and click on the button to authorize this payroll deduction.

**Notes:**
To make a check or cash gift, please use a paper pledge form. Contact your agency’s SECC Campaign Coordinator.

Most state agencies have a monthly payroll. Some Higher Education employees have nine payroll periods, while others have 12 (monthly).

When you are done, click on “Go to Next Step”.
10. Please enter your work phone number, then click on “Go to Next Step”.

11. If you want to be acknowledged for your contribution, click “Yes” and fill in one or more of the following options:

1) A physical address
2) An email address
3) Release only your pledge amount to the charity(ies) that you select.

...or, click “No” and when you are ready, click on “Go to Next Step”.
12. When selecting what charity(ies) that would like for your pledge to benefit, you have several options:

a. **Search the charity list** for statewide charities or charities serving your local SECC area.

Click on any green plus sign to expand that portion of the charity list.

Or...

b. **Click on one of the various buttons to search for charities another way.**
13. Clicking on “Search Mode” allows you to search among all SECC 2016 charities by using keywords found in the charities’ names or descriptions of their services.

You can also search charities by their affiliation or charity code numbers and you can select how the search results will show up.
14. **You can select the undesignated option** for your gift to be distributed among SECC charities.

15. **As you select your charity(ies), they will disappear from the charity listing and appear on the bottom portion of this section.**

If you change your mind, you can remove a charity(ies) from the list.

**Note:** The same rules for paper forms apply online - employees can select a maximum of three charity federations and up to nine charities within each federation.
16. There are two ways to allocate your contribution to the charity(ies) that you selected:

1) Distribute your gift evenly or

2) Designate specific amounts in each field.

**Note:**
As you enter the amounts, there is a helpful running total at the bottom to show how much you have designated out of your total gift and how much remains.

The system will not allow you to proceed until the remaining balance is zero.
17. After you have selected your charity(ies) and how much each will receive, there is an **optional questionnaire** (ten questions).

If you choose to participate, you will need to provide answers for each of the questions.

18. **Sign your digital signature**, then click on **Complete this Pledge**.
19. When your pledge has been completed successfully, you will see a green smiley face window.

Click on the X to close the window or click on Click Here to Proceed for options on printing out a copy of your pledge.

20. The final page shows your pledge history.

Note: Clicking on one of your pledges will take you to a page where you can print out or email a pledge summary for your records.

*You can access your profile and pledge data year round.
21. The following confirmation screen will appear. Log out by clicking on the **Click to Logout** button.

You will then see a **Logout was Successful** screen.
22. You will receive a thank you message emailed to the address that you provided, thanking you for contributing, along with a summary of your gift.

23. You will also receive an email that you can forward to a co-worker, encouraging them to consider contributing.
24. That’s it, you are done!

Thank you for your contribution!