

# 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/](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 website interface for the Georgia State Charitable Contributions Program. At the top, there are navigation links for "Main Menu" and "Pledging". On the right side of the header, there are three buttons: "LOGIN", "SIGN UP", and "RECOVER". Below the header is a banner with the text "Georgia State Charitable Contributions Program" and "Looking forward, giving back". Underneath the banner, it says "2015 ANNUAL CAMPAIGN \* SEPTEMBER 1 - OCTOBER 31, 2014". The main content area is divided into 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" (with an envelope icon). Red arrows point from the "RECOVER" button to the text "Recover old password", from the "SIGN UP" button to "Sign up as first time user by selecting your own username and password", and from the "LOGIN" button to "If you know your login and password, just click Login and GO!". A large red arrow points from the "PLEDGING IS ON" button to 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** CURRENT

**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.)

**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.

**GO TO NEXT STEP**

Click **GO TO NEXT STEP** to proceed at each level

**Annotations:**

- Select Payroll Contribution
- Select the correct Payroll Period
- Authorization is required
- Total Annual Gift is calculated for you

## 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** CURRENT

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: NONE RE SULTS EXCLUDED **MORE SEARCH OPTIONS**

SELECT THE TYPE OF SEARCH LIST

**SEARCH CHARITIES** **VIEW FEDERATION LIST**

**LIMIT SEARCH** **SORT RE SULTS**

**PERFORM SEARCH** **RESET**

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

**ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW**

**PERFECT, YOU ARE DONE**

<b>REMOVE CHARITY</b> ATLANTA HUMANE SOCIETY CHARITY CODE 178000	\$ 60.00
<b>REMOVE CHARITY</b> ADAPTIVE LEARNING CENTER FOR INFANTS AND CHILDRE CHARITY CODE 101000	\$ 60.00

**Allocate Allocation** **REBALANCE EVENLY** **DOING THIS WILL DELETE YOUR TOTAL PLEDGE RESULTS AMONG ALL THE CHARITIES YOU'VE ADDED TO YOUR ALLOCATION.** **CLEAR ALL ALLOCATIONS**

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

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

**The Federation List also allows you to expand down.**

- ANIMAL AND ENVIRONMENTAL CHARITIES (INDEPENDENT)** (Click on "+" to expand with this Federation)
- ATHENS AREA HUMANE SOCIETY OF CLARKE COUNTY** (1 of 14) (ATHS) Athens Area Humane Society of Clarke County and APFCA
- ATLANTA HUMANE SOCIETY** (2 of 10) (ATHS) (ATHS) Atlanta Humane Society

**Distribute funds across chosen charities.**

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

**Annotations:**

- The search defaults to Federation List, but click Search Mode to search charities by name or keywords
- To narrow search limit to Only In Name.
- Browse through charities by clicking on the green + symbol to expand each federation's membership or to find out more information.
- Remove a charity by clicking the button.
- Go to previous step at any time.

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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  
YOUR AGENCY: Dept of Admin Services

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 or 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 3<sup>rd</sup> 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.



ADD A COMMENT (OPTIONAL) AND SIGN IN THE GREY BY HOLDING DOWN THE LEFT MOUSE KEY.

CLICK **Complete This Pledge** TO SUBMIT.



*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](mailto:SCCP@doas.ga.gov)