



Pledging online is easy, safe and secure!

First Step: Register

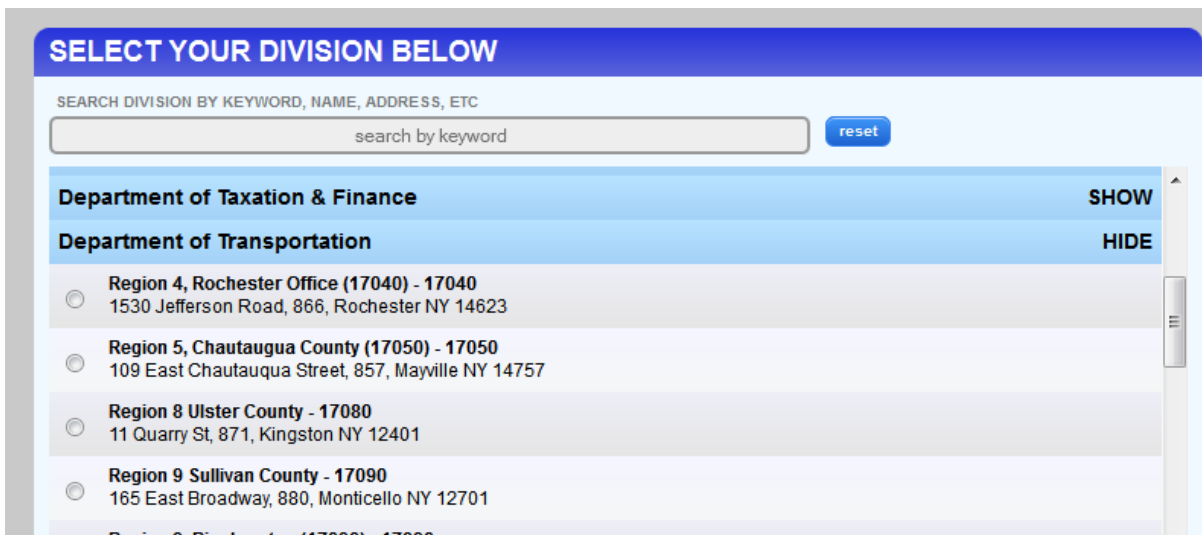
Go to the site: <https://www.giveattheoffice.org/nyssefa/>

At the Home page Click “Yes” to “Is this your first time logging into the system?” so you can register.

If you registered previously you can log in and pledge or select “I forgot my password” to reset it.



Select your agency from the list. Use the key word search to narrow the list. Once you find your agency click “click to expand” to find your facility or department.



Select your State agency and location that corresponds to the code on your paystub. (1)

Thomas P. DiNapoli State Comptroller		JOHN Q. PUBLIC		Total Gross		Fed Taxable Gross	
				Current	486.30	486.30	486.30
				YTD	3,404.10	3,404.10	3,404.10
Check #	33023362	Pay Start Date	04/19/2012	Negotiating Unit	AJ	Net Pay 413.91	
Check Date	05/03/2012	Pay End Date	05/02/2012	Retirement System			
Department ID	70140	NYS EMP/ID	NO1234567	Pay Rate	3,090.40		
EARNINGS		Current		YTD		TAX DATA	
Hrs/Days	Earnings	Hrs/Days	Earnings	Federal	State	NYC	Yonkers
Regular Pay Salary Employee	486.30		3404.10	Marital Status	S	S	S
				Allowances	1	0	0
				Addl. Amt			
				TAXES		Current	YTD
				Fed Withholding		25.75	333.65
				Medicare		7.05	49.36
				Social Security		20.42	142.97
				NY Withholding		8.72	122.13
				NYC Withholding		5.59	75.94
BEFORE TAX DEDUCTIONS		Current	YTD	AFTER TAX DEDUCTIONS		Current	YTD
				PSC Dues		4.86	34.04

Complete the registration

Enter your first and last name as it appears on your paystub.

Enter your email address and create a user name and password.

You will receive a confirmation email once you click "register me". Now you can login and make a pledge.

Next Step: Make your pledge

SELECT A PLEDGE TYPE CURRENT

PLEDGE TYPE

Payroll Contribution

PLEASE SELECT A PAYROLL PERIOD

Bi-Weekly Payroll (x26 pay periods)
 Colleges/Univ. 10-Month Employees Only (x 21 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

\$260
(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](#)

Enter your NYS EMPLID from your paystub (see #2 on reverse side)

Employee ID Number

Refer to your paystub for your NYS EMPLID. It contains 1 character and 8 numbers like N12345678 **Required for Payroll Deduction.**

WORK PHONE

format: 123-456-7890 ext 1234

[GO TO PREV STEP](#) [GO TO NEXT STEP](#)

Final Step: Select Charities and Allocate your pledge

Click on the plus sign next to the charity and the selection will expand. You can visit the charities' websites to learn more about them or you can click "Add". Keep choosing your charities until you are ready to allocate your gift. Scroll down once you have selected your charities and enter a dollar amount next to the charities you chose.

ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW

PERFECT, YOU ARE DONE!

REMOVE CHARITY	GUIDE DOGS FOR THE BLIND, INC. CHARITY CODE 999 - 00870	\$ <input type="text" value="60"/> .00
REMOVE CHARITY	UNDESIGNATED CHARITY CODE 99999	\$ <input type="text" value="10"/> .00
REMOVE CHARITY	AMERICAN RED CROSS IN THE FINGER LAKES CHARITY CODE 88 - 00001	\$ <input type="text" value="130"/> .00
REMOVE CHARITY	CATHOLIC CHARITIES OF LIVINGSTON COUNTY CHARITY CODE 96 - 00005	\$ <input type="text" value="60"/> .00

[DISTRIBUTE ALLOCATION REMAINDER EVENLY](#) [CLEAR ALL ALLOCATIONS](#)

SUM OF ALL ALLOCATION: \$260
TOTAL PLEDGE AMOUNT: \$260
REMAINING BALANCE: \$0

When you are finished, click "Enter Pledge". You will receive an email acknowledgement of your pledge.

Thank you for participating in the SEFA Campaign!