



**Pledging online is easy, safe and secure!**

**First Step: Register**

Go to the site: **www.givingnexus.org/\_nyssefa**

At the Home page Click "New Donors Register Here" or "Existing Donors Login Here"

If you registered previously you can log in and pledge or select "recover my username/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)

**MAKE A PLEDGE**

First time visitors to this site, please register. Returning donors, please login.

**NEW DONORS REGISTER HERE**      **EXISTING DONORS LOGIN HERE**

Thomas P. DiNapoli State Comptroller		JOHN Q. PUBLIC	
Check #	33023362	Pay Start Date	04/15/2011
Check Date	05/03/2012	Pay End Date	05/02/2012
Department ID	70140	NYS EMPLOYER	9012343
<b>EARNINGS</b>		Current	
	Hrs/Day	Earnings	
Regular Pay Salary Employee		466.30	
<b>BEFORE TAX DEDUCTIONS</b>		Current	

**SELECT YOUR DIVISION BELOW**

SEARCH DIVISION BY KEYWORD, NAME, ADDRESS, ETC

search by keyword

Department of State

Department of Tax & Finance

Department of Transportation

- Albany - Department of Transportation - 17000 - ID:850
- Buffalo - Department of Transportation - 17000 - ID:857
- Chenango County - Department of Transportation - 17000 - ID:856
- Hauppauge - Department of Transportation - 17000 - ID:865
- Latham - Department of Transportation - 17000 - ID:850
- Long Island City - Department of Transportation - 17000 - ID:851
- New York City - Manhattan - Department of Transportation - 17000 - ID:851
- Poughkeepsie - Department of Transportation - 17000 - ID:861

current

**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 "click here to complete your registration".

**Next Step: Make your pledge**

**SELECT A PLEDGE TYPE** CURRENT

**PLEDGE TYPE**

Payroll Contribution

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**PLEASE SELECT A PAYROLL PERIOD**

One Pay Period (x1 Pay Period)

Thirteen Pay Periods (x13 pay periods)

Bi-Weekly Payroll (x26 pay periods)

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**AMOUNT PER PAY PERIOD**

\$ .00 Whole numbers only, decimals are not allowed. Example: 0, 10, 20, 30, 00 etc.

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**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.)  
 The minimum total pledge amount is \$1.00

[GO TO NEXT STEP](#)

Enter your Employee ID #. For employees paid by OSC, 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.

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**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.

**PERFECT, YOU ARE DONE!**

<b>REMOVE CHARITY</b>	<b>GUIDE DOGS FOR THE BLIND, INC.</b> CHARITY CODE 999-00870	\$ <input type="text" value="400"/> .00
<b>REMOVE CHARITY</b>	<b>UNDESIGNATED</b> CHARITY CODE 99999	\$ <input type="text" value="50"/> .00
<b>REMOVE CHARITY</b>	<b>AMERICAN RED CROSS, FINGER LAKES</b> CHARITY CODE 66-00405	\$ <input type="text" value="226"/> .00
<a href="#">DISTRIBUTE ALLOCATION REMAINDER EVENLY</a> <a href="#">CLEAR ALL ALLOCATIONS</a>		<b>SUM OF ALL ALLOCATIONS:</b> \$876 <b>TOTAL PLEDGE AMOUNT:</b> \$876 <b>REMAINING BALANCE:</b> \$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!**