SEFA ePledge Tutorial

https://www.givingnexus.org/_nysefa/
Register or Login

Previous users may login with the credentials from a previous year. You can recover your credentials by clicking “recover my username/password” button under “Existing Donors Login Here.”

If interested in viewing the results of the SEFA campaign, click the “View Campaign Totals” link.

Click “Contact Us Here” to contact us.

MESSAGE FROM SEFA - NEW YORK STATE EMPLOYEES FEDERATED APPEAL

Please be sure to enter your Employee ID Number.

Employees paid by OSC, your State ID numbers start with "N0" (N zero) and seven numbers. This needs to be used when pledging.

*****
Your name and contact information will be released to the charity(ies) of your choice only with your authorization.

NOTE - If you plan on using a personal check, you will need to submit it to your campaign manager with a pledge card. SEFA pledge card, or get one from your campaign manager.

NOTICE - A Copy of the latest financial report filed with the Department of Law, may be obtained by writing to: NYS Department of Law, Charities Bureau 120 Broadway, 3rd Floor New York, New York 10271

Thanks for your contribution.
New people will need to register.

First, select your workplace. Read the descriptions carefully to ensure you choose the correct location and agency code you get paid under.

Previous users will be able to login with their existing username and password or recover them.
Critical! Before moving forward, confirm your “Division” is correct. Have chosen the correct work location?

Continue to complete the form with your personal data to finish the registration steps. Be sure to enter all fields.
Make a Pledge

Currently we are only able to accept payroll contributions.

Click “Go To Next Step” after every step completed.
Select the number of pay periods and enter the amount per pay period**. The “Total Annual Gift” is automatically filled. Click “Go To Next Step.”

**New in 2018.** There is a $26 minimum per year pledge. This was done to reduce processing costs.
Enter your NYS Employee Identification Number. OSC employees identification numbers are N0&7 numbers. For most, numbers are located on your paystub. **THIS INFORMATION IS VERY IMPORTANT.**

**Work Phone** is required. It will only be used if there is a question regarding the donors ID number, or another question regarding the pledge. Click “Go To Next Step.”
Select the “Release of Information Options” of your choice. Click “Go To Next Step.”

If interested in volunteering, click “Volunteer Opportunity Request” to send notice to your SEFA Coordinator.
If you have chosen to release your information, an address and email form will open up. Complete the proper contact information.

**Note:** For an acknowledgment, you must provide either a personal home address and/or personal email. Due to Rules and Regulations, work email or work physical addresses may be removed and you may not receive the acknowledgment you requested.
Make your designation choices, if any, here.**

You can use the “Search Mode” to enter keywords.

You may also opt to not designate all or some of your donation by using the “Add Undesignated” option.

**New for 2018.** There is minimum of $26 per charity designation. This was done to reduce processing costs.
Using the “Search Mode” you will pick from the search results from your keyword.

“More Search Options” narrows your search and sort by many criteria.

Click the “Add To Pledge” button to the right of your charity choice.
After you have added the charity choice(s), scroll to the bottom of the page.

Designate how much you want to go to each charity**. It calculates how much you have designated and shows a remaining balance. You have to designate 100% in order to “Go To Next Step”

**New for 2018. There is minimum of $26 per charity designation. This was done to reduce processing costs.
Your “Remaining Balance” must be $0, so you will need to add the “Undesignated” if you do not wish to designate all of your money.
Add your digital signature using your mouse or other input device to do so. Do not worry about the neatness of the signature. Click “Complete this Pledge.”
Your pledge has been successfully submitted and you will receive an email confirmation. Now click “Click Here to Proceed.”
Consider sharing with your State employee friends/colleagues on Facebook or Twitter! Click the “Share…” button below! You can ask them to support the charities close to your heart, or just ask them to consider donating through SEFA!