



SEFA ePledge Tutorial

https://www.givingnexus.org/_nyssefa/

Home Page

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.



Home Page –
Bottom

General Information

Take notice!



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.

Here are the codes for our campus:

- **28050:** WEST CAMPUS, HSC, SOM AND LISVH STATE EMPLOYEES
- **28058:** STONY BROOK - HOSPITAL EMPLOYEES
- **RESEARCH EMPLOYEES:** RESEARCH FOUNDATION (RF)

Previous users will be able to login with their existing username and password or recover them.



REGISTER FOR SEFA - NEW YORK STATE EMPLOYEES FEDERATED APPEAL

SELECT YOUR DIVISION BELOW

SEARCH DIVISION BY KEYWORD, NAME, ADDRESS, ETC

search by keyword

reset

Deferred Compensation Board

SHOW

Department of Agriculture & Mkts

SHOW

Department of Civil Service

HIDE

☐ Albany - Department of Civil Service - 8000 - ID:3251
850 - Capital Region campaign area,

☐ Albany - Map - Department of Civil Service - 8020 - ID:3251
850 - Capital Region campaign area,

☐ Albany - Test Admin - Department of Civil Service - 8060 - ID:3251
850 - Capital Region campaign area,

☐ Brooklyn - Department of Civil Service - 8000 - ID:160903
851 - NYC campaign area,

☐ Buffalo - Department of Civil Service - 8000
857 - Niagara Frontier campaign area,

☐ Hauppauge - Department of Civil Service - 8000
865 - Long Island campaign area,

☐ New York City - Manhattan - Department of Civil Service - 8000 - ID:160903

current

COMPLETE YOUR REGISTRATION

ALL FIELDS ARE REQUIRED

pending

login with my username/password

recover my username/password



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.

REGISTER FOR SEFA - NEW YORK STATE EMPLOYEES FEDERATED APPEAL

SELECT YOUR DIVISION BELOW

YOU SELECTED: DEPARTMENT OF CIVIL SERVICE / ALBANY - DEPARTMENT OF CIVIL SERVICE - 8000 - ID:3251

change

completed

COMPLETE YOUR REGISTRATION

ALL FIELDS ARE REQUIRED

TITLE

Ms.

FIRST NAME

Diana

MIDDLE INITIAL

L

LAST NAME

Smith

EMAIL

dsmith@demo.com

CONFIRM EMAIL

dsmith@demo.com

USERNAME/LOGIN
case sensitive

DSmith

PASSWORD
case sensitive / min 6 characters

password

CONFIRM PASSWORD
case sensitive / min 6 characters

password confirm

click here to complete your registration

current

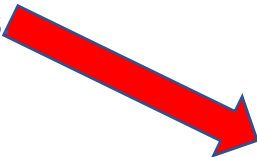
login with my username/password

recover my username/password

Make a Pledge

Currently we are only able to accept payroll contributions

Click “Go To Next Step” after every step completed.



MAKE A PLEDGE

HAVING PROBLEMS WITH THE PLEDGE FORM?

YOUR CURRENT PROFILE INFORMATION

YOUR NAME

Ms. Diana Smith

EDIT MY PROFILE

YOUR SUBDIVISION

Albany - Department of Civil Service 8000
850 - Capital Region campaign area

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

☐ Payroll Contribution

GO TO NEXT STEP

ADDITIONAL INFORMATION

PENDING

RELEASE OF INFORMATION OPTIONS

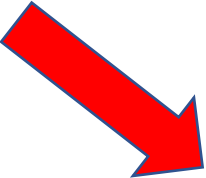
PENDING

CHARITY SELECTION AND ALLOCATION

PENDING

DIGITAL SIGNATURE AND COMMENTS

PENDING



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.”

There is a \$26 minimum per year pledge. This was done to reduce processing costs.

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

☒ Payroll Contribution

PLEASE SELECT A PAYROLL PERIOD

☐ One Pay Period (x1 Pay Period)
☐ Thirteen Pay Periods (x13 pay periods)
☒ Bi-Weekly Payroll (x26 pay periods)

AMOUNT PER PAY PERIOD

\$.00 Whole numbers only, decimals are not allowed. Example: 9, 19, 29, 39, 99 etc.

TOTAL ANNUAL GIFT

\$52
(amount equals the amount per pay period x pay periods. Amount will be allocated among the charities you select.)
The minimum total pledge amount is \$26.00

GO TO NEXT STEP

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.”

ADDITIONAL INFORMATIONCURRENT

Employee ID Number

N01234567

Be sure to enter your correct Employee Identification # Required for Payroll Deduction.

WORK PHONE

518-782-7332

format: 123-456-7890 ext 1234

GO TO PREV STEP

GO TO NEXT STEP

RELEASE OF INFORMATION OPTIONS

PENDING

CHARITY SELECTION AND ALLOCATION

PENDING

DIGITAL SIGNATURE AND COMMENTS

PENDING

Select the “Release of Information Options” of your choice. Click “Go To Next Step.”

RELEASE OF INFORMATION OPTIONS

CURRENT

RELEASE OF INFORMATION TO CHARITIES

If requesting an acknowledgment, please **use a personal email and/or home address** and not a work one. Due to Rules and Regulations, work email or physical addresses may be removed and you may not receive the acknowledgment you requested.

☐ YES - release information I provide to charities.

☒ NO - I do not want to release any information to charities.

Volunteer Opportunity Request

GO TO PREV STEP

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.

RELEASE OF INFORMATION OPTIONS

CURRENT

RELEASE OF INFORMATION TO CHARITIES

If requesting an acknowledgment, please **use a personal email and/or home address** and not a work one. Due to Rules and Regulations, work email or physical addresses may be removed and you may not receive the acknowledgment you requested.

☒ YES - release information I provide to charities.
☐ NO - I do not want to release any information to charities.

I authorize the campaign to release my name and the corresponding information entered below to my designated charities:
YOU MUST COMPLETE AT LEAST ONE OF THE OUTLINED BOXES BELOW.

ADDRESS I

1 Front Street

do not include unit/apt# here

ADDRESS II

suite #, apt #, unit #, etc

CITY

Albany

STATE

NY (New York)

ZIP

12205

EMAIL

dsmith@demo.com

(lower case letters only)

Volunteer Opportunity Request

GO TO PREV STEP

GO TO NEXT STEP

Make your designation choices, if any, here.**

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

The screenshot shows a web interface titled "CHARITY SELECTION AND ALLOCATION" with a "CURRENT" status indicator in the top right. Below the title, a message says "EXPAND SECTIONS BY CLICKING ON THE + SYMBOL". The main heading is "CHARITIES LISTED BY FEDERATION". There are three buttons: "FEDERATION LIST", "SEARCH MODE", and "ADD UNDESIGNATED". Below these is a status bar that says "NO SEARCH FILTERS ALL RESULTS DISPLAYED" and a "MORE SEARCH OPTIONS" button. The main content area lists five federations, each with a green plus icon and a count of charities: "AMERICA'S BEST CHARITIES" (224), "AMERICA'S BEST LOCAL CHARITIES" (23), "AMERICA'S CHARITIES" (46), "ANIMAL CHARITIES OF AMERICA" (41), and "CHILDREN'S CHARITIES OF AMERICA" (32). At the bottom, there is a message "ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE." and two buttons: "GO TO PREV STEP" and "GO TO NEXT STEP". Two red arrows are overlaid on the image: one points to the "SEARCH MODE" button, and the other points to the "ADD UNDESIGNATED" button.

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

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.

CHARITY SELECTION AND ALLOCATION CURRENT

TYPE SEARCH TERMS (ORG CODE, CHARITY NAME, ETC) THEN ENTER

PERFORM SEARCH

FEDERATION LIST SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED MORE SEARCH OPTIONS

SELECT THE TYPE OF SEARCH/LIST

SEARCH CHARITIES VIEW CATEGORY LIST VIEW FEDERATION LIST

SELECT CAMPAIGN AREA

-- SELECT CAMPAIGN AREA --

LIMIT SEARCH EVERYTHING - NO LIMITS SORT RESULTS RANDOMLY

PERFORM SEARCH RESET

+ ELMORE SPCA, INC. (1 of 15) LEGAL NAME: Elmore SPCA, Inc.	ORG CODE 81-00102	ADD TO PLEDGE
+ CANINE COMPANIONS FOR INDEPENDENCE (2 of 15) LEGAL NAME: Canine Companions for Independence	ORG CODE 999-00088	ADD TO PLEDGE
+ NIAGARA COUNTY SPCA (3 of 15) LEGAL NAME: Niagara County SPCA	ORG CODE 57-00402	ADD TO PLEDGE

ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE.

GO TO PREV STEP GO TO NEXT STEP

“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”

The screenshot shows a web form titled "ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW". Below the title is a purple instruction: "ALLOCATE \$520 TO THE 2 CHARITIES YOU HAVE ADDED. EVERY CHARITY NEEDS AN ANNUAL ALLOCATION AMOUNT." The form lists two charities, each with a "REMOVE CHARITY" button and an allocation input field:

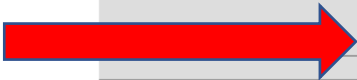
Charity Name	Charity Code	Allocation Amount
CANINE COMPANIONS FOR INDEPENDENCE	999-00088	\$ <input type="text"/> .00
MOHAWK HUDSON HUMANE SOCIETY	50-00216	\$ <input type="text"/> .00

At the bottom of the form, there are three buttons: "GO TO PREV STEP" (blue), "DISTRIBUTE ALLOCATION REMAINDER EVENLY" (green), and "CLEAR ALL ALLOCATIONS" (yellow). To the right of these buttons is a summary table:

SUM OF ALL ALLOCATIONS:	
TOTAL PLEDGE AMOUNT:	\$0
REMAINING BALANCE:	\$520

Red arrows point to the allocation input fields for both charities, the "DISTRIBUTE ALLOCATION REMAINDER EVENLY" button, and the "GO TO NEXT STEP" button.

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.



CHARITY SELECTION AND ALLOCATION

CURRENT

THE TOTAL PLEDGE AMOUNT AND THE SUM OF ALL YOUR ALLOCATIONS DO NOT MATCH. ADD CHARITIES AND ASSIGN YOUR TOTAL PLEDGE AMOUNT AMONG ALL THE SELECTED CHARITIES TO CONTINUE.

YOU HAVE 1 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

99999

PERFORM SEARCH

FEDERATION LIST

SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED

MORE SEARCH OPTIONS

+

UNDESIGNATED (1 of 1)
LEGAL NAME: Undesignated

ADD TO PLEDGE

ORG CODE
99999

ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW

ALLOCATE \$1040 TO THE 1 CHARITIES YOU HAVE ADDED
PLEASE ADD \$520 FROM THE ALLOCATIONS BELOW.

REMOVE CHARITY

OSWEGO COUNTY HOSPICE
CHARITY CODE 07-00214

\$520.00

DISTRIBUTE ALLOCATION
REMAINDER EVENLY

CLEAR ALL
ALLOCATIONS

SUM OF ALL ALLOCATIONS: \$520
TOTAL PLEDGE AMOUNT: \$1040
REMAINING BALANCE: \$520

GO TO PREV STEP

GO TO NEXT STEP

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.”

DIGITAL SIGNATURE AND COMMENTS

CURRENT

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize my employer to withhold from my salary the amount as indicated.

CLICK AND HOLD THE MOUSE DOWN TO SIGN WITHIN THE GRAY BOX BELOW
MAKE SURE TO RELEASE THE MOUSE BUTTON WHILE IN THE GRAY BOX

CLEAR SIGNATURE

SHOW ME HOW TO SIGN THIS PLEDGE USING MY MOUSE

Diana Smith

COMMENTS (OPTIONAL)

Comments accepted here.

DISCLOSURES

No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.

GO TO PREV STEP

COMPLETE THIS PLEDGE

Your pledge has been successfully submitted and you will receive an email confirmation. Now click “Click Here to Proceed.”

