



Pledging online is easy, safe and secure!

First Step: Register

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

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.

REGISTER

STEP 1 - SELECT YOUR SUBDIVISION BELOW

SEARCH AGENCIES BY KEYWORD:

<input type="radio"/>	Council on the Arts	click to expand ▾
<input type="radio"/>	Department of Agriculture & Markets-NYC Division of Food Safety & Inspection	click to expand ▾
<input type="radio"/>	Department of Corrections and Community Supervision	click to expand ▾
<input type="radio"/>	Department of Education	click to expand ▾
<input type="radio"/>	Access-VR, Manhattan (11000) 116 West 32nd Street, 6th Floor New York, New York 10001	
<input type="radio"/>	Accountability P-12 (11000) 55 Hanson Place, Room 514 Brooklyn, New York 11217	

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
				YTD	3,404.10
Check #	39023362	Pay Start Date	04/19/2012	Net Pay 413.91	
Check Date	05/03/2012	Pay End Date	05/02/2012		
Department ID	70140	NYS EMPLOY ID	N01234567	Pay Rate 3,890.40	
EARNINGS		YTD		TAX DATA	
Regular Pay Salary Employee	Hrs/Days 486.30	Earnings	3404.10	Federal	State
				NYC	Yonkers
				Marital Status	S
				Allowances	1
				Addl. Amt	0
				TAXES	
				Current	YTD
				Fed Withholding	25.75
				Medicare	7.05
				Social Security	20.42
				NY Withholding	8.72
				NYC Withholding	3.59
BEFORE TAX DEDUCTIONS		Current	YTD	AFTER TAX DEDUCTIONS	
				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.

STEP 2 - FORM
(all fields are required)

FIRST NAME:

LAST NAME:

EMAIL:

CONFIRM EMAIL:

USERNAME/LOGIN:

(passwords must be 6 characters or more. Passwords ARE case sensitive.)

PASSWORD:

CONFIRM PASSWORD:

REGISTER ME

[I forgot my login or password](#)

Next Step: Make your pledge

EMPLOYEE ID NUMBER

N1234567

Your EMPLOYEE ID NUMBER will be deleted at the end of the campaign.
Enter your NYS EMPLID here

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

Choose your pledge type:

PLEDGE TYPE

Payroll Contribution

Credit Card Donation (one time)

e-Check Donation (one time)

PLEDGE TYPE

Payroll Contribution

Credit Card Donation (one time)

Credit Card Donation (recurring)

e-Check Donation (one time)

e-Check Donation (recurring)

PLEASE SELECT A PAYROLL PERIOD

Bi-Weekly Payroll (x26 pay periods)

FIT only (24 pay periods)

AMOUNT PER PAY PERIOD

\$ (example: 10, 20, 30, 50, 100 etc.)
Whole numbers only, decimals are not allowed.

For a payroll contribution be sure to select the number of pay periods, the amount per pay period and authorize your pledge.

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. Proceed to the right panel and enter a dollar amount next to the charities you chose.

STEP 2 - CHARITY SELECTION AND ALLOCATION

select a charity from the list below. click the + icon to expand

[CLICK HERE TO SWITCH TO SEARCH MODE](#)

AMERICA'S CHARITIES

ANIMAL CHARITIES OF AMERICA

CHC OF NEW YORK

CHILDREN'S CHARITIES OF AMERICA

ALLOCATE \$0 TO THE CHARITIES YOU HAVE ADDED BELOW.
Every charity needs an allocation amount.

Charity Name	Delete	Amount
AMERICAN CANCER SOCIETY, EASTERN DIVISION	DELETE (charity code 999-00748) AFR: 22.0%%	\$ <input type="text"/>
HABITAT FOR HUMANITY INTERNATIONAL, INC.	DELETE (charity code 999-00201) AFR: 19.7%%	\$ <input type="text"/>
GUIDING EYES FOR THE BLIND, INC.	DELETE (charity code 999-00526) AFR: n/a	\$ <input type="text"/>

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

Thank you for participating in the New York City SEFA Campaign!