



[opm.gov/ShowSomeLoveCFC](http://opm.gov/ShowSomeLoveCFC)

# Online Giving Instructions



STEP  
1

**Visit [opm.gov/ShowSomeLoveCFC](http://opm.gov/ShowSomeLoveCFC)** and follow the steps to create an account. Either personal or government email can be used. You will select your Department, Agency and Unit, from drop down lists. From the Welcome Page, click "Pledge Now."

STEP  
2

**Search for charities** by entering various criteria to narrow the list. Then click "Search for Charities" to see your customized list.

STEP  
3

**Select your charities of choice** by clicking the "Add" button. You will receive confirmation that a charity has been saved to your Pledge Cart. When you are finished, click "Checkout."

STEP  
4

**Select your payment method** (payroll deduction, bank account, or credit/debit card). If you choose payroll deduction, you will be required to enter your Social Security number to connect to your payroll system.

STEP  
5

**Select your payroll frequency.** If you elect to use a credit card or bank account, you can choose between a one-time or monthly recurring gift.

STEP  
6

**Set the pledge amount.** Filling in the annual amount will populate the other frequency amounts and vice versa.

STEP  
7

**Designate a portion of your annual pledge** to each of your selected charities. If you selected charities with available volunteer hours, indicate the number of hours you wish to pledge to each organization.

STEP  
8

**Share your personal information** with your selected charities, if desired. If you elect to volunteer for an organization, you may wish to share your contact information for the charity to contact you. Otherwise, you will need to contact the charity directly.

STEP  
9

**Finalize your pledge.** Review your pledge for accuracy and make changes if necessary. When finished, check "Confirm My 2017 Pledge" and click "Submit Pledge." **Print the confirmation for your records.**

**CFC Donor Support: (800) 797-0098; (608) 237-4898**