

# STATE EMPLOYEES' CHARITABLE CAMPAIGN SEPTEMBER 1 – OCTOBER 31

## ePledge - Credit Card Donation for Pensioners (One-Time and Special Events)

Website: <a href="https://secc.delaware.gov/resources-for-pensioners/">https://secc.delaware.gov/resources-for-pensioners/</a>

Click

Donate Online -Pensioners

For assistance, please call the E-Business helpline at 302-573-3791



### **One-Time Credit Card Donation**

#### Register/Create Account for SECC Pensioners Campaign eMail Address sample@email.com Name Prefix: Middle: \*Last: Suffix: Main Address Address Line 1: Address Line 2: Alabama Country: United States of America Personal Phone Number: Extension: Pensioner ID#: Items marked with an asterisk (\*) are required WEI Enter code CONTINUE CLEAR FORM

- 1. Register by entering an email address, filling in the fields and entering the verification code.
- 2. Click Continue.

SIGNOFF

## PLEASE SELECT YOUR PLEDGE TYPE



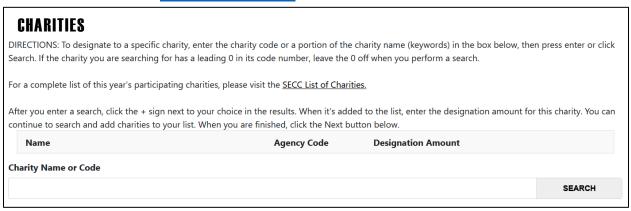




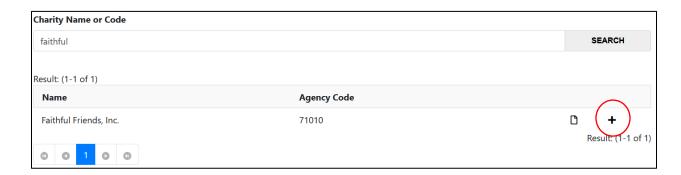
- 3. Click on the credit card so that it is highlight in blue. The Credit Card option allows you to give a one-time credit card donation.
- 4. Enter the amount you want to give for this one-time transaction. In this example, the person wants to give an amount of \$100.00.



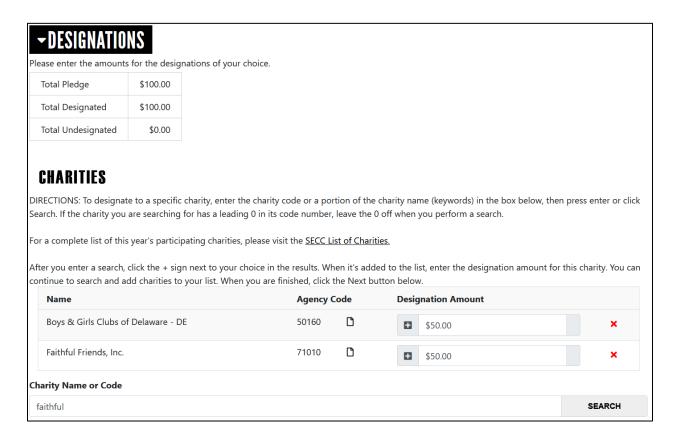
- 5. Select the drop-down arrow on "Designations" to designate your pledge to one or more charities. The table shows the total pledge you entered above, total designated funds, and undesignated funds. Any undesignated funds will go to the general fund, which distributes funds to all organizations approved to participate in the 2022 campaign.
- 6. For a complete list of this year's participating charities, select the link on the ePledge site and visit the SECC List of Charities on the SECC website.



7. Once you determine which organization(s) you want to support, you can search them by key word, code, or title in the search bar on the ePledge site.



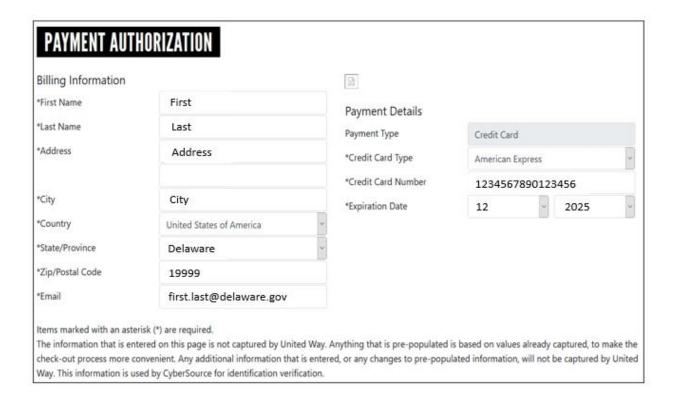
8. Once you find the charity you want to support on the ePledge site, select the plus "+" sign (circled in red in the image above). Repeat this for all the charities you want to support.



9. All designated charities will appear in a list on the page (see example in image above). Then you enter the amount you want to designate to each organization from your total pledge. In this example the employee is designating \$50.00 to two organizations. This will change the pledge table above Charities to show that the total pledge has been designated and \$0.00 is undesignated.

PLEASE CHECK YOUR INFORMATION BELOW.			
* e-Pledge e-Mail	first.last@delaware.gov		
	Items marked with an asterisk (*) are required in some circumstances.		
	☐ I want the system to automatically E-Mail my confirmation receipt to me.		
	☐ I wish to be acknowledged by my designated charitable organizations.		
	I have authorized release of my e-Mail for this purpose.		
	$\square$ I wish to release my name to my designated charitable organizations.		

- 10. To receive an email confirmation with your pledge information, enter your email address and select to first option, "I want the system to automatically e-mail my confirmation receipt to me."
- 11. To receive acknowledgement from the organizations you designated to support, select the second option, "I wish to be acknowledged by my designated charitable organizations. I have authorized release of my e-Mail for the purpose." And/or the third option, "I wish to release my name to my designated charitable organization."



12. Under the section called "Payment Authorization" enter your credit card information.



13. Then, select Confirm & Pay.

## **Special Event Donation**

Pensioners may be able to participate in special events state agencies are holding if the
event was set up for pensioners to do so. For more on the events, check out the <u>Events</u>
<u>Calendar</u> on the SECC website or reach out to the agency <u>Chairs or Captains</u> for
additional details.

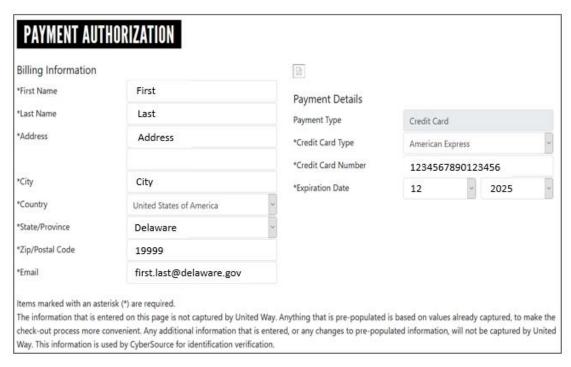


Events		Unit/Fixed Cost	Quantity	Amount
▼ SAMPLE EVENT GROUP				
Bake Sale SAMPLE EVENT				\$0.00

Total: \$0.00

Selected Events Summary Quantity Amount Tax Receipt
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- 2. Click the Special Event so that it is highlighted in blue. Events that are available will show in a list.
- 3. Hover over the name of the event to see information about the event.
- 4. Enter the amount to pay for the event.



5. Under the section called "Payment Authorization", enter your credit card information, including an email where the payment receipt will be sent.



- 6. Then, select Confirm & Pay.
- 7. Follow any additional instructions related to the event from the agency Chair or Captain, including providing proof of payment.