



**STATE EMPLOYEES' CHARITABLE CAMPAIGN
SEPTEMBER 1 – OCTOBER 31**

ePledge – Payroll Deduction Donation

SECC Website: <https://secc.delaware.gov>

ePledge using same Self Service login email and password as on my.delaware.gov

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



SECC ePledge – Payroll Deduction Donation Instructions

1. If an employee contributed in the previous year AND if a charity previously donated to is participating in this year's campaign, employees will see their previous year's contribution upon logging in, similar to what you see here. Options including increasing their donation by a percent or by a dollar amount will show. Consider helping us reach our goal of \$300,000 this year by increasing your donation!

Pledge Options

[REDACTED]; for your reference, here is your previous pledge. Please see the enhanced pledge options below for the campaign.

Prior Year Gift

Pledge Type:	Payroll Deduction
Payment Type:	*None
Pay Periods Per Year:	26
# of Deductions (1 through 26):	26
Deduction Per Pay:	\$10.00
Pledge Amount:	\$260.00
Designated to	Amount
Faithful Friends, Inc.	\$260.00
Total Designated	\$260.00

Pledge Options

- ☒ Please duplicate my pledge and designations from last year but increase it by this percentage
- ☐ Please duplicate my pledge and designations from last year but increase my ANNUAL gift by this amount
- ☐ I would like to pledge and designate exactly like last year
- ☐ Enter a new gift with preloaded details from previous year
- ☐ I would like to enter a new pledge this year

Designation Options

- ☐ Instead of directing my gift this year, I would like my gift to go where it's needed most (undesignated).
- ☐ Keep my designation(s) above, but I would like my increased amount to go where the need is greatest.
- ☐ Distribute my increase to each of my current designations.

NEXT

CANCEL

2. You will see pledge options and designation options. The first 2 pledge options give you the opportunity to increase your giving by a percent or dollar amount. Other options are pledge as last year, change the amounts for charities given to last year, or create a new pledge. Additionally, designation options allow you give to the general fund, allow your increase to go to the general fund or allow your increase to be spread among your current designations.
3. If a completely new pledge is requested, select the radial button “I would like to enter a new pledge this year” and click NEXT. A similar screen below will display.

PLEASE SELECT YOUR PLEDGE TYPE



Payroll Deduction



Credit Card - paid with one immediate transaction



I do not wish to participate at this time.

Deduction Per Pay:

of Deductions (1 through 26):

Total Annual Pledge:

4. If an employee did NOT contribute in the previous year or if a charity is not participating in this year’s campaign, the above will display.
5. Under the section called “Please Select You Pledge Type,” select the Payroll Deduction option so that the box is highlighted blue. This option allows you to give an amount from each pay period over the next calendar year; there are a total of 26 pay periods.
6. You can either enter the amount you want deducted from each pay period or the total annual amount. In this example, the employee wants to give an annual amount of \$100.00. This option allows you to give an amount from each pay period over the next calendar year; there are a total of 26 pay periods for active state employees and 12 pay periods for pensioners.

DESIGNATIONS

Please enter the amounts for the designations of your choice.

Total Pledge	\$100.00
Total Designated	\$0.00
Total Undesignated	\$100.00

7. Under “Designations”, the table shows the total pledge you previously entered, the total designated funds, and total undesignated funds. Undesignated funds will be distributed to all the charitable organizations by a percentage.

CHARITIES

DIRECTIONS: To designate to a specific charity, enter the charity code or a portion of the charity name (keywords) in the box below, then press enter or click Search. If the charity you are searching for has a leading 0 in its code number, leave the 0 off when you perform a search.

For a complete list of this year's participating charities, please visit the [SECC List of Charities](#).

After you enter a search, click the + sign next to your choice in the results. When it's added to the list, enter the designation amount for this charity. You can continue to search and add charities to your list.

Name	Agency Code	Designation Amount
Charity Name or Code SEARCH		

8. 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.
9. 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.

Charity Name or Code

SEARCH

Result: (1-1 of 1)

Name	Agency Code	
Faithful Friends, Inc.	71010	+

1

10. 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 each of the charities you want to support.

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For a complete list of this year's participating charities, please visit the [SECC List of Charities](#).

After you enter a search, click the + sign next to your choice in the results. When it's added to the list, enter the designation amount for this charity. You can continue to search and add charities to your list. When you are finished, click the Next button below.

Name	Agency Code		Designation Amount		
Boys & Girls Clubs of Delaware - DE	50160			\$50.00	
Faithful Friends, Inc.	71010			\$50.00	

Charity Name or Code

11. 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 table above 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.

☐ I wish to release my name to my designated charitable organizations.

12. 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.”
13. 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.”

CONFIRM

CANCEL

14. Select Confirm to complete your payroll deduction pledge.
15. Thank you for reviewing this information. We hope it has been helpful. Thank you, too, for caring and contributing to this year’s campaign. Together we are making a difference for Delaware. If you have further questions, please reach out to your agency Chair or Captain. Have a great day.