

If you haven't already, go to https://www.cfcnexus.org/_intermountaincfc and create an account. If you've already got an account, skip this step.



Click the blue “REGISTER” button. After registering, email CFC Director Bruce Jacobs (bjacobs@intermountaincfc.org) and make sure your account is updated to “Payroll Coordinator” for the 2014 campaign. (Even if you had payroll access in prior years, your account must be updated in order to access pledges for the 2014 campaign.)

The “Payroll Coordinator” role is responsible for printing or downloading online pledge data and delivering to payroll centers.

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CFC NEXUS

TOUR CFC NEXUS ▾ MAIN MENU ▾ PLEDGING ▾ MY PLEDGES & PROFILE ▾ MY TOOLS ▾ LOGOUT

MAKE A PLEDGE Payroll Coordinators have the My Tools menu tab.

REPLICATE LAST PLEDGE MADE ON JUL 31ST, 2014 (PLEDGE NO. 779788)?

REPLICATE PLEDGE SKIP THIS STEP

Clicking on REPLICATE PLEDGE will add the charities and designations from your last pledge.
You will be able to change and review your pledge before entering.

SELECT A PLEDGE TYPE CURRENT

PLEDGE TYPE

- Payroll Contribution
- Cash (one time)
- Check (one time)
- Credit / Debit Card (one time)
- Credit / Debit Card (recurring)
- e-Check / ACH (one time)
- e-Check / ACH (recurring)

GO TO NEXT STEP

YOUR PERSONAL INFORMATION PENDING

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CFC NEXUS

TOUR CFC NEXUS ▾ MAIN MENU ▾ PLEDGING ▾ MY PLEDGES & PROFILE ▾ MY TOOLS ▾

PAYROLL TOOLS ▾
agency user roles
agency overview

LOGOUT

MAKE A PLEDGE

HAVING PROBLEMS WITH THE PLEDGE FORM?

REPLICATE LAST PLEDGE ?

Click on My Tools to see the options under Payroll Tools .

Clicking on REPLICATE PLEDGE will add the charities and designations from your last pledge. You will be able to change and review your pledge before entering.

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

- Payroll Contribution
- Cash (one time)
- Check (one time)
- Credit / Debit Card (one time)
- Credit / Debit Card (recurring)
- e-Check / ACH (one time)
- e-Check / ACH (recurring)

GO TO NEXT STEP

YOUR PERSONAL INFORMATION

As a Payroll Coordinator, you will see a top menu item called “PAYROLL”.

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CFC NEXUS
DEMO CFC NEXUS PAYROLL USER **LOGOUT**

TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE MY TOOLS
PAYROLL TOOLS process new pledges (single)
agency user roles process new pledges (bulk)
agency overview view processed-completed pledges
report
paper pledge batch creation

MAKE A PLEDGE

HAVING PROBLEMS WITH THE PLEDGE FORM?

REP (779788) ?

There are three methods available for processing pledges. First, we will look at the “single print” method.

Clicking on **NEW PLEDGE** will add the changes and designations from your last pledge. You will be able to change and review your pledge before entering.

SELECT A PLEDGE TYPE CURRENT

PLEDGE TYPE

- Payroll Contribution
- Cash (one time)
- Check (one time)
- Credit / Debit Card (one time)
- Credit / Debit Card (recurring)
- e-Check / ACH (one time)
- e-Check / ACH (recurring)

GO TO NEXT STEP

YOUR PERSONAL INFORMATION PENDING

https://www.cfcnexus.org/_root/index.php?content_id=1523&curr_cfc_id=9999#

There are three different methods available for processing pledges. First, we will look at the “single print” method.

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TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE MY TOOLS

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

- 2011 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency Y
unit.11
456 Elm Street
Giving, NY 10023
(6 unprocessed pledges)
- 2011 SAMPLE FEDERAL AGENCY GROUP 2
Sample Federal Agency X
789 Oak Avenue
HelpOthers, MN 55901
(2 unprocessed pledges)

1 Select a pledge from the list on the left.

Pledges are listed in reverse chronological order so the newest pledges are at the top.

Pledge details will be displayed here.

On the left column are Federal agency locations that have unprocessed pledges. You will only see Federal agency locations for which you have been given access.

On the left, are Federal Agency locations that have unprocessed pledges. You will only see Federal agency locations for which you have been given access.

TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE MY TOOLS

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL
AGENCY GROUP 1
Sample Federal Agency Y
unit 11
456 Elm Street
Giving, NY 10023
(6 unprocessed pledges)

1 Select a pledge from the list on the left.

By clicking on one of the locations, you will see a list of all its unprocessed pledges.

Pledge details will be displayed in this area.

- 1 PLEDGE NO. 167621
Wed Aug 03
AMOUNT: \$5
PAYROLL CONTRIBUTION
- 2 PLEDGE NO. 167623
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION
- 3 PLEDGE NO. 167622
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION
- 4 PLEDGE NO. 167621
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION
- 5 PLEDGE NO. 167620
Fri Jul 29 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

By clicking on one of the locations, you will see a list of all its unprocessed pledges.

20 2nd Street NE, Suite 2005 • Minneapolis, MN 55413 • (655) 293-4321 ext. 2 phone • 205-984-3018 fax

TOUR CFC NEXUS - MAIN MENU - PLEDGING - MY PLEDGES & PROFILE - MY TOOLS - DEMO CFC.NE

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency Y
unit 11
456 Elm Street
Giving, NY 10023
(6 unprocessed pledges)

1 PLEDGE NO. 167625
Wed Aug 03 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

2 PLEDGE NO. 167625
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

3 PLEDGE NO. 167622
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

4 PLEDGE NO. 167621
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

5 PLEDGE NO. 167620
Fri Jul 29 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

1 Select a pledge from the list on the left.

Pledges are listed in reverse chronological order so the newest pledges are at the top.

Click on one of the pledge icons to see the pledge details.

Click on one of the pledge icons to see the pledge details.

TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE MY TOOLS

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

STEP 1 OF 2 - CLICK HERE TO PRINT THIS PLEDGE

2012 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency L
unit.10
123 Maple Street
Donation, MN 55406
(2 unprocessed pledges)

CFC CAMPAIGN NO
9999

CITY/STATE CODE
09 9999

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PLEDGE NUMBER: 445851 PLEDGE DATE: JUN 21 2013

In order to process a pledge, click "Step 1 of 2."

| | | | |
|---|----------|-----------------------|------------|
| LAST NAME, FIRST NAME | | DONOR EMAIL | |
| Payroll User, Demo CFC Nexus | | jzietlow@cfcnexus.org | |
| CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided. | | | |
| ALLOTMENT SOURCE | AMOUNT | INTERVAL | TOTAL GIFT |
| One Time Cash Pledge (one time) | \$260.00 | x1 | \$260.00 |
| LEADERSHIP GIVING | | | |
| I elect NOT to receive an incentive gift as recognition for any contribution. | | | |
| RELEASE OF INFORMATION | | | |
| I would like to remain anonymous, please do not release my information. | | | |
| DISCLOSURES | | | |
| No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card. | | | |
| PAYROLL STATUS | | | |
| Viewed | | | |
| PLEDGE STATUS DEFINITIONS | | | |
| <p>Pending: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has not seen this pledge.</p> <p>Viewed: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has viewed this pledge but thus far has not done anything with your pledge.</p> <p>Processed: For Payroll Pledges - Payroll Coordinator/Administrator has sent this pledge to HR for payroll deduction.</p> | | | |

1 PLEDGE NO. 445851
Fri Jun 21 2013
AMOUNT: \$260.00
CASH PLEDGE (ONE TIME)

2 PLEDGE NO. 288730
Fri Aug 31 2012
AMOUNT: \$260.00
CHECK PLEDGE (ONE TIME)

2012 SAMPLE FEDERAL AGENCY GROUP 2
Sample Federal Agency O
012 Apple Lane
Provide, WA 98003
(26 unprocessed pledges)

2012 SAMPLE FEDERAL AGENCY GROUP 3
Sample Federal Agency P
345 Birch Circle
Endow, TX 76621
(43 unprocessed pledges)

2012 SAMPLE FEDERAL AGENCY GROUP 3
Sample Federal Agency Q
(ein requested vs ssn)

In order to process a pledge, click the "Step 1 of 2" button which is at the top.

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TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE MY TOOLS

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2012 SAMPLE FEDERAL AGENCY GROUP 1
 Sample Federal Agency L
 unit.10
 123 Maple Street
 Donation, MN 55406
 (2 unprocessed pledges)

1 PLEDGE NO. 445851
 Fri Jun 21 2013
 AMOUNT: \$260.00
 CASH PLEDGE (ONE TIME)

2 PLEDGE NO. 288730
 Fri Aug 31 2012
 AMOUNT: \$260.00
 CHECK PLEDGE (ONE TIME)

2012 SAMPLE FEDERAL AGENCY GROUP 2
 Sample Federal Agency O
 012 Apple Lane
 Provide, WA 98003
 (26 unprocessed pledges)

2012 SAMPLE FEDERAL AGENCY GROUP 3
 Sample Federal Agency P
 345 Birch Circle
 Endow, TX 76621
 (43 unprocessed pledges)

2012 SAMPLE FEDERAL AGENCY GROUP 3
 Sample Federal Agency Q
 (ein requested vs ssn)

STEP 1 OF 2 CLICK HERE TO PRINT THIS PLEDGE

PLEDGE INFO

LAST NAME, F: _____

Payroll User, De: _____

CONTRIBUTION: F your annual contri _____

ALLO: _____

One Time Cash P: _____

LEADERSHIP GIVING: _____

RELEASE OF INFO: _____

DISCLOSURES: _____

No goods or serv: _____
 this pledge card.

PAYROLL STATUS

Viewed

PLEDGE STATUS DEFINITIONS

Pending: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has not seen this pledge.

Viewed: For Payroll/Cash/Check Pledges - Payroll Coordinator/Administrator has viewed this pledge but thus far has not done anything with your pledge.

Processed: For Payroll Pledges - Payroll Coordinator/Administrator has sent this pledge to HR for payroll deduction

Print

General Options

Select Printer

Add Printer

Adobe PDF

Print to file

Print Range

All

Selection

Current Page

Pages: 1

Number of copies: 1

Collate

Print Cancel Apply

ES: _____

fy the _____

2013

oyee ID _____

total of _____

AL GIFT _____

260.00

s via _____

Page 9 of 24

CFCNexus.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

3 CFCNexus.org



CFC CAMPAIGN NO **9999** CITY/STATE CODE **09 9999** ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PLEDGE NUMBER: 445851 PLEDGE DATE: JUN 21, 2014

| LAST NAME, FIRST NAME | CIV/MIL | FEDERAL AGENCY / OFFICE | SSN/Employee ID |
|---|---------------------------------|--|-----------------|
| Payroll User, Demo CFC Nexus | One Time Cash Pledge (one time) | Sample Federal Agency L unit.10 (Donation) | |
| DONOR EMAIL | | | |
| jzietlow@cfcnexus.org | | | |
| CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided. | | | |
| ALLOTMENT SOURCE | AMOUNT | INTERVAL | TOTAL G |
| One Time Cash Pledge (one time) | | x1 | \$260 |
| LEADERSHIP GIVING | | | |
| I elect N contribution. | | | |
| RELEASE OF INFORMATION | | | |
| I would like to remain anonymous, please do not release my information. | | | |
| DISCLOSURES | | | |
| No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card. | | | |

This is the printed pledge.

Verify that the printed pledge looks correct.

TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE MY TOOLS [LOGOUT](#)

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2012 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency L
unit.10
123 Maple Street
Donation, MN 55406
(2 unprocessed pledges)

1 PLEDGE NO. 445851
Fri Jun 21 2013
AMOUNT: \$260.00
CASH PLEDGE (ONE TIME)

2 PLEDGE NO. 288730
Fri Aug 31 2012
AMOUNT: \$260.00
CHECK PLEDGE (ONE TIME)

2012 SAMPLE FEDERAL AGENCY GROUP 2
Sample Federal Agency O
012 Apple Lane
Provide, WA 98003
(26 unprocessed pledges)

2012 SAMPLE FEDERAL AGENCY GROUP 3
Sample Federal Agency P
345 Birch Circle
Endow, TX 78621
(43 unprocessed pledges)

2012 SAMPLE FEDERAL AGENCY GROUP 3
Sample Federal Agency Q
(ein requested vs ssn)

STEP 2 OF 2 - CLICK HERE TO PROCESS THIS PLEDGE



CFC CAMPAIGN NO
9999

CITY/STATE CODE
09 9999

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PLEDGE NUMBER: 445851 PLEDGE DATE: JUN 21, 2013

| LAST NAME, FIRST NAME | CIV/MI |
|--|--------------------|
| Payroll User, Demo CFC Nexus | One Time Cash time |
| | jzk |
| CONTRIBUTION: Fill in the blank showing the amount your annual contribution in the space provided. | |
| ALLOTMENT SOURCE | |
| One Time Cash Pledge (one time) | |
| LEADERSHIP GIVING | |
| I elect NOT to receive an incentive gift as recognition for any contribution. | |
| RELEASE OF INFORMATION | |
| I would like to remain anonymous, please do not release my information. | |
| DISCLOSURES | |
| No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card. | |
| PAYROLL STATUS | |
| Viewed | |
| PLEDGE STATUS DEFINITIONS | |

After verifying the pledge has printed correctly, click "Step 2 of 2" which marks the pledge as processed and removes it from the list on the left and erases the SSN.

Next, click "Step 2 of 2" button at the top which marks the pledge as processed and removes it from the list on the left. It also erases the SSN number from the pledge.

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TOUR CFC NEXUS ▾ MAIN MENU ▾ PLEDGING ▾ MY PLEDGES & PROFILE ▾ MY TOOLS ▾

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL
AGENCY GROUP 1
Sample Federal Agency Y
unit 11
456 Elm Street
Giving, NY 10023
(6 unprocessed pledges)

1 Select a pledge from the list on the left.

Pledges are listed in reverse chronological order so the newest pledges are at the top.

2 PLEDGE NO. **167623**
Sun Jul 31 2011
AMOUNT: **\$520.00**
PAYROLL CONTRIBUTION

3 That pledge is removed and you could continue with the others.

3 PLEDGE NO. **167621**
Sun Jul 31 2011
AMOUNT: **\$520.00**
PAYROLL CONTRIBUTION

4 PLEDGE NO. **167621**
Sun Jul 31 2011
AMOUNT: **\$520.00**
PAYROLL CONTRIBUTION

5 PLEDGE NO. **167620**
Fri Jul 29 2011
AMOUNT: **\$520.00**
PAYROLL CONTRIBUTION

6 PLEDGE NO. **167619**
Thu Jul 28 2011

That pledge is now processed and you could continue with the next pledge on the list.

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TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE MY TOOLS

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency Y
unit 11
456 Elm Street
Giving, NY 10023
(6 unprocessed pledges)

1 Select a pledge from the list on the left.

Pledges are listed in reverse chronological order so the newest pledges are at the top.

Pledge details will be displayed in this area.

2 PLEDGE NO. 167623
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

3 PLEDGE NO. 167622
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

4 PLEDGE NO. 167621
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

5 PLEDGE NO. 167620
Fri Jul 29 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

6 PLEDGE NO. 167619
Thu Jul 28 2011

Repeat the process for each remaining pledge. Send all pledge printouts to YOUR federal agency’s payroll center for processing.

That pledge is now processed and you could continue with the next pledge on the list.

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CFC NEXUS

TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE MY TOOLS DEMO CFC NEXUS PAYROLL USER LOGOUT

MAKE A PLEDGE

HAVING PROBLEMS WITH THE PLEDGE FORM?

REPLICATE LAST PLEDGE MADE ON JUL 31ST, 2014 (PLEDGE NO. 779788)

We will now look at the bulk print/process method.

SELECT A PLEDGE TYPE CURRENT

PLEDGE TYPE

- Payroll Contribution
- Cash (one time)
- Check (one time)
- Credit / Debit Card (one time)
- Credit / Debit Card (recurring)
- e-Check / ACH (one time)
- e-Check / ACH (recurring)

GO TO NEXT STEP

YOUR PERSONAL INFORMATION PENDING

https://www.cfcnexus.org/_root/index.php?content_id=1523&curr_cfc_id=9999#

We will now look at the 2nd method for processing which is "bulk print".

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[TOUR CFC NEXUS](#) [MAIN MENU](#) [PLEDGING](#) [MY PLEDGES & PROFILE](#) [MY TOOLS](#)

BULK PRINT UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.

(click to expand headers below)

2011 SAMPLE FEDERAL AGENCY GROUP 1 [Sample Federal Agency Y](#) unit.11 456 Elm Street Giving, NY 10023 *(5 unprocessed pledges)*

2011 SAMPLE FEDERAL AGENCY GROUP 2 [Sample Federal Agency X](#) 789 Oak Avenue HelpOthers, MN 55901 *(2 unprocessed pledges)*

EDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
 Cash & Check pledges must still be processed using the single pledge processing tool.

(click to expand headers below)

Sample Federal Agency L unit.10 123 Maple Street Donation, MN 55406

STEP 1 - PRINT ALL PLEDGES LISTED BELOW

- OR -

STEP 1 - EXPORT ALL PLEDGES LISTED BELOW (CSV/EXCEL)

Click Step 1 to process all pledge within the Federal agency location.

| | | |
|---|----------------|-----------------|
| FEDERAL AGENCY / OFFICE | | SSN/Employee ID |
| Sample Federal Agency L unit.10 (Donation) | | 123456789 |
| DONOR EMAIL | | |
| jzietlow@cfcnexus.org | | |
| your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided. | | |
| AMOUNT | INTERVAL | |
| \$20.00 | 26 pay periods | |
| I elect NOT to receive an incentive gift as recognition for any contribution. | | |
| PL DEDUCTION AUTHORIZATION | | |
| I authorize any agency of the United States Government by which I may be employed during 2014 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2014 starting with the first pay period that begins in January, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires. | | |
|  | | |
| JUL 22 2013 | | |

After selecting the Federal agency location, Click Step 1 to process all pledges.

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.

PRINTING PLEDGE - PLEASE VERIFY PRINTED PLEDGES

AFTER
CLICKING
RETURN
PLEDGE
Once b
printed
on the
the ple

CLICK H
TO PRO

Print

General Options

Select Printer

Add Printer Microsoft XPS Document
Adobe PDF
Fax

Status: Ready Print to file Preferences
Location: Find Printer...
Comment:

Page Range

All Selection Current Page
 Pages: 1

Number of copies: 1
 Collate

Enter either a single page number or a single page range. For example, 5-12

Print Cancel Apply

XCLOSE

AGENCY GROUP 1 Sample Federal Agency L

CFC CAMPAIGN NO
9999

ER: 445898

| | |
|---------|----------|
| NAME | CIV/MIL |
| C Nexus | CIVILIAN |

WORK ADDR
123 Maple Street S

ENT SOURCE
CIVILIAN

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2014 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2014 sta period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it

SIGNATURE
[Signature]

DATE
JUL 22, 2013

provided in whole or partial consideration for any contributions made to the organizations via this pledge card.

7/22/13 CFCNexus.org

CFC CFC CAMPAIGN NO 9999 CITY/STATE CODE 09 9999 ATTENTION PAY Use this number

PLEDGE NUMBER: 445885 PLEDGE

You will now have a print out with one pledge per page.

| | | |
|---|---|---------------|
| FEDERAL AGENCY / OFFICE | | |
| Sample Federal Agency L unit.10 (Donation) | | |
| DONOR EMAIL | | |
| jzietlow@cfcnexus.org | | |
| CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check or annual contribution in the space provided. | | |
| ALLOTMENT SOURCE | AMOUNT | INTERVA |
| CIVILIAN | \$20.00 | 26 pay period |
| LEADERSHIP GIVING | | |
| I elect NOT to receive an incentive gift as recognition for any co | | |
| RELEASE OF INFORMATION | PAYROLL DEDUCTION AUTHORIZATION | |
| I would like to remain anonymous, please do not release my information. | I hereby authorize any agency of the United States during 2014 to deduct the amount(s) shown above from my calendar year 2014 starting with the first pay period (last pay period that begins in December, and to pay Federal Campaign shown above. I understand that I can stop writing at any time before it expires. | |

You will now have printed out all the pledges for that location with one pledge printed per page.

HRG PAYROLL MY PLEDGES & PROFILE

EDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.

PRINTING PLEDGE - PLEASE VERIFY PRINTED PLEDGES

**AFTER PRINTING,
CLICK BELOW TO
RETURN TO THE
PLEDGES.**

Once back, process all printed pledge by clicking on the button at the top of the pledge (STEP 2).

[CLICK HERE TO PROCEED](#)

[XCLOSE](#)

Sample Federal Agency L

CIV/MIL
CIVILIAN

WORK ADDR
123 Maple Street St

of your payroll allotment, cash o

AM
\$

SSN/Employee ID
123456789

WORK PHONE NO.

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2014 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2014 starting with the first pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.


SIGNATURE

JUL 22, 2013
DATE

arial consideration for any contributions made to the organizations via this pledge card.

EDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
 Cash & Check pledges must still be processed using the single pledge processing tool.

(click to expand headers below)

Sample Federal Agency L unit.10 123 Maple Street Donation, MN 55406

DO NOT CLICK THIS BUTTON UNTIL ALL PLEDGES HAVE BEEN PRINTED COMPLETELY

-OR-

EXPORTED AND *SAVED TO YOUR DESKTOP*

STEP 2 - MARK ALL PRINTED/EXPORTED & SAVED PLEDGES AS PROCESSED

CITY/STATE CODE
 09 9999

ATTENTION PAYROLL OFFICES:
 Use this number only to identify the local campaign.

| | | | |
|---|----------------|-----------------|--|
| FEDERAL AGENCY | | SSN/Employee ID | |
| Sample Federal Agency L unit.10 | | 123456789 | |
| WORK ADDRESS & ZIP CODE | | WORK PHONE NO. | |
| your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided. | | | |
| AMOUNT | INTERVAL | | |
| \$87.00 | 24 pay periods | | |
| I elect NOT to receive an incentive gift as recognition for any contribution. | | | |
| DEDUCTION AUTHORIZATION | | | |

After verifying the print, click Step 2. This will remove those pledges from the workflow and erase the associated SSN from the system.

After verifying the print looks accurate, click Step 2. This will remove those pledges from the workflow and erase the associated SSN numbers from the system.

4921 sat 2 phone - 205-984-3018 fax

PAYROLL MY PLEDGES & PROFILE

GES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.

ALL PRINTED PLEDGES HAVE BEEN MARKED AS PROCESSED

ALL PRINTED/EXPORTED PLEDGES WERE PROCESSED!

Remember that Cash & Check pledges must still be processed using the Single Pledge Processing Tool.

CLOSE THIS MESSAGE BOX

The pledges have been processed. Click the Red Button.

XCLOSE

CFC NEXUS DEMONSTRATION
20 2nd Street NE Suite 2005 • Minneapolis, MN 55413 • (855) 263-4321 ext 2 phone • 206-984-3018 fax

CFC NEXUS
DEMO CFC NEXUS PAYROLL USER **LOGOUT**

TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE MY TOOLS

VIEW PROCESSED PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency Y
unit.11
456 Elm Street
Giving, NY 10023
(6 processed pledges)

2011 SAMPLE FEDERAL AGENCY GROUP 2
Sample Federal Agency X
789 Oak Avenue
HelpOthers, MN 55901
(2 processed pledges)

1 Select a pledge from the list on the left.
Pledges are listed in reverse chronological order so the newest

Pledges you have previously processed can be viewed at anytime.

GO TO NEXT STEP

Pledges you have previously processed can be viewed at any time.

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TOUR CFC NEXUS
MAIN MENU
PLEDGING
MY PLEDGES & PROFILE
MY TOOLS

DEMO CFC NEXUS PAYROLL USER
LOGOUT

REPORT

| Agency Group | Agency | Pledges | Dollars | |
|--------------------------------------|--------------------|---------|-------------|-----------------------------|
| + 2014 Sample Federal Agency Group 1 | [EXPAND DETAILS] | 32 | \$10,07 | report |
| + 2014 Sample Federal Agency Group 2 | [EXPAND DETAILS] | 10 | \$ | paper pledge batch creation |
| + 2014 Sample Federal Agency Group 3 | [EXPAND DETAILS] | 13 | \$22,935.00 | \$1,764.23 |

| | Pledges | Total Dollars | Average Dollars |
|--|-----------|-------------------------|----------------------|
| 2014 CAMPAIGN TOTALS [EXPAND DETAILS] | 55 | \$ 10,101,640.00 | \$ 183,666.18 |

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javascript:php_ajax_content_pane_loader('content','https://www.cfcnexus.org/scripts/ajax/php_ajax_content_loader.php?content_id=5133&curr_cfc_id=9999');

THANK YOU!