

# MYPAY PLEDGE INSTRUCTIONS

https://mypay.dfas.mil/?AccessString=DJMSFA%7eEMAIL&globalID=DCAC000120141017092555W0637010&GID - Internet Explorer



Main Menu

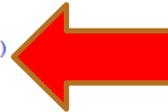
| Exit

• 18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

**Last Date myPay Accessed: 10/13/2014**

## Your Air Force Active Duty Account

- Leave and Earnings Statement (LES)
- Personal Statement of Military Compensation (PSMC)
- Savings Deposit Program (SDP)**
  - SDP Statement / Withdrawal Request
- Pay Changes:**
  - Allotments
  - Combined Federal Campaign (CFC)
  - Correspondence Address
- Direct Deposit:**
  - Net Pay EFT
  - Travel EFT
  - Miscellaneous EFT
- Taxes:**
  - Federal Withholding
  - State Withholding
  - Tax Statement (W-2)
  - Travel / Miscellaneous Tax Statement (W-2)
  - Turn on/off Hard Copy of W-2 and 1099-INT
  - SDP Tax Statement 1099-INT
  - Traditional TSP and Roth TSP
  - View Court Orders
  - Travel Voucher Advice of Payment (AOP)
  - Email Address
  - Security Questions for Password Resets
  - **Personal Settings Page** (Click here for details)



# MYPAY PLEDGE INSTRUCTIONS

The screenshot shows a web browser window with the URL <https://mypay.dfas.mil/?AccessString=DJMSFA~EMAIL&globalid=DCAC000120141017092555W0637010&gcCur>. The page header includes the myPay logo and a key icon. Below the header, the text "CFC" is displayed on the left and "Main | Exit" on the right. The main content area contains the following text:

Your current monthly contribution and total CFC gift are shown below.  
If you would like to add additional contributions to CFC, please click 'Add New Contribution'.

<b>Your Current Monthly Contribution</b>	\$0.00
<b>Total CFC Gift:</b>	\$0.00

[Add New Contribution](#)

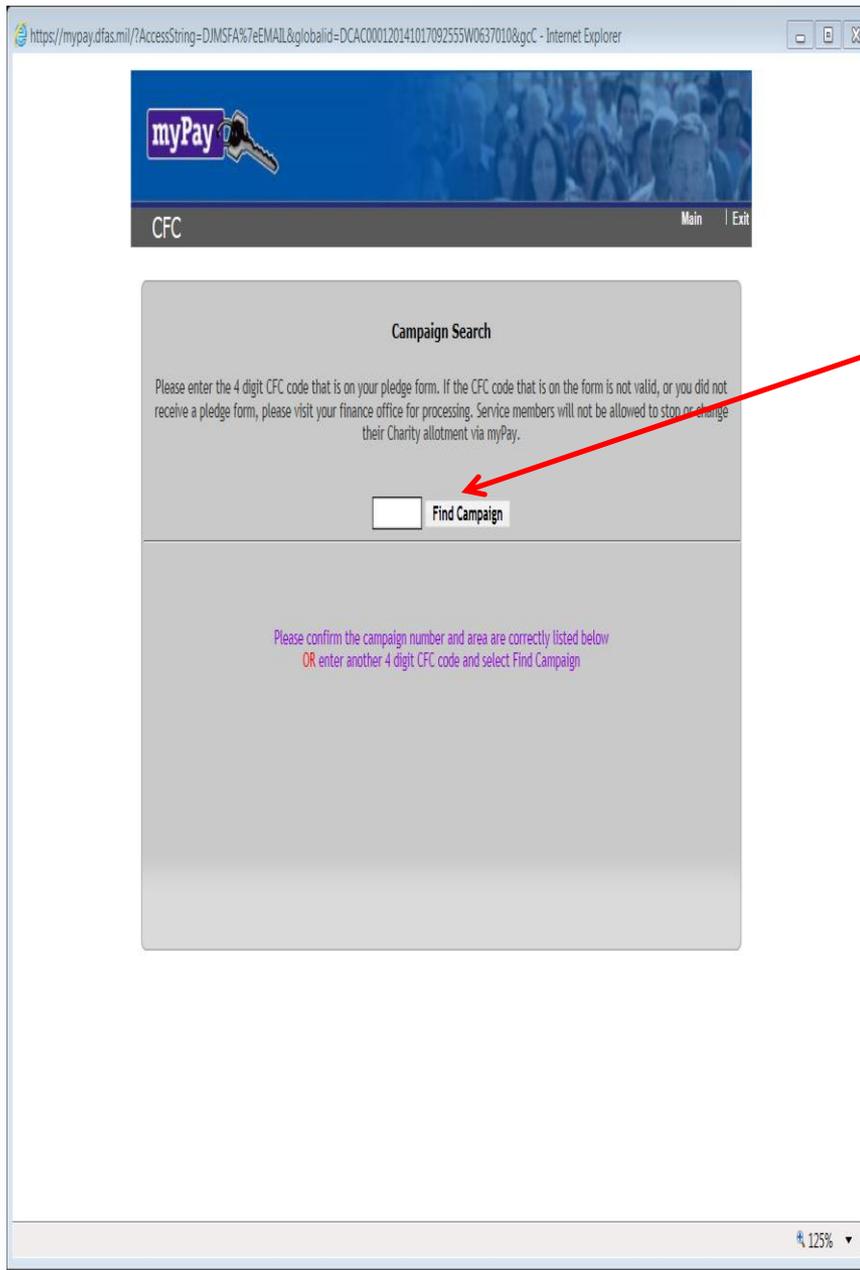
To make a one-time contribution, please contact your CFC key worker.

A red arrow points to the "Add New Contribution" button.

125%

This first screen shows what is currently being withheld from your paycheck IF you used myPay in 2014 to set up a CFC pledge for calendar year 2015. It will not reflect CFC pledges made via another online system like CFC Nexus, or the paper pledge form.

# MYPAY PLEDGE INSTRUCTIONS



**Military Only! (Civilians, you will not see this screen. Skip to slide 5)**

**Enter 0870**

# MYPAY PLEDGE INSTRUCTIONS

https://mypay.dfas.mil/?AccessString=DJMSFA%7eEMAIL&globalid=DCAC000220141017094219W0641549&gcC - Internet Explorer



## Campaign Search

Please enter the 4 digit CFC code that is on your pledge form. If the CFC code that is on the form is not valid, or you did not receive a pledge form, please visit your finance office for processing. Service members will not be allowed to stop or change their Charity allotment via myPay.

**Military Only! (Civilians, you will not see this screen. Skip to slide 5)**

Please confirm the campaign number and area are correctly listed below  
OR enter another 4 digit CFC code and select Find Campaign

0870 Intermountain CFC



# MYPAY PLEDGE INSTRUCTIONS

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Enter the **amount per month** you would like to donate to the Combined Federal Campaign in the box below.

\$5.00

Save

You can add whatever amount **per paycheck** you would like to give. This screen shows the amount per month (military). Civilians will specify an amount per paycheck (26 per year). Do **NOT** put your total gift for the year in this space!!!

# MYPAY PLEDGE INSTRUCTIONS

## Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charity name.
4. Repeat steps 1 - 3 if you wish to add other charities.
5. When you have finished selecting all of your charities, click "Add" next to each charity and complete the Personal Information section.
6. To make a one-time contribution, please contact your local CFC representative.
7. Any undesignated dollars made by donors in CFCs are used for family support and youth activities in accordance with the donor's wishes.

**Code Search** | **Name Search** | **Category Search** | **Advanced Search**

If you know the exact 5 digit code of the charity in which you wish to contribute, enter the code in the textbox and click "Search".  
If you wish to contribute all or a portion of your contribution to all International funds, enter "IIIII" in the code search field.

**5 Digit Charity Code Search:**

**If you know the 5-digit code, enter it here. Or you can look up charities by name or category within myPay.**

11350	Women In Military Service For America Memorial Foundation (www.womensmemorial.org EIN#521513535 Honor all Americans throughout history who helped guarantee our freedom! Help us build the history, and educate future generations about women's history. 32.2% A,B,W
11450	Wounded Warrior Emergency Support Fund (Air Warrior Courage) (301)588-3283 www.airwarriorcourage.org/ EIN#77049041 Wounded Warriors! We provide rehab services at three Military Treatment Centers, and starter IRS 529 College Savings Plans for dependent children. 2.4% P,W,T

If you do not wish to designate specific charities, click "Skip. Do not designate specific charities".  
Undesignated gifts are distributed among all organizations in proportion to their pledges.

**Skip. Do not designate specific charities.**

# MYPAY PLEDGE INSTRUCTIONS

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CFC

Main | Exit

Current contribution: \$5.00

Change Amount

## Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.
7. Any undesignated dollars made by donors in CFC Overseas (0995) are allocated to the Overseas family support and youth activities in accordance with 5 CFR 950.701 (f) and (h).

Add Selected Charities  Search

1 charities found

	Charity code ▾	Charity Name ▾	% Admin ▾	EIN ▾	Website ▾	Category ▾	Description ▾
<input type="checkbox"/>	11450	Air Warrior Courage Foundation	2.4	770490412	www.airwarriorcourage.org/	P,W,T	Honor our Wounded Warriors! We provide rehab services at three Military Medical Centers, and starter IRS 529 College Savings Plans for dependents of aircrews KIA.

1. 

From your search results, (1) select the box next to the charity you'd like to support and then (2) click "Add Selected Charities"

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CFC Main | Exit

Current contribution: \$5.00 Change Amount

## Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.
7. Any undesignated dollars made by donors in CFC Overseas (0995) are allocated to the Overseas family support and youth activities in accordance with 5 CFR 950.701 (f) and (h).

- Undesignated Contributions Per Month : \$5.00
- Designated Contribution Per Month : \$0.00

Delete	Charity Code	Charity Name	Contribution Per Month
<input type="checkbox"/>	11450	Air Warrior Courage Foundation	<input type="text"/>

Continue Add Charities Delete Selected

Once again, put the amount per paycheck for each selected charity. Do **NOT** put your total gift for the year in this space!!!

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Current contribution: \$5.00

[Change Amount](#)

### Personal Information

- Please complete the fields below. Work phone number or work email address and work street address are required.
- Please indicate if you wish to have your pledge amount released to your designated organizations.
- If you wish to authorize recognition, please indicate so in the Recognition Release Authorization field.
- Click address or email if you wish to release your contact information to your designated organizations.

Charity Code	Charity Name	Contribution Per Month
11450	Air Warrior Courage Foundation	5.00

[Search for Charities](#)

### Personal Information Authorized Release

Work Email Address:

OR

Work Phone Number:   
(10 digits only. ex. 2223334444)

Command/Unit Name. Please enter your unit location or code provided by your campaign worker.   
(Alphanumeric field)

Amount Release Authorization:  Yes  No

Recognition Release Authorization:  Yes  No

If yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify.  
(Contact your local campaign for details.)

Contact Release Authorization:  By Address  By Email  Neither

[Continue](#)

**For civilian organizations, this line will read "Agency/Office Name."**

**Enter your organization's myPay code or name here. Make sure you enter the code/name *precisely*. Then click continue.**

125%

Please review your contribution amounts and personal information.

Monthly Contribution:

\$5.00

Total CFC Gift:

\$60.00

Now you will see the total per year you are contributing. Verify it is accurate!

Charitable Distribution:

Charity Code	Charity Name	Contribution Per Month
11450	Air Warrior Courage Foundation	5.00

### Personal Information Authorized Release

Work Email Address:

paul.baldwin.2@us.af.mil

Work Phone Number:

Work Street Address: (required)

Mission Support Group MSG

Amount Release Authorization:

Yes

Recognition Release Authorization:

Yes

Contact Release Authorization:

By Email

Home Email Address:

paul.r.baldwin80@gmail.com

Is this information correct?

To confirm this information and submit your CFC contribution, click Yes. Otherwise, click No.

No

Yes



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## CFC - Confirmation Notification

myPay has saved your option. Your Earnings and Leave statement will be your confirmation. This action will be effective **January 1, 2015**.

[View Pledge Card as PDF](#)

Select Main to make additional changes. Select Exit if you are finished.

**You are done! Click here to view pledge card as a PDF file. The next slide shows what the pledge form PDF looks like. (You do NOT need to submit a copy of this form to anybody – it is for your own records.)**

# MYPAY PLEDGE INSTRUCTIONS

https://mypay.dfas.mil/myPayPDF.aspx?globalid=DCAC000320141017122522W0690408&PLoc=2&PNam=DCAC00 - Internet Explorer



CFC Campaign Number 0870

City/State Code: \_\_\_\_\_

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

Last Name, First Name, MI

Civilian  
 Military

Federal Agency and Office

Work Street Address

MISSION SUPPORT GROUP MSG

Work Telephone Number

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL	\$ 5.00	x 12 months	\$ 60.00
CIVILIAN PAYROLL	\$	x 26 pay periods	\$
CASH/CHECK	Check Number: _____ Amount \$ _____		

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

CHARITY CODE

ANNUAL AMOUNT

1	1	4	5	0	\$60.00

DESIGNATED GIFT: To designate to one or more charities of federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

## INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

## PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during the next year to deduct the amount(s) shown above from my pay each pay period during next year starting with the first pay period in January and ending with the last pay period in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization can only be revoked by me through arrangements made with my servicing personnel or payroll directly.

SIGNATURE ELECTRONIC DATE 10/17/2014

OPM 1654  
Revised March 2013

COPY #3 - CONTRIBUTOR'S COPY - KEEP FOR PERSONAL TAX RECORDS