

SAN ANTONIO AREA COMBINED FEDERAL CAMPAIGN



ePledge Instructions via myPay

For any questions/issues, please contact Mr Rick Robel, CFC Director, at:

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Phone: (210) 352-7140

EPLUDGE KEY POINTS



1. The 'Campaign Search' screen will only be shown to active duty Army, Navy, and Air Force Personnel. This information is automatically provided for active duty Marines and Federal civilians.
2. Maximum donation amount for military personnel is \$833/month.
3. Donors can designate to a maximum of 30 charities (29 if there are 'undesigned' funds remaining).
4. Donors must receive their organization's CFC account # from their Project Officer or Key Worker to be entered in the "Command /Unit Name" field for pledges to be properly credited.
5. There is no paperwork associated with this pledge type. The donor can print a receipt for his/her records.
6. After the pledge is submitted, any changes or cancellations will need to be made by the donor through the payroll provider (DFAS).

Epledge Process



The screenshot shows a web browser window with the URL `https://mtmt.dfas.mil/?AccessString=MCTFSA%7eEMAIL&GID=e9c768b9-a166-4ca0-87cb-95cacebb1ee4&glo`. The page header includes the **myPay** logo and a **Main Menu** button. A legal disclaimer is present: **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.**

The user's last access date is **08/21/2013**. The main menu is titled **Your Marine Corps Active Duty Pay Account** and contains the following items:

- Leave and Earnings Statement (LES)
- Last Pay Information
- Savings Deposit Program (SDP)**
 - SDP Statement / Withdrawal Request
- Pay Changes:**
 - Allotments
 - Combined Federal Campaign (CFC)** ← (indicated by an arrow)
 - Correspondence Address
- Direct Deposit:**
 - Net Pay EFT
 - Travel 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
 - TSP Catch-Up - Traditional and Roth
 - Travel Voucher Advice of Payment (AOP)
 - Email Address
 - Security Questions for Password Resets
 - Personal Settings Page** (Click here for details)

The Windows taskbar at the bottom shows the system time as 9:31 AM on 8/23/2013.

CFC option added to MyPay Main Menu

*Note: Users will have a 20-30 minutes period to enter pledge data. There is no ability to start a pledge and save for later.

E PLEDGE PROCESS



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https://mtmt.dfas.mil/?AccessString=DJMSAA~DCPSZPV~DJMSAR~MCTFSA~DCPSZKA~RCPS~APSA~NAF~IGS~DJMS - Windows Internet Explorer

myPay

CFC Main | Exit

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'.

Current Monthly Contribution:	50.00
Total CFC Gift:	50.00

[Add New Contribution](#)

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

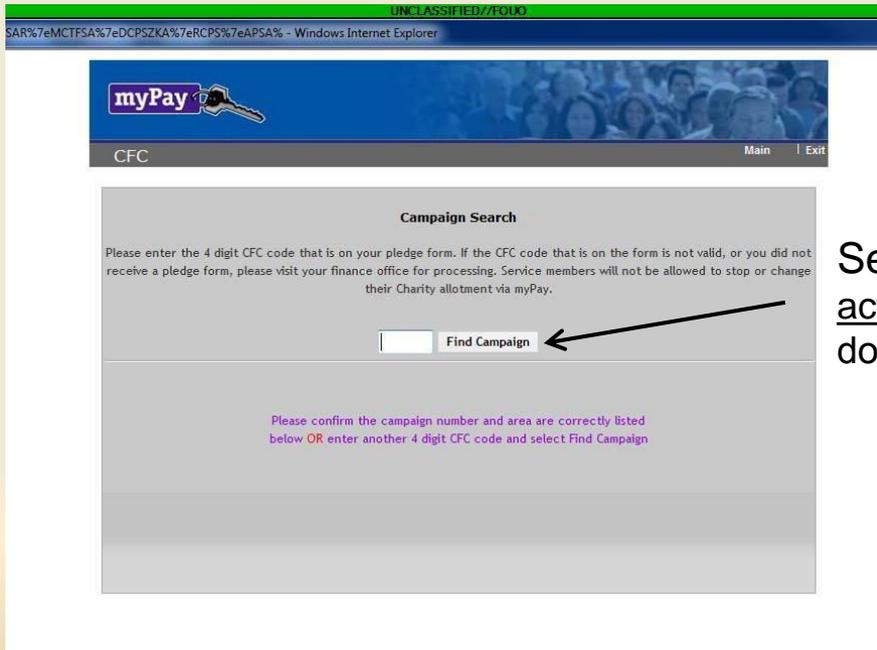
Done

Trusted sites | Protected Mode: Off

9:35 AM
8/23/2013

Donor selects
"Add New Contribution"

E PLEDGE PROCESS



**San Antonio Area
Campaign number is:
0852**

Select Campaign. This screen will ONLY be shown to active duty Army, Navy, and Air Force Personnel. All other donors' campaign information will be automatically populated

Should Read:

“0852 San Antonio Campaign”

Check for correct campaign, then click “Confirm Campaign”. (Donors other than active duty Army, Navy and Air Force will not see this screen)



EPLUDGE PROCESS



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https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCP5%7eAPSA% - Windows Internet Explorer

myPay

CFC Main | Exit

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

\$50

Save

Done Trusted sites | Protected Mode: Off 100%

9:57 AM 8/23/2013

Donor selects donation amount per pay period/month

(Maximum allowable total donation for military personnel is \$833/month. For donations higher than that, military donors should use a paper pledge form)

Epledge Search Options



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:

Search

5-digit Charity Code.

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.

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

Charitable Organization Name Search:

Search

Specific charity by name.

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.

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

Select the categories for the charities you wish to find and select whether you want to include all or any of the selected categories.

- A - Arts, Culture & Humanities
- B - Educational Institutions & Related Activities
- C - Environmental Quality, Protection & Beautification
- D - Animal Related
- E - Health - General and Rehabilitative
- F - Mental Health, Crisis Intervention
- G - Disease, Disorders & Medicinal Disciplines
- H - Medical Research
- I - Crime, Legal-Related

Refine results:

Search charity by service type

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.

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

Administration Percentage

Starting: Ending:

Keywords

Any Words (at least one of the words)
 All Words
 Exact Match

Organization Category

ALL CHARITIES

Administrative % Keyword

Local, National and/or International Charities

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.

E PLEDGE PROCESS



https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCP5%7eAPSA% - Windows Internet Explorer

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myPay

CFC Main | Exit

Current contribution: \$50

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.

Add Selected Charities Back to Search

Add	Charity code	Charity Name	% Admin	EIN	Phone Number	Website	Category	Description
<input type="checkbox"/>	81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	22.9	208814368	(866)838-3647	www.vetdogs.org	F,E,B	Trains guide, service, and therapy dogs. Transforms the lives of disabled veterans and active servicemembers at home, in VA and military hospitals, and while deployed.
<input type="checkbox"/>	19800	Angel Canines for Wounded Warriors	8.6	270386676	(888)662-6794	www.AngelCaninesforWoundedWarriors.org	E,P,W	We connect wounded warriors with service dogs to assist in day to day mobility functions, balance and retrieving objects. Companion animals also provide emotional healing.
<input type="checkbox"/>	11977	Animal Rights Institute	23.8	222527462	(734)677-9240	www.animalsandsociety.org	D,F,O	Dogs, cats, rabbits, horses, humans all suffer from domestic violence. Our AniCare program helps break the cycle between animal abuse and human violence. Support us!
<input type="checkbox"/>	10474	Animal Welfare Institute	6.9	136666952	(202)337-2332	www.awionline.org	D,K,T	Horses brutally slaughtered. Dogs and cats stolen for experimentation. Farm animals confined in cramped crates. Wildlife caught in brutal traps. Help us protect these animals.
<input type="checkbox"/>	11846	Assistance Dog Institute	2.9	680259118	(707)545-3647	www.berginu.edu	B,D,P	Our "Dogs Love Helping Veterans" program helps heal returning service members by providing loyal, skilled service dog helpmates to those with physical and psychological disabilities.
<input type="checkbox"/>	10017	Canine Assistants	4.1	581974410	(800)771-7221	www.canineassistants.org	D,P,B	Training great dogs for special people. Invest in freedom by providing service dogs to children and adults with disabilities. Thank you!
<input type="checkbox"/>								A cold nose and a warm heart! Our

Done

Trusted sites | Protected Mode: Off

10:02 AM 8/23/2013

The donor can select charities or return to search for additional charities

Donor can select a maximum of 30 charities.

Donors wishing to designate more than 30 charities should use paper pledge forms

E PLEDGE PROCESS



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https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCPS%7eAPSA% - Windows Internet Explorer

myPay

CFC Main | Exit

Current contribution: \$50

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.

• Undesignated Contributions Per Month : \$50.00
• Designated Contribution Per Month : \$0.00

Delete	Charity Code	Charity Name	Contribution Per Month
<input type="checkbox"/>	11977	Animal Rights Institute	<input type="text"/>
<input type="checkbox"/>	11646	Assistance Dog Institute	<input type="text"/>
<input type="checkbox"/>	81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	<input type="text"/>
<input type="checkbox"/>	19800	Angel Canines for Wounded Warriors	<input type="text"/>
<input type="checkbox"/>	10474	Animal Welfare Institute	<input type="text"/>

The donor enters the per pay period (Civ) or per month (Mil) donation amount

Done Trusted sites | Protected Mode: Off 100%

10:02 AM 8/23/2013

E PLEDGE PROCESS



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myPay 

CFC Main | Exit

Current contribution: \$50

[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.

- Undesignated Contributions Per Month : \$25.00
- Designated Contribution Per Month : \$25.00

Delete	Charity Code	Charity Name	Contribution Per Month
<input type="checkbox"/>	11977	Animal Rights Institute	5
<input type="checkbox"/>	11646	Assistance Dog Institute	5
<input type="checkbox"/>	81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	5
<input type="checkbox"/>	19800	Angel Canines for Wounded Warriors	5
<input type="checkbox"/>	10474	Animal Welfare Institute	5

[Continue](#) [Add More Charities](#) [Delete Selected](#)

Done Trusted sites | Protected Mode: Off 100%

10:03 AM 8/23/2013

Balance remaining is automatically calculated

Donor has the option to continue or add / delete charities

E PLEDGE PROCESS



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myPay

CFC Main | Exit

Please review your contribution amounts and personal information.

Monthly Contribution: 550.00

Total CFC Gift: 5600.00

Charitable Distribution:

Charity Code	Charity Name	Contribution Per Month
11977	Animal Rights Institute	5.00
11646	Assistance Dog Institute	5.00
81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	5.00
19800	Angel Canines for Wounded Warriors	5.00
10474	Animal Welfare Institute	5.00
99999	Undesignated	25.00

Personal Information Authorized Release

Work Email Address: john.smith.civ@mail.mil

Work Phone Number:

Work Street Address: (required) 4032002

Amount Release Authorization: Yes

Recognition Release Authorization: No

Contact Release Authorization: By Email

Home Email Address: john.smith@ahhoo.com

Is this information correct?

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

Done Trusted sites | Protected Mode: Off 100%

10:06 AM 8/23/2013

Final review and opportunity for donor to confirm intent

**Note: After this point, any changes or cancellations will have to be made through the payroll provider (DFAS)

E PLEDGE PROCESS



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myPay

CFC Main | Exit

CFC - Confirmation Notification

myPay has saved your option. Your Earnings and Leave statement will be your confirmation. This action will be effective **January 1, 2014.**

[View Pledge Card as PDF](#)

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

Done Trusted sites | Protected Mode: Off 100%

10:07 AM 8/23/2013

No forms will be submitted to Keyworker. Donor can view print PDF pledge form for recordkeeping.

E PLEDGE PROCESS



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https://mtmt.dfas.mil/myPayPDF.aspx?globalid=999999991&PLoc=1&PNam=999999991_DJMSAA_CFC_34852b4 - Windows Internet Explorer

CFC Campaign Number 0995

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

City/State Code: _____

Last Name, First Name, MI LAWTON DAVID F	<input type="checkbox"/> Civilian <input checked="" type="checkbox"/> Military	Federal Agency and Office [REDACTED]
Work Street Address 4032002	Work Telephone Number	

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL	\$50.00	x 12 months	\$ 600.00
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 9 7 7	\$60.00
1 1 6 4 6	\$60.00
8 1 3 4 4	\$60.00
1 9 8 0 0	\$60.00
1 0 4 7 4	\$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: john.smith@yahoo.com

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 8/23/2013

OPM 1654
Revised March 2013

COPY #1 - CONTRIBUTORS COPY - KEEP FOR PERSONAL TAX RECORDS

Donor receipt copy. Up to five charities are listed on Page 1 (any additional charities will be on subsequent pages)

Done

Unknown Zone | Protected Mode: Off

10:08 AM
8/23/2013

