United States Office of Personnel Management

**CFC Text-to-Donate**

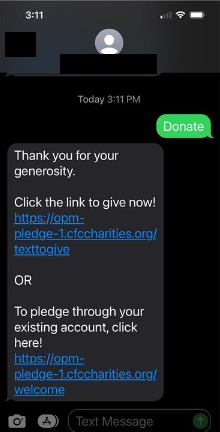
**User Guide**



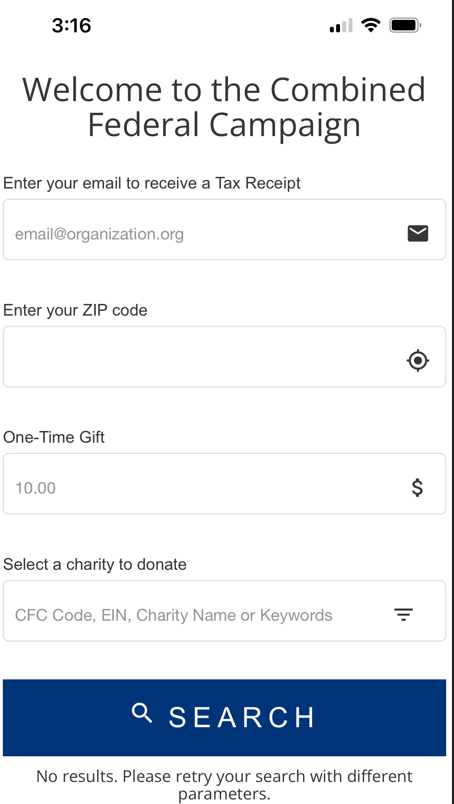
# **Text to Donate**

In addition to the online pledging system, users can utilize the Text-To-Donate Feature

1. Text **DONATE** to **978-487-5678**
   1. Link #1 will take the user through the One-Time Credit Card **Text-To-Donate** workflow
   2. Link #2 will take the user to the mobile version of the full CFC Website to:
      1. Set up a pledge account
      2. Log into the current Pledge Account
      3. Set up recurring ACH/CC or Payroll Deductions



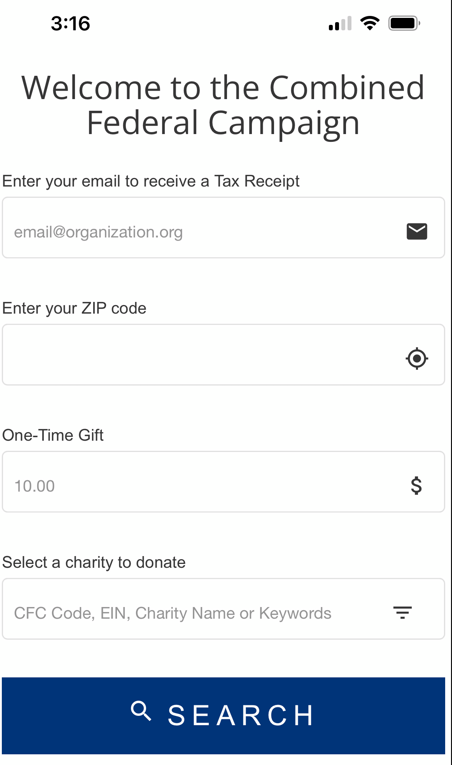
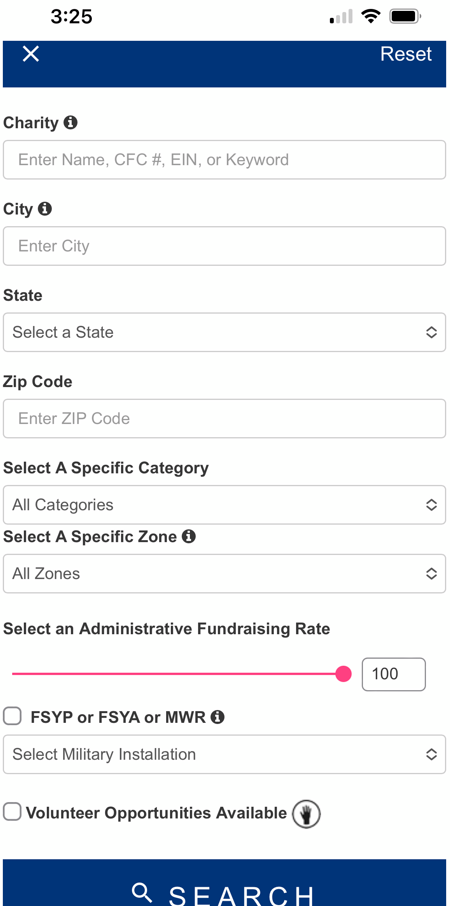
Link #1 Homepage Link #2 Homepage

1. Select Link #1 to proceed through the Text-To-Donate Prompts

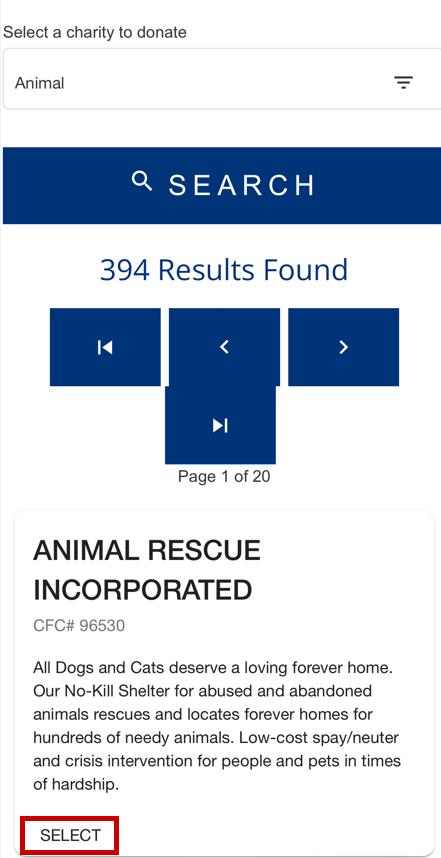
*(All fields will be validated upon submission)*

* 1. Enter Email for a Tax Receipt
  2. Enter Zip Code
  3. Enter Amount Pledged *(0.00 format)*
  4. Enter CFC Code, Charity Name, or Keyword for search
     1. Use the filtering option to decrease the number of search results returned

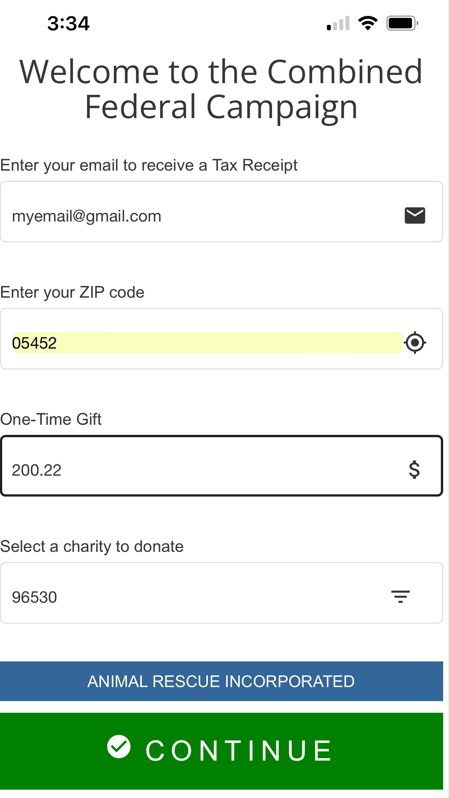
 

**Search Filter**

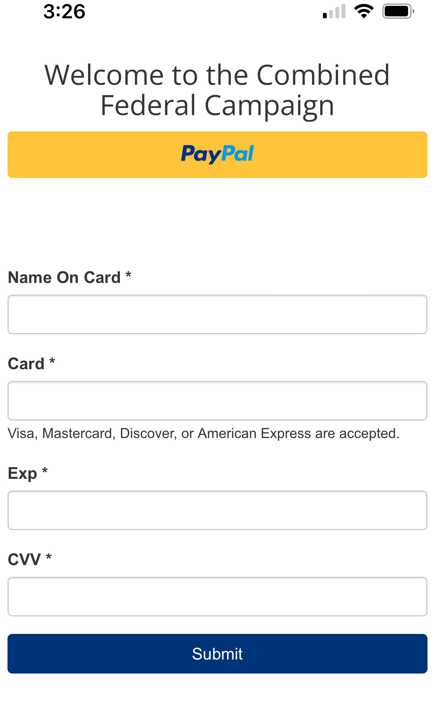
1. Once the charity is located, choose the SELECT option at the bottom of the screen



1. Once all pledge and charity details are entered, select CONTINUE to proceed to the payment screen



1. Payment options are PayPal or Credit Card
   1. Once a payment option is selected and completed, select **SUBMIT**



1. When payment is processed, a confirmation screen will appear

