

About Online Pledging

Online Pledging IS:

1. Online Pledging is voluntary. Employees who choose to use paper pledge forms may still do so.
2. Employees can make their respective payroll deduction pledges through the online tool that is accessible from the Badgerland CFC website (www.badgerlandcfc.org). Click on the **PLEDGE ONLINE** button located on the left side of the webpage.
3. The online tool conforms to the Office of Personnel Management's (OPM E-Technology Guidelines and maintains the highest security for data.
4. The pledging tool is linked to a searchable online charity database with the approved charities that have OPM-assigned 5-digit codes.
5. Online pledging options include all the same pledge fields as the paper pledge form.



Online Pledging Is Not:

It is not a direct input to the agency payroll system. Manual data entry is still required by agency personnel or payroll offices per OPM stipulations.

How It Works:

Employee chooses to participate and accesses the tool via the Badgerland CFC website on the internet.

- 1) The employee registers to use the tool,
- 2) logs into the site as a user,
- 3) follows online instructions,
- 4) and exercises option to have name released for charity recognition, etc.

Note: *Step-by-step help guides and videos are available on the pledge website for your review. Go To: Main Menu >help and training. For registration questions see "New Visitors to CFC Nexus: Registration, returning donors see "Returning Donors: Login and password recovery", and for pledging questions see "All Donors: Pledging."*

After the Pledge is Completed:

The employee receives an e-mail notification with their pledge information for his/her records. The agency's designated payroll coordinator will forward the pledge information to agency's payroll office. The PCFO receives a report for entry into the campaign accounting database. The CFC website maintains a real-time tally of online pledges so that coordinators and employees can track how much has been raised in this manner.

Benefits of Online Pledging:

1. Prevent math and coding errors: a big savings in campaign management time. It is estimated that errors average about 20 minutes to resolve.
2. Eliminate illegibility problems: the online tool removes the possibility of any illegibility issues.
3. Eco-friendly: the online pledging site includes an online charity list. This feature cuts down on the need for printed paper booklets and a major expense of the CFC is reduced.

Additional Questions?

Contact your Agency Coordinator/Key worker if you have additional questions or you may contact the PCFO administering the pledge website: Anthony Esealuka or Nick Wood at badgerlandcfc@uwdc.org.