

Commonwealth of Virginia Campaign CVC Online Giving Guide

Online giving is open to all employees in the Commonwealth of Virginia who have a State-assigned employee ID number. This is usually the number on your health benefits card. If you do not have a card or are unsure of your employee ID number, please check with your HR representative. The EmployeeDirect portal is used for this process.



How to Give Online

1. Log on to the CVC Website at www.cvc.vipnet.org.
2. Click on the Green button that says "**Give Now**".
 - a. *Note: Employees new to EmployeeDirect will need to register as a new user and create a username and password. This is the same process used for benefits selection and for reaching "My Employment Profile," a new one-stop site that will provide you with valuable information about you and your employment records.*
3. Select option "**Commonwealth of Virginia Campaign Pledge Form.**"
4. Select "**Make a Donation.**"
5. **Review your name and mailing information** and make corrections is necessary. *This does not change information on your HR records – let your HR contact know if your address is not up to date.*
6. Using the drop down box, **select the charity** to which you want to give your pledge. **Do NOT attempt to enter a dollar amount before selecting either "undesignated" or choosing a charity from the drop-down box of charities.** *(If you have trouble locating your charity, go to the search screens in the CVC website. Some charities do not re-apply each year or fail to meet the financial requirements to remain in the campaign. All eligible charities are listed in the drop down box and on the CVC website of*

charities.)

7. **Enter the annual gift (in whole dollars)** in the next field. Then click on **Add** to enter your gift. You may continue to add additional designated gifts or to give to the campaign's undesignated funds, which cover administrative costs of the campaign and the remainder is shared among charities.
8. **Continue with the designation process** and then select **NEXT**. You will then determine if you wish to give by payroll deduction or credit card (Cash and check gifts are accepted by your agency CVC coordinator).
Note: Credit Card payments are processed immediately; payroll deductions begin in January.
9. **Review the summary** of your gifts. Make corrections if needed.
10. Click on **Submit** to finalize your gift. Print a copy for your records.

That's it! It's confidential, almost paperless, and although it only takes a few minutes, the warm feeling that comes from giving to others will remain a long, long time.

Questions or concerns? Email us at CVCStaff@dhrm.virginia.gov