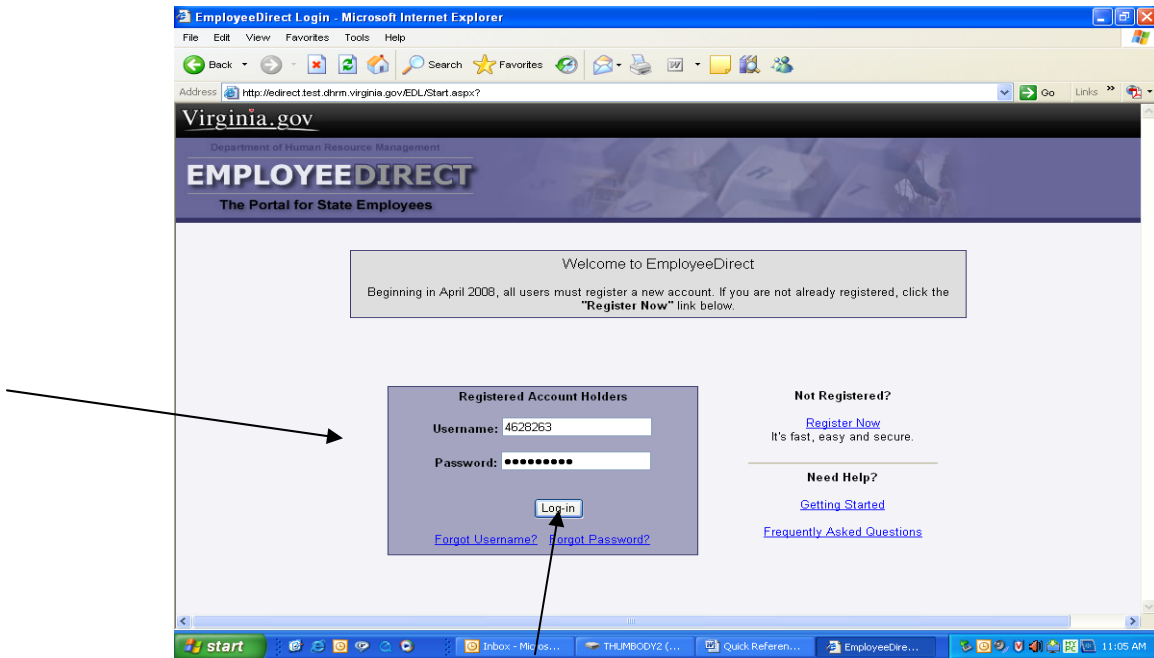


CVC Online Giving 2008 Quick Reference Guide

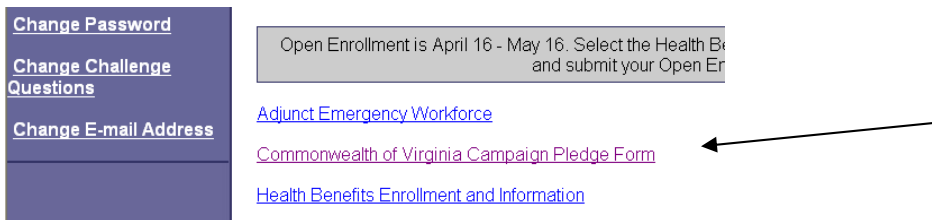
What are the steps to giving online?

1. From a computer with access to the Internet, **click on the Internet icon** on your desktop.
2. Go to **Employee Direct** at <https://edirect.virginia.gov/EDL/Start> and Log in using your state employee ID and password. If you have not set a password, or you have lost or forgotten your password, follow the online prompts to re-establish them. (You may also access this screen through a direct connect link on the CVC home page or the Donors page.)

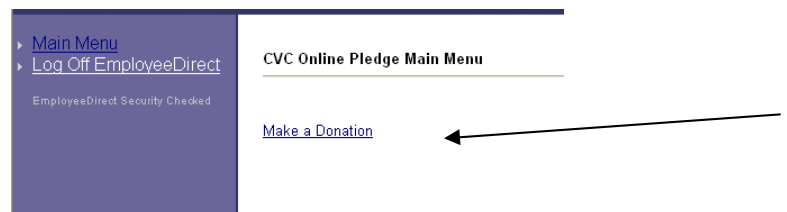


 Note – be sure to click on “**log in**” rather than using the enter key.

3. Select **Commonwealth of Virginia Campaign Pledge Form** (second option)



4. *If you have not made a gift this campaign year, your selection will read “**Make a Donation**”.*



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5. *If you have already made a donation this year and want to go back to your gift, your choice will be:* **View or Edit your Donation**



6. Your **personal information** will appear on the screen. This information comes from the Employee Direct/PMIS systems. If the information is incorrect, or if you prefer your gift acknowledgment to be sent to another address, you may change the address or email address at this time. **This will NOT update PMIS.**

The screenshot shows the 'Personal Information' form within the portal. The form fields are: Employee ID (4628263), First Name (STAR), Middle Initial, Last Name (JONES), Address (empty), Address 2 (PO BOX 9999), City (RICHMOND), State (VA), Zip (23223), Email (bfarrish@gmail.com), Agency (000), and SubAgency. A large right-facing curly bracket groups the Address, Address 2, City, State, and Zip fields. Below the form is an 'Important' notice and a checkbox: ' Check if you would like to be recognized by the CVC for your gift. Your address and gift amount will be shared with the charities to which you make a contribution.' At the bottom are 'Next' and 'Cancel' buttons. An arrow points from the text below to the checkbox, and another arrow points from the text below to the 'Next' button.

Click the box if you would like to be **acknowledged** by the charity. Then Click **Next**.

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7. Read the instructions on the screen...

EMPLOYEE DIRECT
The Portal for State Employees

EmployeeDirect Security Checked

Charity Designations

Step 1: Click the drop-down arrow to select the charity of your choice. If you do **NOT** wish to designate your donation to a specific charity, go to Step 2.

Step 2: Enter the amount you wish to give in whole numbers, no decimals or dollar signs.

Step 3: Click the **Add** link after each designation. You should see each entry listed. You may make as many designations as you like.

Step 4: After you have made ALL your designations and entered your donation amount for each, click the **Next** button.

[Click here if you would like to view a searchable directory of charities.](#)

Code	Charity Name	Amount
No Designations Made.		
	Undesignated	<input type="text"/>

[Add](#)

Please Read

Select a charity from the drop down list. You can type the first letter of the charity name and then scroll to the one you want. Enter or select the appropriate charity.

Address: <http://edirect.test.dhrm.virginia.gov/OPP/designations.aspx>

Virginia.gov
Department of Human Resource Management
EMPLOYEE DIRECT
The Portal for State Employees

EmployeeDirect Security Checked

Charity Designations

Step 1: Click the drop-down arrow to select the charity of your choice. If you do **NOT** wish to designate your donation to a specific charity, go to Step 2.

Step 2: Enter the amount you wish to give in whole numbers, no decimals or dollar signs.

Step 3: Click the **Add** link after each designation. You should see each entry listed. You may make as many designations as you like.

Step 4: After you have made ALL your designations and entered your donation amount for each, click the **Next** button.

[Click here if you would like to view a searchable directory of charities.](#)

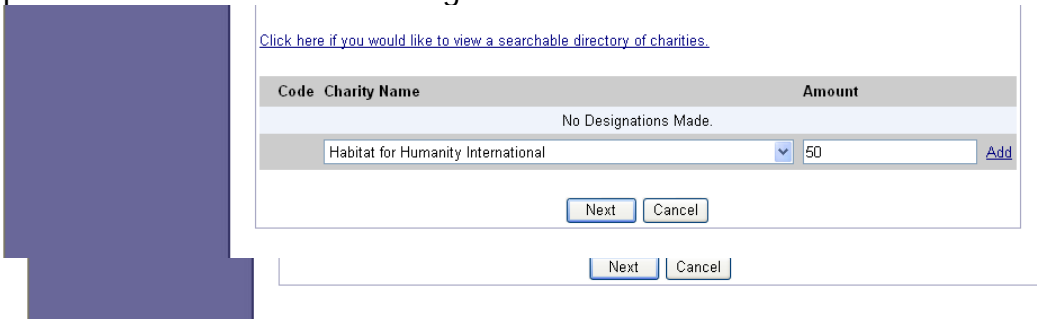
Code	Charity Name	Amount
	Undesignated	<input type="text"/>

[Add](#)

CVC Online Giving 2008

Quick Reference Guide

Tab to the amount field and enter the **total annual gift** for that charity (not the weekly amount) and click on **ADD**. Entering a dollar sign or decimal point will cause an error message. Enter Whole Dollars.



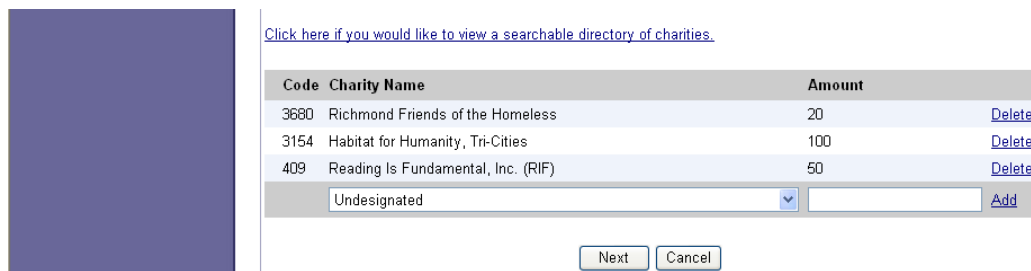
Click here if you would like to view a searchable directory of charities.

Code	Charity Name	Amount
No Designations Made.		
	Habitat for Humanity International	50

Next Cancel

Then Click **ADD**.

7. Continue until you have **selected all the charities** you wish to designate for your gifts. *There is an unlimited number of entries you may select.*




Click here if you would like to view a searchable directory of charities.

Code	Charity Name	Amount
3680	Richmond Friends of the Homeless	20
3154	Habitat for Humanity, Tri-Cities	100
409	Reading Is Fundamental, Inc. (RIF)	50

Undesignated

Next Cancel

When complete, go to **NEXT**.

-  **Note – to delete a charity** from your list, click on Delete for that line.
Note – to change the amount for a charity, delete the line and re-select the charity, enter the corrected amount – then select **Add**.

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8. Payment methods (Cash or Check gifts are made using a paper pledge card)
 - a. Payroll deduction
 - i. Retirees may **not** select payroll deduction.
 - ii. The number of pay periods will already be displayed and the amount per pay period (based on the total of all your designations) is calculated and displayed. Some rounding may occur.
 - iii. Brand new employees who do not have an employee ID may have to wait two weeks to make a gift or use a paper pledge card.

EmployeeDirect Security Checked

Donation Method

Your Total Donation:

Select your donation method:

Payroll Deduction Details

Your number of pay periods:

Amount to be deducted per pay period:

Your payroll deduction total:

Note: Due to rounding, there may be a slight difference between your payroll deduction total and the total amount pledged.

b. Credit Card

- i. Credit card gifts are placed on your charge card immediately.
 - ii. Be sure to use the address on the Credit Card Billing Statement as the address for this screen. Otherwise Veri-sign (the credit card service) will reject the transaction.
 - iii. Be especially careful in entering the account number (all 16 digits), the CV (card verification number, on the back of the VISA cards), and the expiration date.
 - iv. Once you have made a completed credit card transaction, the gift cannot be modified online. Contact your CVC coordinator for assistance.
9. Select Submit and **your donation summary will appear**. This is your final chance to review your "cart" of donations.

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EMPLOYEEDIRECT
The Portal for State Employees

▶ [Main Menu](#)
▶ [Log Off EmployeeDirect](#)
EmployeeDirect Security Checked

Donation Summary

Please verify the information below and click 'Submit Your Donation' to complete the transaction.

Personal Information [Click to Edit](#)

Employee ID:	4626263
Name:	STAR JONES
Address:	PO BOX 9999 RICHMOND VA 23223
Email:	bfarrish@gmail.com
Agency:	000
Sub-Agency:	
<input type="checkbox"/> Recognize my gift.	

Charity Designations [Click to Edit](#)

Code	Charity Name	Amount
3680	Richmond Friends of the Homeless	20

When you click on "Continue to Summary" the **DONATION SUMMARY** page will appear. It is recommended that you print this page for your records.

10. Click on MENU.

11. **Log out** of Employee Direct. (Do not simply "X" out of the system – this will leave your Employee Direct session "open.")

That's It! You have completed the online pledge processing for your donation. Thank you for your gift.

On the following pages are some FAQs about the CVC Online Pledge Processing System.

CVC Online Giving 2008

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☞ FAQs ☞

Who can give online?

Current Commonwealth of Virginia Employees, classified and wage, who are entered in the PMIS system. Starting in 2008, Retirees, using their employee ID, may give online with a credit card.

What payment methods are available online?

Credit Card or Payroll Deductions. Cash and check gifts may be made with a paper pledge card. A downloadable pledge card is available at the CVC website at <http://www.cvc.vipnet.org/volunteers/PledgeForm.doc> -- just print the form, complete it, and give it to your coordinator with your cash or check.

What if I want to give to the same charities as last year? How do I do that?

If you gave online, you will have an option to "Review 2007 gifts" early in the process. If you gave via a paper pledge card, you would need to reference your pledge card copy from last year.

What if the charity I want to give to is not in the online list? May I make a write-in gift?


Only those charities that meet the financial requirements for inclusion in the CVC campaign are listed. Some charities may elect not to reapply each year. You may also encourage your favorite charity to apply for the campaign next February (instructions are on the CVC website). *Write-in designations are not accepted for paper or online transactions.*

What if I no longer remember my EmployeeDirect username and password?

The sign-on instructions for EmployeeDirect were revamped this year and it is easier than ever to sign up. If you have not used your EmployeeDirect password since benefit selections in April, you may have to select a new password. Follow the on-screen prompts. For the security of your personal data, EmployeeDirect passwords not used for 90 days must be reset.

What if I change my mind? Can I change my online gift?

You may view and edit your online gift any number of times until December 15th, when the online system is closed for payroll deductions. The transactions on file for your gift on that date are considered your finalized annual gift.

 If your gift was made using a credit card, it cannot be modified or cancelled on line. You will need to cancel your transaction through your credit card company.

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☯ FAQs ☯

What if I want to stop my payroll deductions during the campaign year?

There are two steps:

- (1) Contact your payroll officer and complete paperwork to stop or alter your payroll deductions.
- (2) Send an email to CVCStaff@dhrm.virginia.gov so your selected charity's allotment will be reduced.

I plan to retire sometime next year. What happens to my pledge?

If you gave via payroll deductions, your gift will be "short" the number of pay periods for which you do not receive a paycheck. Deductions from retirement checks for the CVC are not available at this time. Many retirees elect to send a monthly personal check to maintain their pledge commitment. To do so, send it to CVC, 101 N. 14th Street, 12th floor, Richmond, VA 23219. Mark the memo part of the check as "Pledge Fulfillment." You may also make a credit card payment to fulfill your pledge.

Additional questions may be directed to your agency CVC volunteer or to CVCStaff@dhrm.virginia.gov.

No gift is too small. Discover "What \$2 Can Do!"

www.cvc.vipnet.org