

# Online Giving Tips



## James Faranda

U.S. Department  
of Homeland Security



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some  
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1. Click the **DONATE** button on **cfc-hawaii.org**.
2. If this is your first time donating online, create a new account. Otherwise, log in to your existing account.
3. **IMPORTANT:** Enter your office's zip code to access the correct list of units/offices.
4. Identify your federal department, agency, and office/unit to ensure your donation is appropriately categorized.
5. **NOTE:** DoD civilians select "Department of Defense." Active duty military members select their branch of service in the department drop-down menu.
6. Made an error or want to change your online contribution? You can make updates until the end of the campaign pledge period!
7. Pledging by different methods is easy! This year, donate by payroll deduction and make a one-time gift using the same account.
8. Want to be acknowledged by your charities? Be sure to release your contact information.

# Paper Pledge Form Tips



1. Ensure all required portions of the form are completed and legible.
2. Provide your full Social Security number if you are giving via payroll deduction.
3. The total amount of your pledge must be designated to a charity or charities of your choice. Undesignated pledges are not allowed.
4. **IMPORTANT:** Sign the authorization section to ensure your pledge is processed.
5. Allow time for the mail. Submit your completed pledge form to your office/unit Keyworker as early as possible.
6. Want to be acknowledged by your charities? Be sure to release your contact information.

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