



Combined Federal Campaign MyPay Module

2015 Campaign

Indiana, Kentucky & Southwestern Ohio CFC



CUSTOMER FOCUS • INNOVATION • INTEGRITY

COLLABORATION • EMPLOYEE FOCUS • RESULTS



MyPay CFC Module Benefits



- Increased donor confidentiality
- Reduced administrative workload
- Reduced possibility of administrative errors associated with paper pledge form processing
- Reduces campaign costs
 - Fewer donor dollars spent on overhead and more donor dollars directed to CFC-supported charities



MyPay Background



- The platform will be used until national systems are introduced by OPM in the future.
- Used across three payroll systems:
 - DCPS (Civilians)
 - DJMS (Army, Navy and Air Force)
 - MCTFS (Marines)



DFAS Customers



- DoD
 - MilPay
 - Civ Pay
- Others (subject to change)
 - Veterans Administration
 - Department of Energy
 - Health and Human Services (FDA)



MyPay Details

- No Ability to change/update pledges
- Universal Giving enabled through MyPay
 - All charities eligible for participation in the CFC nationwide are eligible giving options in the 2014 campaign.
- Time Limit
 - Sessions are limited to 30 minutes.
 - At the 20 minute mark, users will get a warning asking if they want to extend.
 - If they say yes, they get ten more minutes. At the end of that period, the session will close. All progress at that point will be lost.



MyPay Details

- Donors are encouraged to research charity choices before logging into MyPay to contribute – due to Universal Giving and time limits
 - Use “Search Charities” at www.cfcindiana.org for research charity choices.
 - Identify 5-digit charity codes for entry into MyPay.



MyPay Details

- Reporting of Pledges
 - MyPay doesn't allow CFCs to track donors by federal agency.
 - For a federal agency's pledges to be properly credited, the donor MUST enter the 4-digit code given to them by their Keyworker in the "Command/Unit Name" field.
 - See your CFC Coordinator or Keyworker to obtain your federal agency code (4-digits).
 - If you are unable to obtain your federal agency code, enter the agency's address.



TRAINING SLIDES

ePledge Process

UNCLASSIFIED//FOUO

https://mtmt.dfas.mil/?AccessString=MCTFSA%7eEMAIL&GID=e9c768b9-a166-4ca0-87cb-95cacebb1ee4&glo - Windows Internet Explorer

myPay

Main Menu | Exit

• 18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

Last Date myPay Accessed: 08/21/2013

Your Marine Corps Active Duty Pay Account

- Leave and Earnings Statement (LES)
- Last Pay Information
- Savings Deposit Program (SDP)**
 - SDP Statement / Withdrawal Request
- Pay Changes:**
 - Allotments
 - Combined Federal Campaign (CFC)
 - Correspondence Address
- Direct Deposit:**
 - Net Pay EFT
 - Travel EFT
- Taxes:**
 - Federal Withholding
 - State Withholding
 - Tax Statement (W-2)
 - Travel / Miscellaneous Tax Statement (W-2)
 - Turn on/off Hard Copy of W-2 and 1099-INT
 - SDP Tax Statement 1099-INT
 - Traditional TSP and Roth TSP
 - TSP Catch-Up - Traditional and Roth
 - Travel Voucher Advice of Payment (AOP)
 - Email Address
 - Security Questions for Password Resets
 - **Personal Settings Page** (Click here for details)

Combined Federal Campaign option added to MyPay Main Menu

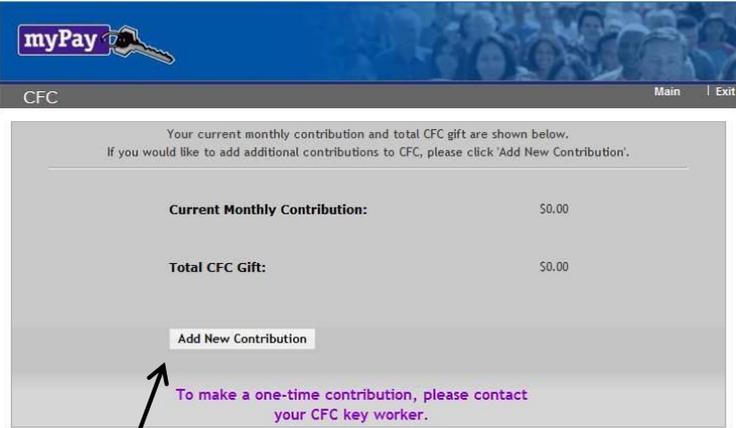
Trusted sites | Protected Mode: Off | 100%

9:31 AM 8/23/2013

ePledge Process

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https://mtrml.dfas.mil/?AccessString=DJMSAA~DCPSZPV~DJMSAR~MCTFSA~DCPSZKA~RCPS~APSA~NAF~IGS~DJMS - Windows Internet Explorer



myPay 

CFC Main | Exit

Your current monthly contribution and total CFC gift are shown below.
If you would like to add additional contributions to CFC, please click 'Add New Contribution'.

Current Monthly Contribution:	\$0.00
Total CFC Gift:	\$0.00

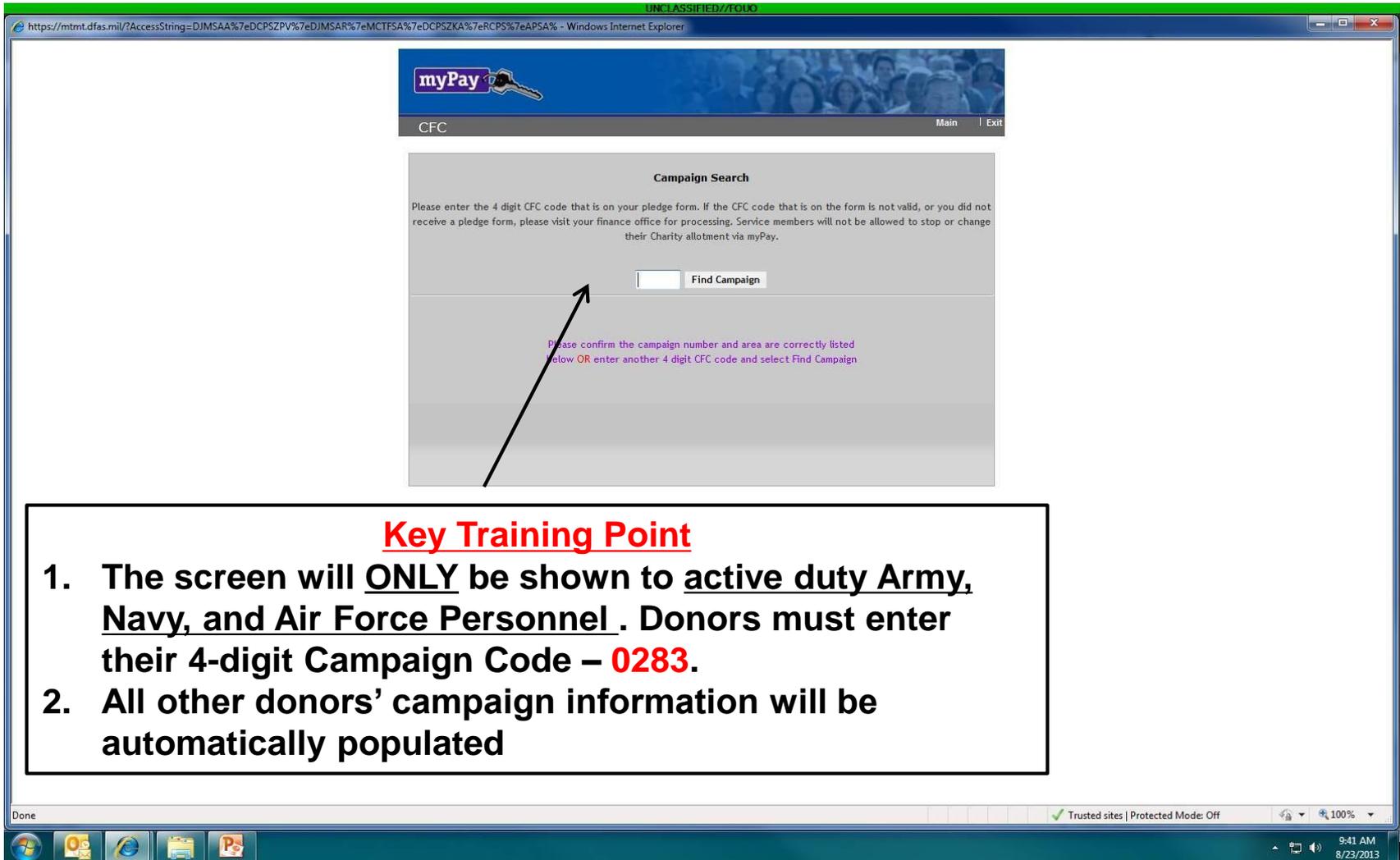
[Add New Contribution](#)

To make a one-time contribution, please contact your CFC key worker.

If the donor is a Civilian/Marine, the donor only needs to select "Add New Contribution"

Done Trusted sites | Protected Mode: Off 100% 9:35 AM 8/23/2013

ePledge Process



Key Training Point

1. The screen will ONLY be shown to active duty Army, Navy, and Air Force Personnel. Donors must enter their 4-digit Campaign Code – **0283**.
2. All other donors' campaign information will be automatically populated



ePledge Process



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https://mtrmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCP5%7eAPSA% - Windows Internet Explorer

myPay

CFC Main | Exit

- The campaign code you entered is not valid

Campaign Search

Please enter the 4 digit CFC code that is on your pledge form. If the CFC code that is on the form is not valid, or you did not receive a pledge form, please visit your finance office for processing. Service members will not be allowed to stop or change their Charity allotment via myPay.

0555 Find Campaign

Please confirm the campaign number and area are correctly listed below OR enter another 4 digit CFC code and select Find Campaign

Trusted sites | Protected Mode: Off 100%

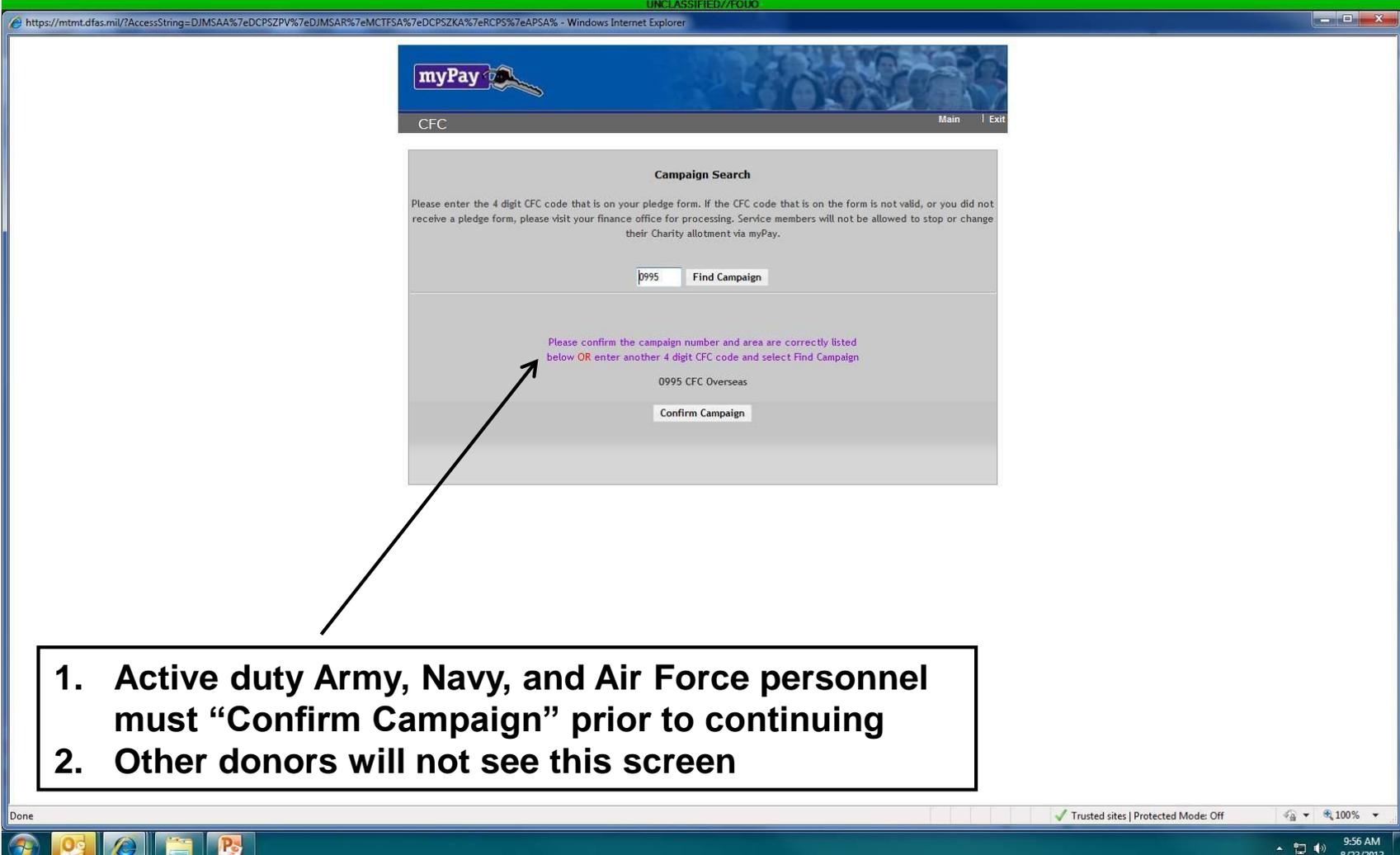
9:55 AM 8/23/2013

Entering an invalid campaign code will result in an error message

ePledge Process

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https://mtrmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCP5%7eAPSA% - Windows Internet Explorer

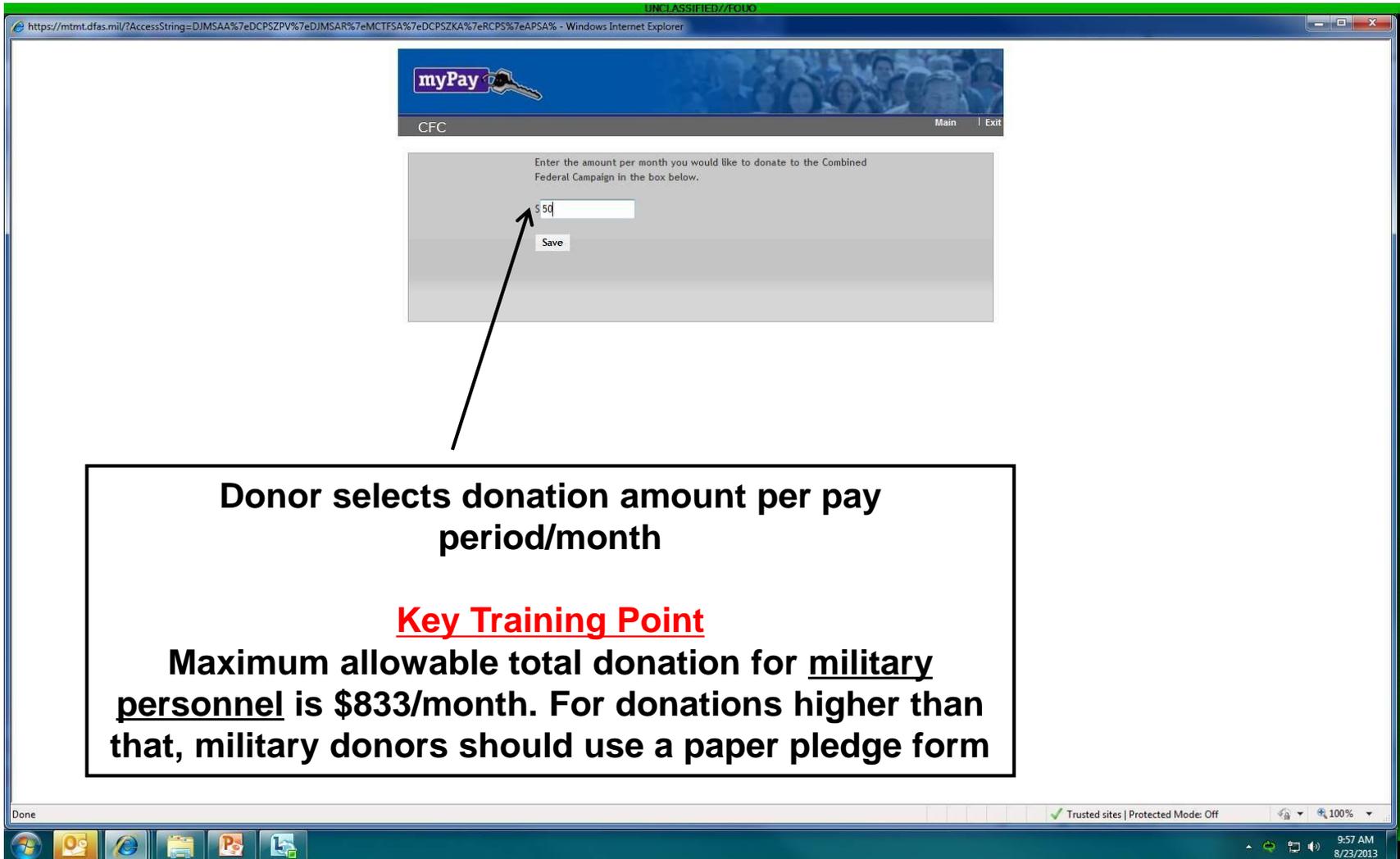


1. Active duty Army, Navy, and Air Force personnel must “Confirm Campaign” prior to continuing

2. Other donors will not see this screen

Done Trusted sites | Protected Mode: Off 100% 9:56 AM 8/23/2013

ePledge Process



The screenshot shows a web browser window with the URL <https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCPS%7eAPSA%7e>. The page title is "UNCLASSIFIED//FOUO". The main content area features a "myPay" header with a key icon and a "CFC" label. Below the header, there is a form with the instruction "Enter the amount per month you would like to donate to the Combined Federal Campaign in the box below." The input field contains "\$ 50" and a "Save" button is positioned below it. A black arrow points from the text box below to the input field.

Donor selects donation amount per pay period/month

Key Training Point

Maximum allowable total donation for military personnel is \$833/month. For donations higher than that, military donors should use a paper pledge form



ePledge Process



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https://mtmt.dfas.mil/?AccessString=DJMSAA%7eDCPSZPV%7eDJMSAR%7eMCTFSA%7eDCPSZKA%7eRCP%7eAPSA% - Windows Internet Explorer

myPay

CFC Main | Exit

Current contribution: \$50 Change Amount

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.

Donors can search for charities in multiple ways.

The donor can specify the 5-digit Charity Code.

Code Search | Name Search | Category Search | Advanced Search

If you know the exact 5 digit code of the charity in which you wish to contribute, enter the code in the textbox and click "Search".

If you wish to contribute all or a portion of your contribution to all International funds, enter "1111" in the code search field.

5 Digit Charity Code Search:

Search

If you do not wish to designate specific charities, click "Skip. Do not designate specific charities".
Undesignated gifts are distributed among all organizations in proportion to their pledges.

Skip. Do not designate specific charities.

Done Trusted sites | Protected Mode: Off 100%

9:57 AM
8/23/2013



ePledge Process

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myPay

CFC Main | Exit

Current contribution: \$50 Change Amount

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.

The donor can search for a specific charity by name.

Code Search **Name Search** Category Search Advanced Search

Charitable Organization Name Search:

Search

If you do not wish to designate specific charities, click "Skip. Do not designate specific charities".
Undesignated gifts are distributed among all organizations in proportion to their pledges.

Skip. Do not designate specific charities.

Done Trusted sites | Protected Mode: Off 100%

9:59 AM
8/23/2013

ePledge Process

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CFC Main | Exit

Current contribution: \$50 Change Amount

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.

The donor can search for a charity by service type

Code Search | **Name Search** | **Category Search** | **Advanced Search**

Select the categories for the charities you wish to find and select whether you want to include all or any of the selected categories.

- A - Arts, Culture & Humanities
- B - Educational Institutions & Related Activities
- C - Environmental Quality, Protection & Beautification
- D - Animal Related
- E - Health - General and Rehabilitative
- F - Mental Health, Crisis Intervention
- G - Disease, Disorders & Medicinal Disciplines
- H - Medical Research
- I - Crime, Legal-Related

Refine results:

Search If you do not wish to designate specific charities, click "Skip. Do not designate specific charities".
Undesignated gifts are distributed among all organizations in proportion to their pledges.

Skip. Do not designate specific charities.

Done Trusted sites | Protected Mode: Off 100% 9:59 AM 8/23/2013



ePledge Process



The donor can also search for charities using Administrative Overhead rate and/or by Keyword

- Steps to Get Started:
1. Select your charity by selecting a search option below.
 2. Enter the search criteria to locate your charity.
 3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
 4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
 5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
 6. To make a one-time contribution, please contact your CFC key worker.

Code Search | Name Search | Category Search | **Advanced Search**

Administration Percentage
Starting: Ending:

Keywords

Any Words (at least one of the words)
 All Words
 Exact Match

Organization Category
ALL CHARITIES
Search

The donor can limit the search to All Local, All National, or All International Charities

ePledge Process

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CFC Main | Exit

Current contribution: \$50 Change Amount

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.

Show 10 entries Search:

Add	Charity code	Charity Name	% Admin	EIN	Phone Number	Website	Category	Description
<input type="checkbox"/>	81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	22.9	208814368	(866)838-3647	www.vetdogs.org	P,E,B	Trains guide, service, and therapy dogs. Transforms the lives of disabled veterans and active servicemembers at home, in VA and military hospitals, and while deployed.
<input type="checkbox"/>	19800	Angel Canines for Wounded Warriors	8.6	270385676	(888)662-6794	www.AngelCaninesforWoundedWarriors.org	E,P,W	We connect wounded warriors with service dogs to assist in day to day mobility functions, balance and retrieving objects. Companion animals also provide emotional healing.
<input type="checkbox"/>	11977	Animal Rights Institute	23.8	222527462	(734)677-9240	www.animalsandsociety.org	D,F,O	Dogs, cats, rabbits, horses, humans all suffer from domestic violence. Our AniCare program helps break the cycle between animal abuse and human violence. Support us!
<input type="checkbox"/>	10474	Animal Welfare Institute	6.9	135655952	(202)337-2332	www.awionline.org	D,K,T	Horses brutally slaughtered. Dogs and cats stolen for experimentation. Farm animals confined in cramped crates. Wildlife caught in brutal traps. Help us protect these animals.
<input type="checkbox"/>	11646	Assistance Dog Institute	2.9	680259118	(707)545-3647	www.berginu.edu	B,D,P	Our "Dogs Love Helping Veterans" program helps heal returning service members by providing loyal, skilled service dog helpmates to those with physical and psychological disabilities.
<input type="checkbox"/>	10017	Canine Assistants	4.1	581974410	(800)771-7221	www.canineassistants.org	D,P,B	Training great dogs for special people. Invest in freedom by providing service dogs to children and adults with disabilities. Thank you!
<input type="checkbox"/>		Canine						A cold nose and a warm heart! Our

The donor can select charities or return to search for additional charities

Key Training Point

Donor can select a maximum of 30 charities. Donors wishing to designate more than 30 charities should use paper pledge forms

Done Trusted sites | Protected Mode: Off

10:02 AM
8/23/2013



ePledge Process



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CFC Main | Exit

Current contribution: \$50

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.

• Undesignated Contributions Per Month : \$50.00
• Designated Contribution Per Month : \$0.00

Delete	Charity Code	Charity Name	Contribution Per Month
<input type="checkbox"/>	11977	Animal Rights Institute	
<input type="checkbox"/>	11646	Assistance Dog Institute	
<input type="checkbox"/>	81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	
<input type="checkbox"/>	19800	Angel Canines for Wounded Warriors	
<input type="checkbox"/>	10474	Animal Welfare Institute	

The donor enters the per pay period or per month donation amount

Done Trusted sites | Protected Mode: Off 100% 10:02 AM 8/23/2013

ePledge Process

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myPay

CFC Main | Exit

Current contribution: \$50 Change Amount

Steps to Get Started:

1. Select your charity by selecting a search option below.
2. Enter the search criteria to locate your charity.
3. Add your charities by checking each checkbox next to the charities name and click **Add Selected Charities**.
4. Repeat steps 1 - 3 if you wish to add other charities. You may add up to 30 charities.
5. When you have finished selecting all of your charities, specify the amount of your contribution for each charity and complete the Personal Information Authorized Release section and click **Continue**.
6. To make a one-time contribution, please contact your CFC key worker.

- Undesignated Contributions Per Month : \$25.00
- Designated Contribution Per Month : \$25.00

Delete	Charity Code	Charity Name	Contribution Per Month
<input type="checkbox"/>	11977	Animal Rights Institute	5
<input type="checkbox"/>	11646	Assistance Dog Institute	5
<input type="checkbox"/>	81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	5
<input type="checkbox"/>	19800	Angel Canines for Wounded Warriors	5
<input type="checkbox"/>	10474	Animal Welfare Institute	5

Balance remaining is automatically calculated

Donor has the option to continue or add / delete charities

Done Trusted sites | Protected Mode: Off

10:03 AM
8/23/2013



ePledge Process



Key Training Point
For an organization's pledges to be properly credited, the donor **MUST** enter the 4-digit code given to them by their Keyworker in the "Command/Unit Name" field

Pledge summary is displayed; undesignated funds are automatically calculated and displayed

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CFC Main | Exit

Current contribution: \$50

Personal Information

- Please complete the fields below. Work phone number or work email address and work street address are required.
- Please indicate if you wish to have your pledge amount released to your designated organizations.
- If you wish to authorize recognition, please indicate so in the Recognition Release Authorization field.
- Click address or email if you wish to release your contact information to your designated organizations.

Charity Code	Charity Name	Contribution Per Month
11977	Animal Rights Institute	5.00
11646	Assistance Dog Institute	5.00
81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	5.00
19800	Angel Canines for Wounded Warriors	5.00
10474	Animal Welfare Institute	5.00
99999	Undesignated	25.00

Personal Information Authorized Release

Work Email Address:

OR

Work Phone Number: (10 digits only, ex. _____)

Command/Unit Name (Alphanumeric field). Please enter your unit location or code provided by your campaign worker. ←

Amount Release Authorization: Yes No

Recognition Release Authorization: Yes No

If yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)

Contact Release Authorization: By Address By Email Neither

Home Email Address:

Done Trusted sites | Protected Mode: Off 10:05 AM 8/23/2013



ePledge Process



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myPay

CFC Main | Exit

Please review your contribution amounts and personal information.

Monthly Contribution: 550.00

Total CFC Gift: \$600.00

Charitable Distribution:

Charity Code	Charity Name	Contribution Per Month
11977	Animal Rights Institute	5.00
11646	Assistance Dog Institute	5.00
81344	America's VetDogs - the Veteran's K-9 Corps, Inc.	5.00
19800	Angel Canines for Wounded Warriors	5.00
10474	Animal Welfare Institute	5.00
99999	Undesignated	25.00

Personal Information Authorized Release

Work Email Address: john.smith.civ@mail.mil

Work Phone Number:

Work Street Address: (required) 4032002

Amount Release Authorization: Yes

Recognition Release Authorization: No

Contact Release Authorization: By Email

Home Email Address: john.smith@yahoo.com

Is this information correct?

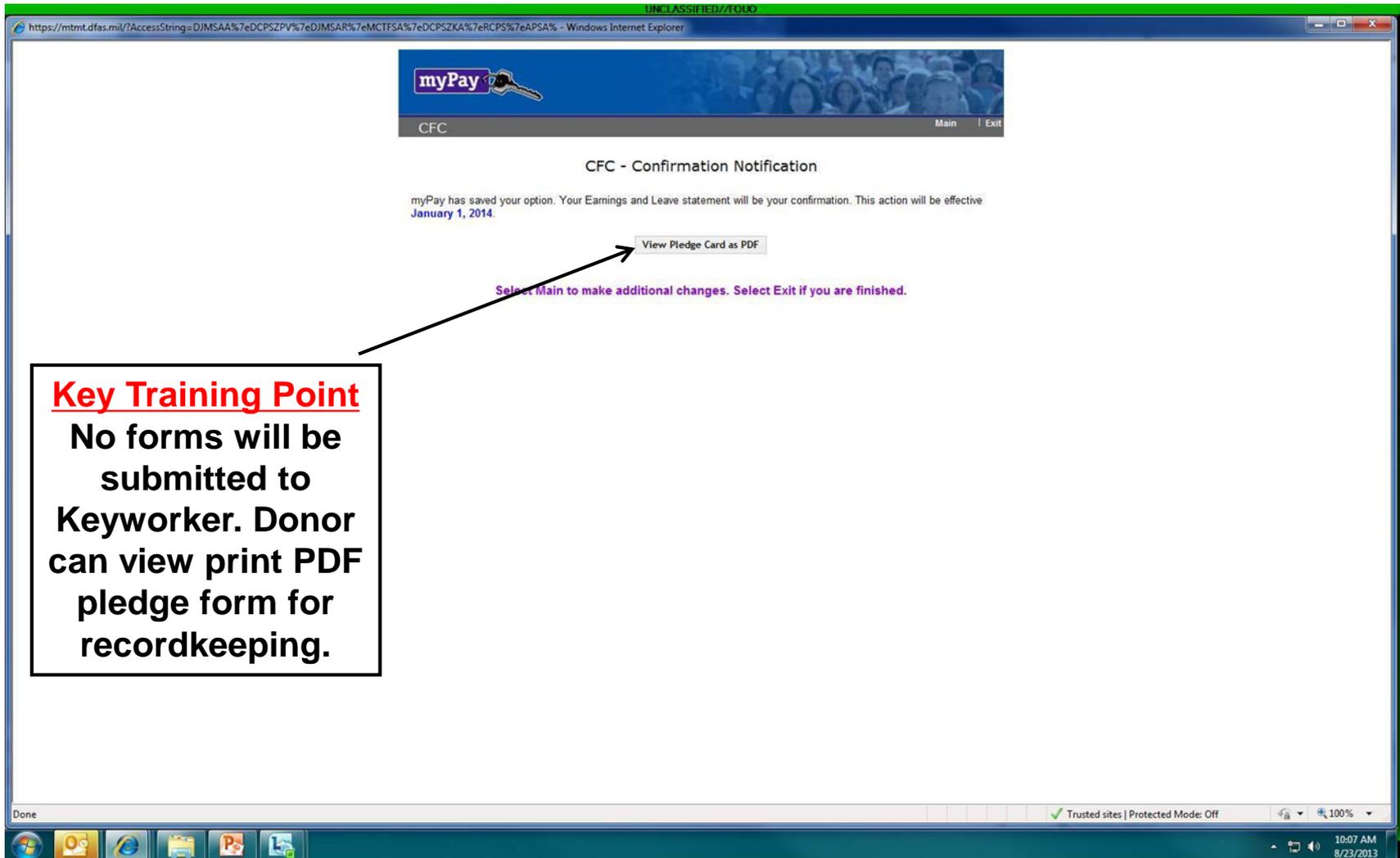
To confirm this information and submit your CFC contribution, click Yes. Otherwise, click No.

Done Trusted sites | Protected Mode: Off 100%

10:06 AM 8/23/2013

Final review and opportunity for donor to confirm intent

ePledge Process



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myPay 

CFC Main | Exit

CFC - Confirmation Notification

myPay has saved your option. Your Earnings and Leave statement will be your confirmation. This action will be effective **January 1, 2014.**

[View Pledge Card as PDF](#)

Select Main to make additional changes. Select Exit if you are finished.

Key Training Point
No forms will be submitted to Keyworker. Donor can view print PDF pledge form for recordkeeping.

Done Trusted sites | Protected Mode: Off 100%

10:07 AM
8/23/2013



ePledge Process

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https://mtmt.dfas.mil/myPayPDF.aspx?globalid=99999991&PLoc=1&PNam=99999991_DJMSAA_CFC_34852b4 - Windows Internet Explorer

CFC CFC Campaign Number 0995 City/State Code: _____ ATTENTION PAYROLL OFFICES: Use this number only to identify the local campaign.

Last Name, First Name, MI: LAWTON DAVID P Civilian Military Federal Agency and Office: _____ Work Telephone Number: _____

Work Street Address: 4032002

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL	\$50.00	x 12 months	\$ 600.00
CIVILIAN PAYROLL	\$	x 26 pay periods	\$
CASH/CHECK		Check Number: _____	Amount \$ _____

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

CHARITY CODE **ANNUAL AMOUNT**

1 1 9 7 7	\$60.00
1 1 6 4 6	\$60.00
8 1 3 4 4	\$60.00
1 9 8 0 0	\$60.00
1 0 4 7 4	\$60.00

DESIGNATED GIFT: To designate to one or more charities of federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address: _____

Personal Email Address: john.smith@yahoo.com

In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during the next year to deduct the amount(s) shown above from my pay each pay period during next year starting with the first pay period in January and ending with the last pay period in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization can only be revoked by me through arrangements made with my servicing personnel or payroll directly.

SIGNATURE _____ ELECTRONIC _____ DATE 8/23/2013

OPM 1654 Revised March 2013

COPY # - CONTRIBUTORS COPY - KEEP FOR PERSONAL TAX RECORDS

Donor receipt copy. Up to five charities are listed on Page 1



ePledge Process



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https://mtrmt.dfas.mil/myPayPDF.aspx?globalid=999999991&PLoc=1&PNam=999999991_DJMSAA_CFC_34852b4 - Windows Internet Explorer

CHARITY CODE	ANNUAL AMOUNT
9 9 9 9 9	\$300.00

CHARITY CODE	ANNUAL AMOUNT

CHARITY CODE	ANNUAL AMOUNT

CHARITY CODE	ANNUAL AMOUNT

CHARITY CODE	ANNUAL AMOUNT

Additional donation information

Done

Unknown Zone | Protected Mode: Off

10:09 AM
8/23/2013



Key Training Point Recap



1. The 'Campaign Search' screen is only be shown to active duty Army, Navy, and Air Force Personnel. This information is automatically provided for active duty Marines and Federal civilians.
2. Maximum donation amount for military personnel is \$833/month.
3. Donors can designate to a maximum of 30 charities (29 if there are 'undesigned' funds remaining).
4. Donors must be trained to enter their Command/Unit or Federal Agency/Office name code for pledges to be properly credited.
5. There is no paperwork associated with this pledge type. The donor can print a receipt for his/her records. Highly recommend that they print this.



QUESTIONS?

**See your CFC Coordinator
or Keyworker**