

Payroll Deductions

New Gift Instructions

- > Go to charities.org/secc
Select "Donate Now"
Login | Username: first initial + PeopleSoft ID | example: j123456
Password: first initial + last name | example: jdoe

- > Select "Start a New Gift and Designations"
Make sure your profile information is correct
Select "Continue"

- > Select "Sustained Recurring Payroll Deduction" in the pop-up menu

- > Amount Per Period will automatically calculate the equivalent of 30-minutes per paycheck | This donation amount will make you an [SECC Champion](#)
Adjust the donation amount | You will see the total gift on the right
Select "Continue"

- > Select "Find a Charity"
Select or Search for a charity
If the charity you wish to give to is not listed, select ["Write-In"](#)
Select "Add this charity" in the charity pop-up
You may add multiple charities and designate a percentage of your total gift to each
Select "Continue"

- > Review your gift
Select "Finish"
Note: You MUST select "Finish" to complete your online transaction