

CVC Online Giving Quick Reference Guide

Log-in

Go to [EmployeeDirect](https://edirect.virginia.gov) (<https://edirect.virginia.gov>) and log-in using your Username and Password. If you have forgotten your Username and or Password, click the "*Forgot Username*" or "*Forgot Password*" link.

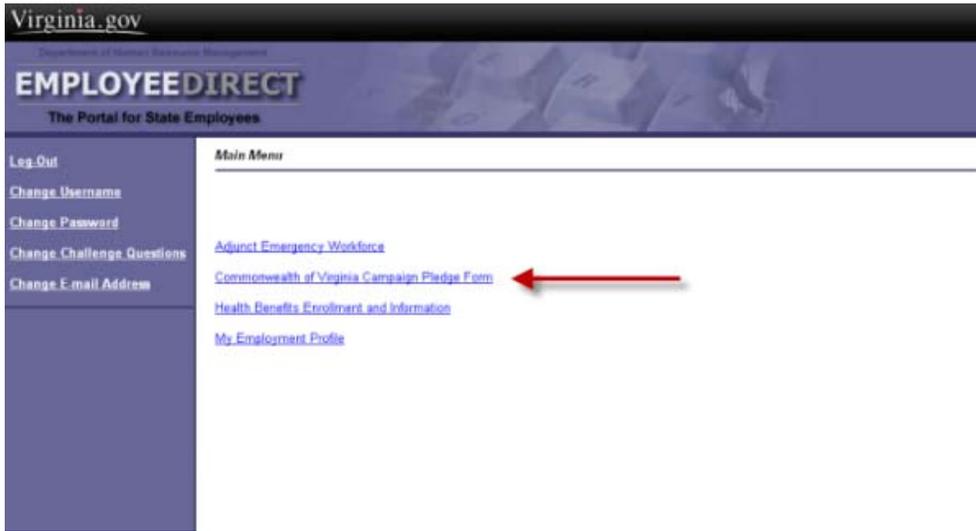
The screenshot shows the EmployeeDirect login page. At the top, it says "Virginia.gov" and "Department of Human Resources Management". Below that is the "EMPLOYEEDIRECT" logo with the tagline "The Portal for State Employees". A "Welcome to EmployeeDirect" message is displayed in a box. A note below states: "This application was programmed for the state standard browser (Internet Explorer). Your browser may encounter issues with formatting and operation of this site. For the best results please use Internet Explorer." The login form is titled "Registered Account Holders" and includes fields for "Username:" and "Password:", a "Log-in" button, and links for "Forgot Username?" and "Forgot Password?". To the right, there is a "Not Registered?" section with a "Register Now" link and the text "It's fast, easy and secure." Below that is a "Need Help?" section with links for "Getting Started" and "Frequently Asked Questions". Red annotations with arrows point to the "Log-in" button, the "Forgot Username?" and "Forgot Password?" links, and the "Register Now" link. A red note says "Enter valid log-in information" with arrows pointing to the username and password fields. Another red note says "If you are a new user, click Register Now" with an arrow pointing to the "Register Now" link. A third red note says "Forgot Username or Password" with an arrow pointing to the "Forgot Username?" and "Forgot Password?" links.

 Note – be sure to click on "**Log-in**" rather than using the enter key.

Main Menu

After successfully logging in, select **Commonwealth of Virginia Campaign Pledge Form** from the Main Menu.

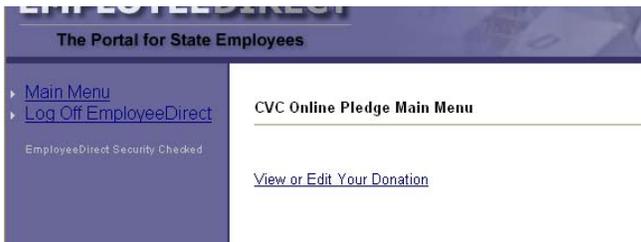
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*If you have not made a gift this campaign year, your selection will read **"Make a Donation"**.*



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



it: Please verify your address above is correct. If it is not correct you may change it on th our HR officer to make changes to your account in the State Personnel System.

c if you would like to be recognized by the CVC for your gift. Your address and gift amount th the charities to which you make a contribution.



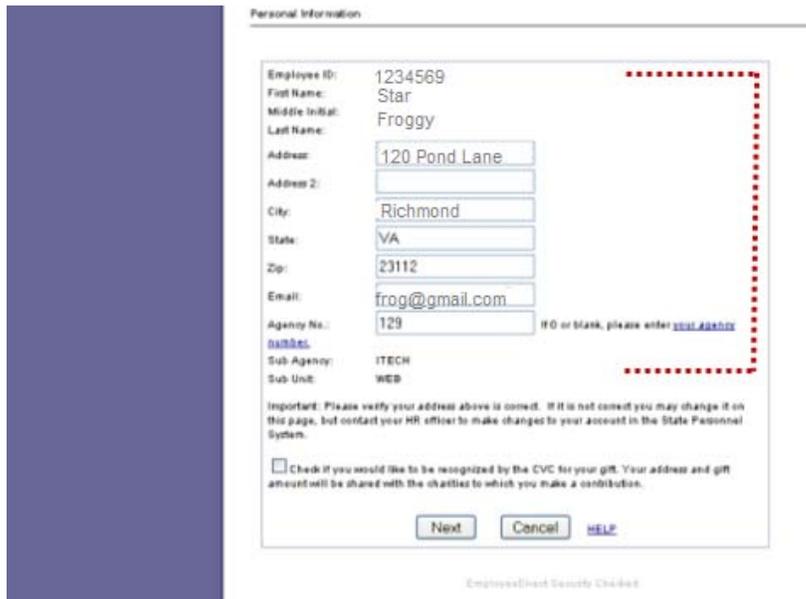
Online Help is available. If anytime during the process of completing your pledge, you get "stuck", please click "HELP"

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Personal Profile

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 acknowledgement to be sent to another address, you may change the address or email address at this time. **This will NOT update PMIS.**

 **NOTE:** If you agency number field is blank or 000, you must enter your agency number



Personal Information

Employee ID: 1234569
First Name: Star
Middle Initial: Froggy
Last Name:
Address: 120 Pond Lane
Address 2:
City: Richmond
State: VA
Zip: 23112
Email: frog@gmail.com
Agency No.: 129 If 0 or blank, please enter your Agency
Sub-Agency: ITECH
Sub-Unit: WEB

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.

[Next](#) [Cancel](#) [HELP](#)

EmployeeDirect Security Checked

Click the checkbox if you would like to be **acknowledged** by the charity. Then Click **NEXT**.

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Charity Designations

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](#)

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.

Tab to the amount field and enter the **total annual gift** for that charity (not the weekly amount) in **Whole Dollars**. Click **ADD**. Your selected charity will now appear above the selection box.

 **Note - Entering a dollar sign or decimal point will cause an error message.**

[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

[Add](#)

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Continue until you have **selected all the charities** you wish to designate for your gifts. *You may select as many charities that you wish.*



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

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

When complete, go to **NEXT**.



Note:

To delete a charity from your list, click **DELETE** for that line.

To change the amount for a charity, click **DELETE** for that line, **Re-select** the charity, **Enter** the corrected amount – then select **ADD**

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Payment Method

Select your payment methods: Payroll deduction or Credit card. (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. New employees who do not have an employee ID may have to wait two weeks to make a gift online.

EmployeeDirect Security Checked

Donation Method

Your Total Donation:

Select your donation method:

Payroll Deduction Details	
Your number of pay periods:	<input type="text" value="24"/>
Amount to be deducted per pay period:	<input type="text" value="20.84"/>
Your payroll deduction total:	<input type="text" value="500.16"/>

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

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b. Credit Card

- i. Credit card transactions are processed immediately.
- ii. Be sure to use the address on your Credit Card Billing Statement as the address for this screen. Otherwise your credit card transaction will be rejected.
- 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 submitted a credit card transaction, the gift cannot be modified online. Contact your CVC coordinator for assistance.

Donation Method

Your Total Annual Donation:

Select your donation method:

Credit Card Information	
Card Type:	<input type="text" value=""/>
Credit Card Number:	<input type="text" value=""/>
CV Number:	<input type="text" value=""/>
Cardholder's Name	<input type="text" value=""/>
Expiration Date:	<input type="text" value="Month"/> <input type="text" value="Year"/>
Billing Information	
First Name:	<input type="text" value=""/>
Last Name:	<input type="text" value=""/>
Address:	<input type="text" value=""/>
Apt or Floor, etc.:	<input type="text" value=""/>
City:	<input type="text" value=""/>
State:	<input type="text" value=""/>

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Donation Summary

Click **CONTINUE TO SUMMARY** and **your Donation Summary will appear**. This is your final chance to review your “cart” of donations.

Donation Summary

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

<i>Personal Information</i> Click to Edit	
Employee ID:	1234569
Name:	Star Froggy
Address:	120 Pond Lane Richmond, VA 23112
Email:	
Agency No:	129
Sub-Agency:	
Sub-Unit:	
Do not recognize my gift.	

Charity Designations [Click to Edit](#)

After reviewing your summary and there are no changes to be made, click **SUBMIT**. The **DONATION SUMMARY** page will appear. It is recommended that you print this page for your records.

After reviewing your summary and there are changes to be made, click **CLICK TO EDIT**, next to the section you would like to make changes to and repeat the process.

After printing your summary, Click on **MENU**.

Click Log out of Employee Direct. (Do not simply “X” out of the system – this will leave your Employee Direct transaction “open.”)

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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.

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☞ FAQs ☞

Who can give online?

Current Commonwealth of Virginia Employees, classified and wage, who are entered in the PMIS system. Retirees who still have their employee ID may give via credit card only.

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 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?

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 level. 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. "Give From the Heart"

www.cvc.vipnet.org