Payroll Deductions

Modify 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 "Modify a Gift from this Campaign"
>
> Select the gift you'd like to modify
>
> Select "Continue" & Confirm
>
> Make sure your profile information is correct
>
> Select "Continue"

> Adjust the donation amount | You will see the total gift on the right
>   *If you were a Champion giver last year and received a salary adjustment
>   or raise, you will need to calculate and adjust your gift to maintain
>   Champion status*
>
> 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*