

Slide 1 - Slide 1



Slide notes

In this tutorial we will examine the work flow for users designated as "Payroll Coordinators".

Slide 2 - Slide 2

The screenshot shows the CFC Nexus Demo website interface. At the top, the header includes the CFC Nexus logo and contact information: "20 2nd St. NE, Suite 2005 • Minneapolis, MN 55413 • 612-978-1752 phone • 206-984-3018 fax". Navigation links for "TOUR CFC N" and "LOGIN SIGN UP FORGOT MY NOW HERE PASSWORD" are visible. A callout box with a red border points to the top navigation area, containing the text: "Your CFC's account will have its own title/address and will appear different from this." Below the header is a large banner image with the text "CFC Nexus Demonstration Account" and "test pledging". A second callout box with a red border points to this banner, containing the text: "This large graphic will also uniquely display your CFC's name." The main content area is titled "MAKE A PLEDGE" and includes a registration prompt: "Please register. If you already have an account, please log in." Below this is a poll: "Is this your first time logging into CFC Nexus?" with "YES" and "NO" buttons and a green circular indicator that says "PLEDGING IS ON". To the right, a statistics box shows "42 Pledges" and "\$20,511 Dollars" with an average of "\$488" and a timestamp "(Thu, 23 Sep 2010 13:42:29 -0600)". A "View Detailed Report" link is provided. Further right is a link for "questions, or suggestions about online pledging" with an envelope icon. At the bottom, there are two sections: "Search for Charities" with a list of charity links and "Please Give Generously" featuring a photo of Barack Obama.

Slide notes

In this example, we will login as a payroll coordinator in the demonstration account. In order to login and process real pledges, however, make sure you are registered and logging in at your specific CFC account.

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CFC NEXUS DEMO
20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • 612-978-1752 phone • 206-984-3018 fax

TOUR CFC NEXUS MAIN MENU PLEDGING MY PLEDGES & PROFILE LOGIN NOW SIGN UP HERE FORGOT MY PASSWORD

Click here if you are having problems filling out the form fields.

The “Payroll Coordinator” role is responsible for printing or downloading online pledge data and delivering to payroll centers.

MAKE A PLEDGE
Please register. If you already have an account, login.
Is this your first time logging into CFC Nexus?
YES NO
PLEDGING IS ON

Current Online Totals
42 Pledges
\$20,511 Dollars
\$488 Average
(Thu, 23 Sep 2010 13:42:29 -0600)
View Detailed Report

Contact the Campaign
Contact us with any comments, questions, or suggestions about online pledging.

Search for Charities
Browse or research charities without yet making a pledge.

Please Give Generously

Slide notes

The “Payroll Coordinator” role is responsible for printing or downloading online pledge data and delivering to payroll centers.

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CFC NEXUS DEMO
 20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • 612-978-1752 phone • 206-984-3018 fax

TOUR CFC NEXUS | MAIN MENU | PLEDGING | MY PLEDGES & PROFILE

Click here if you are having problems filling out the form fields.

In order to become a “Payroll Coordinator,” you must have registered as a user at your CFC’s account.

The CFC administrator will then upgrade your registration to “Payroll Coordinator” privileges.

LOGIN NOW | SIGN UP HERE | FORGOT MY PASSWORD

MAK...
 Please register. If you
 Is this your fir...
 CFC Nexus?
 YES NO
PLEDGING IS ON

\$20,511 Dollars
\$488 Average
 (Thu, 23 Sep 2010 13:42:29 -0600)
View Detailed Report

Search for Charities
 Browse or research charities without yet making a pledge.

Please Give Generously
 [Image of Barack Obama]

Slide notes

In order to become a “Payroll Coordinator,” you must have first registered at your CFC’s account. Your CFC administrator will then upgrade your registration to one with “Payroll Coordinator” privileges.

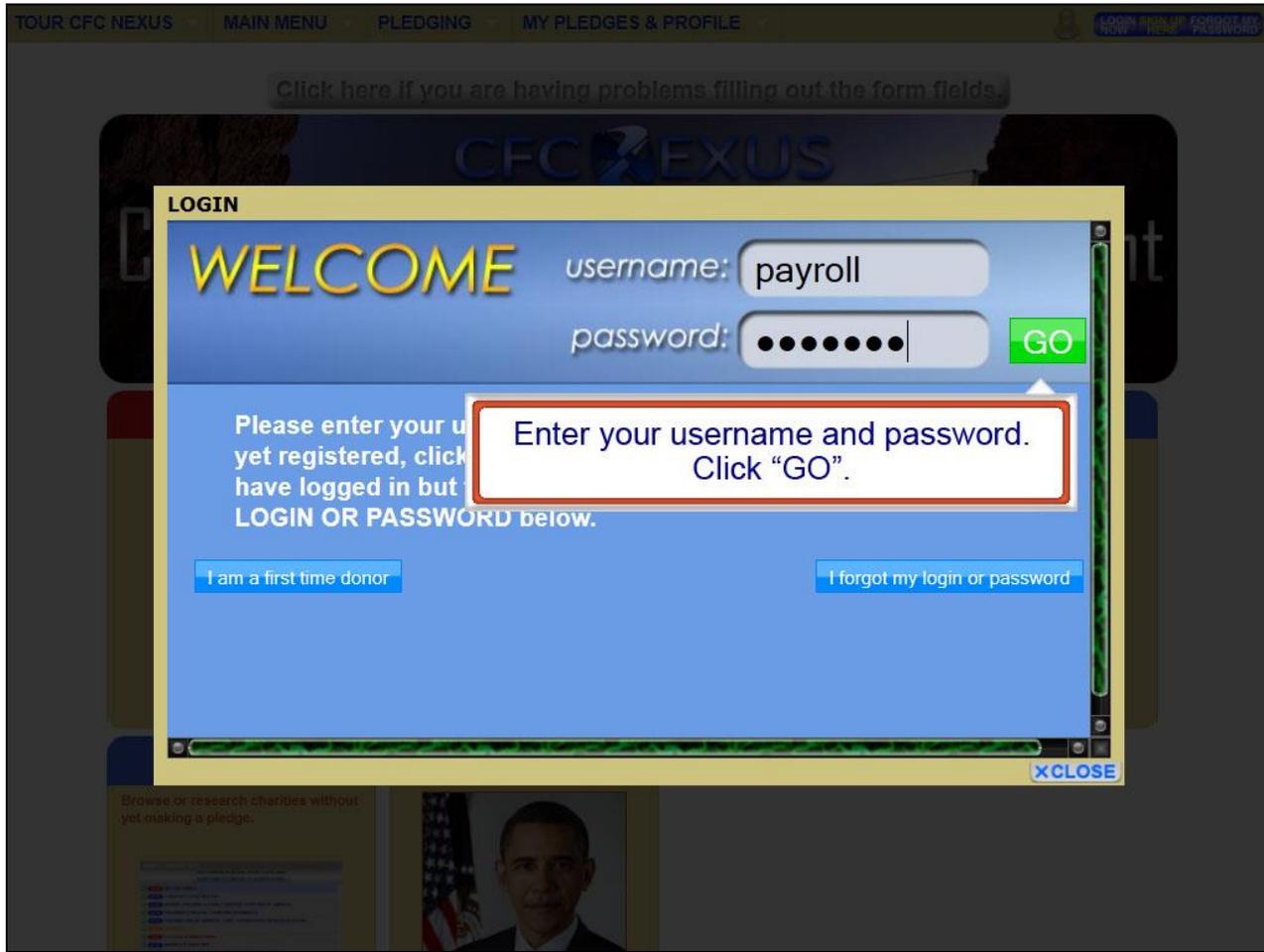
Slide 5 - Slide 5

The screenshot shows the CFC Nexus website interface. At the top, there is a navigation bar with links: TOUR CFC NEXUS, MAIN MENU, PLEDGING, and MY PLEDGES & PROFILE. On the right, there are links for LOGIN, SIGN UP, FORGOT MY PASSWORD, and NOW HERE. A callout box with a red border and white background contains the text: "Once your CFC administrator has upgraded you to a 'Payroll Coordinator,' you will log in to your CFC's account." Below the navigation bar, the main content area features a large banner with the text "CFC Nexus Demonstration Account" and "test pledging". Below the banner, there are three main sections: "MAKE A PLEDGE" with a registration/login prompt and a "PLEDGING IS ON" button; "Current Online Totals" showing 8 Pledges, \$3,932 Dollars, and \$492 Average; and "Contact the Campaign" with an envelope icon. At the bottom, there are two smaller sections: "Search for Charities" and "Please Give Generously" with a photo of Barack Obama.

Slide notes

Once your CFC administrator has upgraded you to a “Payroll Coordinator,” you will log in to your CFC’s account.

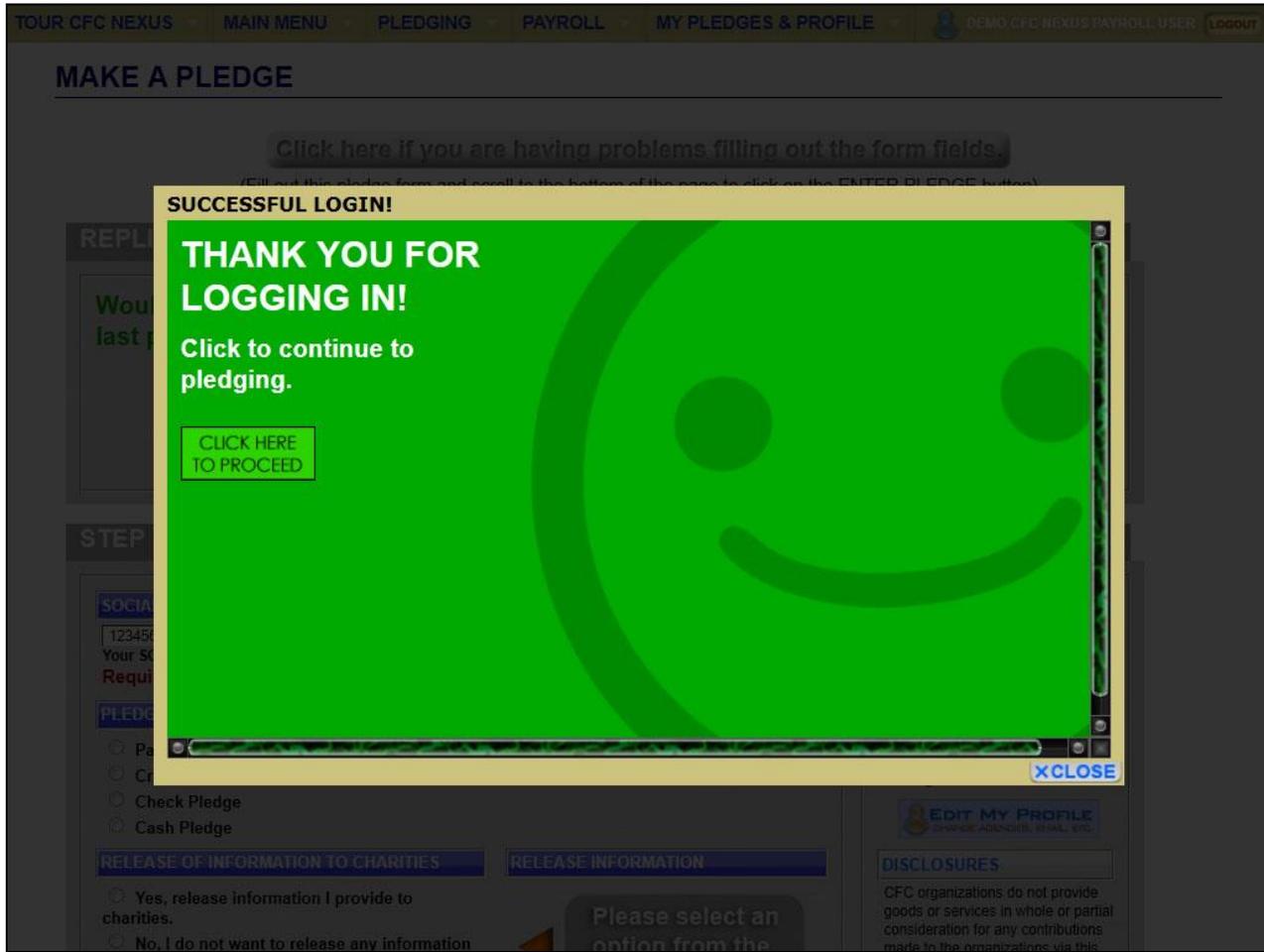
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Slide notes

Enter your username and password. Click "GO".

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Slide notes

Slide 8 - Slide 8

The screenshot shows the 'MAKE A PLEDGE' page in the CFC Nexus system. At the top, a navigation bar includes 'TOUR CFC NEXUS', 'MAIN MENU', 'PLEDGING', 'PAYROLL', and 'MY PLEDGES & PROFILE'. The 'PAYROLL' dropdown menu is open, listing options: 'process new pledges (single print)', 'process new pledges (bulk print)', 'view processed-completed pledges', 'payroll report', and 'paper pledge batch creation'. A callout box with a red border states: 'You will have a new menu item called "PAYROLL".' Below the menu, the form fields include: 'SOCIAL SECURITY NUMBER' (with a text input containing '123456789'), 'PLEDGE TYPE' (with radio buttons for 'Payroll Contribution', 'Credit Card Pledge', 'Check Pledge', and 'Cash Pledge'), 'RELEASE OF INFORMATION TO CHARITIES' (with radio buttons for 'Yes, release information I provide to charities.' and 'No, I do not want to release any information to charities.'), 'RECOGNITION AWARD' (with radio buttons for 'NO - I do not want a recognition award.' and 'YES - I would like to receive a recognition award from my CFC.'), and 'TRIBUTE OPTION' (with radio buttons for 'n/a' and 'In Honor Of'). On the right side, there are sections for 'YOUR NAME' (Demo CFC Nexus Payroll User), 'YOUR AGENCY' (Sample Federal Agency Y unit.11, 456 Elm Street, Giving, NY 10023), 'DISCLOSURES', and 'VOLUNTEERING'. A callout box with an orange arrow points to the 'RELEASE OF INFORMATION TO CHARITIES' section, stating: 'Please select an option from the list to the left.'

Slide notes

As a Payroll Coordinator, you will see a top menu item called "PAYROLL."

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MAKE A PLEDGE

process new pledges (single print)
process new pledges (bulk print)

There are three methods available for processing pledges. First, we will look at the “single print” method.

STEP 1 - BEGIN THE PLEDGING PROCESS

SOCIAL SECURITY NUMBER
123456789 (numbers only, no dashes or spaces.)
Your SOCIAL SECURITY NUMBER will be deleted at the end of the campaign.
Required for Payroll Deduction pledges.

PLEDGE TYPE

- Payroll Contribution
- Credit Card Pledge
- Check Pledge
- Cash Pledge

RELEASE OF INFORMATION TO CHARITIES **RELEASE INFORMATION**

- Yes, release information I provide to charities.
- No, I do not want to release any information to charities.

Please select an option from the list to the left.

RECOGNITION AWARD

- NO - I do not want a recognition award.
- YES - I would like to receive a recognition award from my CFC.

TRIBUTE OPTION

- n/a
- In Honor Of

YOUR NAME
Demo CFC Nexus Payroll User

YOUR AGENCY
Sample Federal Agency Y unit.11
456 Elm Street
Giving, NY 10023

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

VOLUNTEERING
The USA Freedom Corps Volunteer Network can help you access service opportunities near your home or office, across the country, or overseas. Just go to www.volunteer.gov, enter geographic information, such as zip code or state, and your area of interest to find out how you can get

Slide notes

There are three different methods available for processing pledges: single pledge print, bulk pledge print and bulk pledge export. First, we will look at the “single print” method.

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TOUR CFC NEXUS ▾ MAIN MENU ▾ PLEDGING ▾ PAYROLL ▾ MY PLEDGES & PROFILE ▾ DEMO CFC NEXUS PAYROLL USER LOGOUT

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1
[Sample Federal Agency Y](#)
 unit 11
 456 Elm Street
 Giving, NY 10023
(6 unprocessed pledges)

2011 SAMPLE FEDERAL AGENCY GROUP 2
[Sample Federal Agency X](#)
 789 Oak Avenue
 HelpOthers, MN 55901
(2 unprocessed pledges)

1 Select a pledge from the list on the left.

Pledges are listed in reverse chronological order so the newest pledges are at the top.

Pledge details will be displayed here.

On the left column are Federal agency locations that have unprocessed pledges. You will only see Federal agency locations for which you have been given access.

Slide notes

On the left, are Federal Agency locations that have unprocessed pledges. You will only see Federal agency locations for which you have been given access.

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TOUR CFC NEXUS | MAIN MENU | PLEDGING | PAYROLL | MY PLEDGES & PROFILE | DEMO CFC NEXUS PAYROLL USER | LOGOUT

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1
 Sample Federal Agency Y
 unit.11
 456 Elm Street
 Giving, NY 10023
 (6 unprocessed pledges)

1 Select a pledge from the list on the left.

By clicking on one of the locations, you will see a list of all its unprocessed pledges.

Pledge details will be displayed in this area.

1 PLEDGE NO. 167623
 Wed Aug 03
 AMOUNT: \$5
 PAYROLL CONTRIBUTION

2 PLEDGE NO. 167623
 Sun Jul 31 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

3 PLEDGE NO. 167622
 Sun Jul 31 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

4 PLEDGE NO. 167621
 Sun Jul 31 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

5 PLEDGE NO. 167620
 Fri Jul 29 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

Slide notes

By clicking on one of the locations, you will see a list of all its unprocessed pledges.

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TOUR CFC NEXUS MAIN MENU PLEDGING PAYROLL MY PLEDGES & PROFILE DEMO CFC NEXUS PAYROLL USER LOGOUT

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency Y
unit.11
456 Elm Street
Giving, NY 10023
(6 unprocessed pledges)

1 PLEDGE NO. 167625
Wed Aug 03 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

2 PLEDGE NO. 167624
Thu Aug 04 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

3 PLEDGE NO. 167622
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

4 PLEDGE NO. 167621
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

5 PLEDGE NO. 167620
Fri Jul 29 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

1 Select a pledge from the list on the left.
Pledges are listed in reverse chronological order so the newest pledges are at the top.

Click on one of the pledge icons to see the pledge details.

Slide notes

Click on one of the pledge icons to see the pledge details.

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TOUR CFC NEXUS MAIN MENU PLEDGING PAYROLL MY PLEDGES & PROFILE DEMO CFC NEXUS PAYROLL USER LOGOUT

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

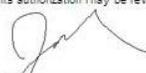
2011 SAMPLE FEDERAL AGENCY GROUP 1
 Sample Federal Agency Y
 unit.11
 456 Elm Street
 Giving, NY 10023
 (6 unprocessed pledges)

STEP 1 OF 2 - CLICK HERE TO PRINT THIS PLEDGE

CFC CAMPAIGN NO. CITY/STATE CODE ATTENTION PAYROLL OFFICES:

In order to process a pledge, click "Step 1 of 2".

PLEDGE NUMBER

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/Employee ID
Doe, Jane	CIVILIAN	Sample Federal Agency X (HelpOthers)	
DONOR EMAIL			
iz370@johnnyz.org			
WORK ADDRESS & ZIP CODE		WORK PHONE NO.	
789 Oak Avenue HelpOthers 55901			
CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.			
ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
CIVILIAN	\$20.00	26 pay periods	\$520.00
TOTAL PLEDGE:			\$520.00
LEADERSHIP GIVING			
I would like to receive an incentive gift (if I qualify) as recognition for my contribution.			
RELEASE OF INFORMATION		PAYROLL DEDUCTION AUTHORIZATION	
I would like to remain anonymous, please do not release my information.		I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.	
		 _____ SIGNATURE	
		AUG 03, 2011 _____ DATE	
DISCLOSURES			
No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.			

1 PLEDGE NO. 167625
 Wed Aug 03 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

2 PLEDGE NO. 167623
 Sun Jul 31 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

3 PLEDGE NO. 167622
 Sun Jul 31 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

4 PLEDGE NO. 167621
 Sun Jul 31 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

5 PLEDGE NO. 167620
 Fri Jul 29 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

Slide notes

In order to process a pledge, click the "Step 1 of 2" button which is at the top.

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CFC NEXUS DEMO
20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • (612) 412-4483 phone • 206-984-3018 fax
CFC NEXUS

TOUR CFC NEXUS ▾ MAIN MENU ▾ PLEDGING ▾ PAYROLL ▾ MY PLEDGES & PROFILE ▾
DEMO CFC NEXUS PAYROLL USER **LOGOUT**

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency Y
unit.11
456 Elm Street
Giving, NY 10023
(6 unprocessed pledges)

1
PLEDGE NO. 167625
Wed Aug 03 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

2
PLEDGE NO. 167623
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

3
PLEDGE NO. 167622
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

4
PLEDGE NO. 167621
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

5
PLEDGE NO. 167620
Fri Jul 29 2011

STEP 2 OF 2 - CLICK HERE TO PROCESS THIS PLEDGE

After verifying the pledge has printed correctly, click “Step 2 of 2” which marks the pledge as processed and removes it from the list on the left and erases the SSN.

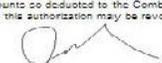
PLEDGE NO. 167625
LAST NAME, FIRST
Due, Jane

789 Oak Avenue HelpOthers 55901

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
CIVILIAN	\$20.00	26 pay periods	\$520.00
TOTAL PLEDGE:			\$520.00

LEADERSHIP GIVING
I would like to receive an incentive gift (if I qualify) as recognition for my contribution.

RELEASE OF INFORMATION	PAYROLL DEDUCTION AUTHORIZATION
I would like to remain anonymous, please do not release my information.	I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by mail in writing at any time before it expires.
	 SIGNATURE
	AUG 03, 2011 DATE

DISCLOSURES
No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.

PAYROLL STATUS
Processed

PLEDGE STATUS DEFINITIONS
Pending: For Payroll/Cash/Check Pledges: Payroll Coordinator/Administrator has not seen this pledge.

Slide notes

Next, click “Step 2 of 2” button at the top which marks the pledge as processed and removes it from the list on the left. It also erases the SSN number from the pledge.

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CFC NEXUS DEMO
20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • (612) 412-4483 phone • 206-984-3018 fax

TOUR CFC NEXUS MAIN MENU PLEDGING PAYROLL MY PLEDGES & PROFILE DEMO CFC NEXUS PAYROLL USER LOGOUT

PROCESS NEW INCOMING PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency Y
unit.11
456 Elm Street
Giving, NY 10023
(6 unprocessed pledges)

1 Select a pledge from the list on the left.

2 Pledges are listed in reverse chronological order so the newest pledges are at the top.

3 That pledge is removed and you could continue with the others.

4 PLEDGE NO. 167621
Sun Jul 31 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

5 PLEDGE NO. 167620
Fri Jul 29 2011
AMOUNT: \$520.00
PAYROLL CONTRIBUTION

6 PLEDGE NO. 167619
Thu Jul 28 2011

Slide notes

That pledge is now processed and you could continue with the next pledge on the list.

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CFC NEXUS DEMO
 20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • (612) 412-4483 phone • 206-984-3018 fax

TOUR CFC NEXUS MAIN MENU PLEDGING PAYROLL MY PLEDGES & PROFILE DEMO CFC NEXUS PAYROLL USER LOGOUT

PROCESS NEW INCOMING PLED

process new pledges (single print)
 process new pledges (bulk print)

(click to)

2011 SA
 AGENC
 Sample
 unit.11
 456 Elm Street
 Giving, NY 10023
 (6 unprocessed pledges)

1 list on the left.
 Pledges are listed in reverse chronological order so the newest pledges are at the top.
 Pledge details will be displayed in this area.

2 PLEDGE NO. 167623
 Sun Jul 31 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

3 PLEDGE NO. 167622
 Sun Jul 31 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

4 PLEDGE NO. 167621
 Sun Jul 31 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

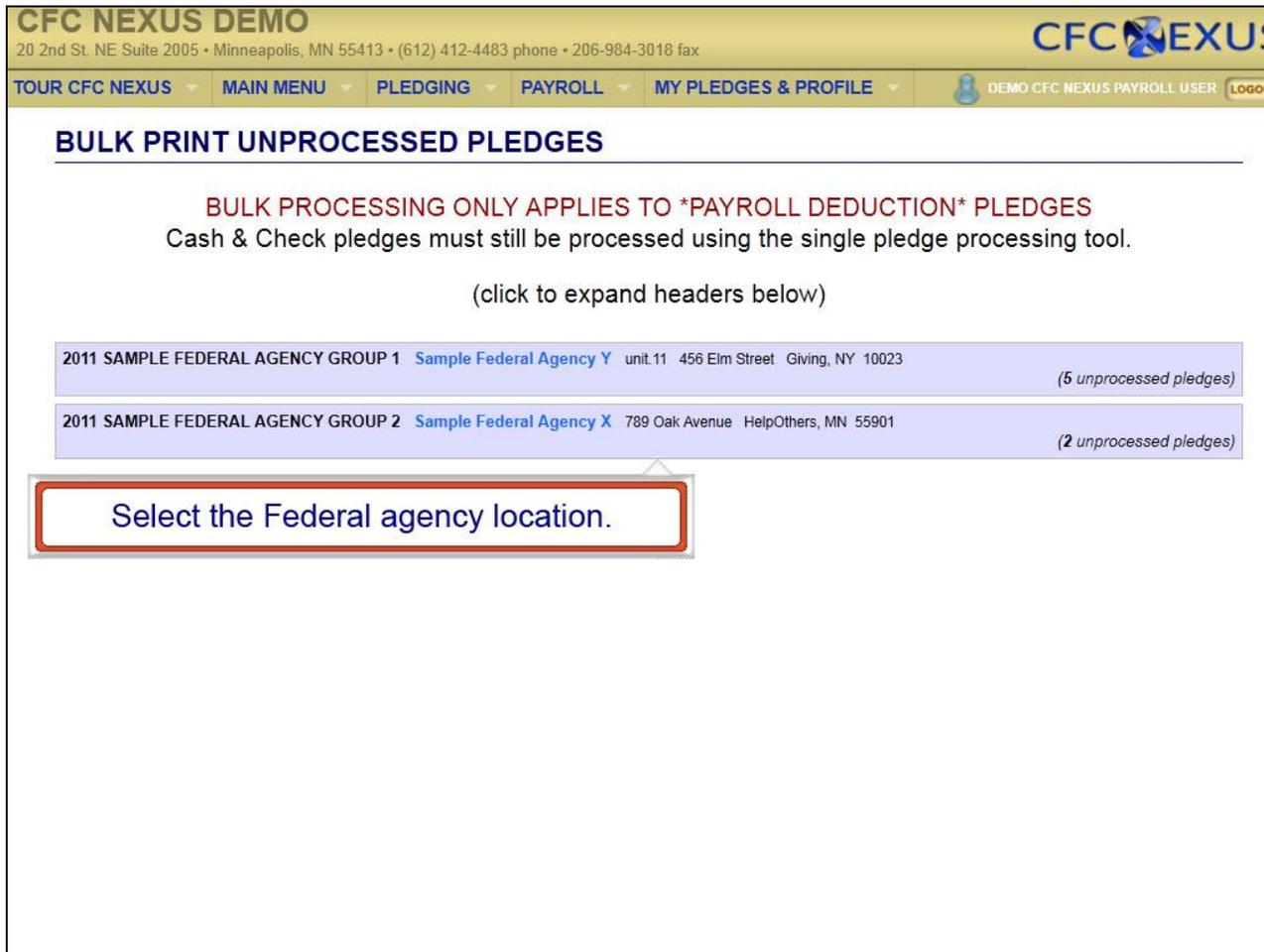
5 PLEDGE NO. 167620
 Fri Jul 29 2011
 AMOUNT: \$520.00
 PAYROLL CONTRIBUTION

6 PLEDGE NO. 167619
 Thu Jul 28 2011

Slide notes

We will now look at the 2nd method for processing which is "bulk pledge print."

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CFC NEXUS DEMO
20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • (612) 412-4483 phone • 206-984-3018 fax

CFC NEXUS

TOUR CFC NEXUS MAIN MENU PLEDGING PAYROLL MY PLEDGES & PROFILE DEMO CFC NEXUS PAYROLL USER LOGOUT

BULK PRINT UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.

(click to expand headers below)

2011 SAMPLE FEDERAL AGENCY GROUP 1	Sample Federal Agency Y	unit.11	456 Elm Street	Giving, NY	10023	(5 unprocessed pledges)
2011 SAMPLE FEDERAL AGENCY GROUP 2	Sample Federal Agency X		789 Oak Avenue	HelpOthers, MN	55901	(2 unprocessed pledges)

Select the Federal agency location.

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CFC NEXUS DEMO
 20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • (612) 412-4483 phone • 206-984-3018 fax

TOUR CFC NEXUS ▾
MAIN MENU ▾
PLEDGING ▾
PAYROLL ▾
MY PLEDGES & PROFILE ▾
DEMO CFC NEXUS PAYROLL USER LOGOUT

BULK PRINT UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES

Cash & Check pledges must still be processed using the single pledge processing tool.

(click to expand headers below)

2011 SAMPLE FEDERAL AGENCY GROUP 1 [Sample Federal Agency Y](#) unit.11 456 Elm Street Giving, NY 10023 (5 unprocessed pledges)

STEP 1 - PRINT ALL PLEDGES LISTED BELOW

Click "Step 1" to process all pledge within the Federal agency location.

D BELOW (CSV/EXCEL)

CFC CAMPAIGN NO
9999

CITY/STATE CODE
09 9999

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PLEDGE NUMBER: 167624 PLEDGE DATE: AUG 03, 2011

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/employee ID
Doe, Jane	CIVILIAN	Sample Federal Agency X (HelpOthers)	
DONOR EMAIL			
jz370@johnnyz.org			
WORK ADDRESS & ZIP CODE		WORK PHONE NO.	
789 Oak Avenue HelpOthers 55901			
CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.			
ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
CIVILIAN	\$20.00	26 pay periods	\$520.00
TOTAL PLEDGES:			\$520.00

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After selecting the Federal agency location, Click Step 1 to process all pledges.

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CFC Nexus.org

CFC CAMPAIGN NO: 9999 CITY/STATE CODE: 09 9999 ATTENTION PAYROLL OFFICES: Use this number only to identify the local campaign.

PLEDGE NUMBER: 167624 PLEDGE DATE: AUG 03, 2011

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/Employee ID
Doe, Jane	CIVILIAN	Sample Federal Agency X (HelpOthers)	

DONOR EMAIL

WORK PHONE NO.

Cash or check contribution.

INTERVAL	TOTAL GIFT
CIVILIAN \$20.00 26 pay periods	\$520.00
TOTAL PLEDGE:	\$520.00

LEADERSHIP GIVING

I would like to receive an incentive gift (if I qualify) as recognition for my contribution.

RELEASE OF INFORMATION: I would like to remain anonymous, please do not release my information.

PAYROLL DEDUCTION AUTHORIZATION: I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE: [Signature] DATE: AUG 03, 2011

DISCLOSURES: No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.

Slide notes

You will now have printed out all the pledges for that location with one pledge printed per page.

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The screenshot shows the CFC NEXUS DEMO payroll interface. At the top, there is a navigation bar with links for TOUR CFC NEXUS, MAIN MENU, PLEDGING, PAYROLL, MY PLEDGES & PROFILE, and a user profile for DEMO CFC NEXUS PAYROLL USER with a LOGOUT button. The main heading is "BULK PRINT UNPROCESSED PLEDGES". Below this, a message states: "BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES. Cash & Check pledges must still be processed using the single pledge processing tool." A modal window is open with the title "PRINTING PLEDGE - PLEASE VERIFY PRINTED PLEDGES". The modal contains a large green smiley face graphic and the text: "AFTER PRINTING, CLICK BELOW TO RETURN TO THE PLEDGES. Once back, process all printed pledge by clicking on the button at the top of the pledge (STEP 2)." There is a button labeled "CLICK HERE TO PROCEED" and an "XCLOSE" button at the bottom right of the modal. The background interface shows a table with columns for "Pledge" and "Total Gift" (displaying \$520.00). At the bottom, there is a "Tribute" section with the text "This pledge was made in honor of Hansoo Kim." and a checkbox for "I elect NOT to receive an incentive gift as recognition for any contribution."

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CFC NEXUS DEMO
20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • (612) 412-4483 phone • 206-984-3018 fax
CFC NEXUS

TOUR CFC NEXUS ▾ MAIN MENU ▾ PLEDGING ▾ PAYROLL ▾ MY PLEDGES & PROFILE ▾
DEMO CFC NEXUS PAYROLL USER **LOGOUT**

BULK PRINT UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES

Cash & Check pledges must still be processed using the single pledge processing tool.

(click to expand headers below)

2011 SAMPLE FEDERAL AGENCY GROUP 1 [Sample Federal Agency Y](#) unit.11 456 Elm Street Giving, NY 10023 (5 unprocessed pledges)

DO NOT CLICK THIS BUTTON UNTIL ALL PLEDGES HAVE BEEN PRINTED COMPLETELY

After verifying the print, click “Step 2.” This will remove those pledges from the workflow and erase the associated SSN from the system.

YOUR DESKTOP*

STEP 2 - MARK ALL PRINTED/EXPORTED & SAVED PLEDGES AS PROCESSED



CFC CAMPAIGN NO
9999

CITY/STATE CODE
09 9999

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

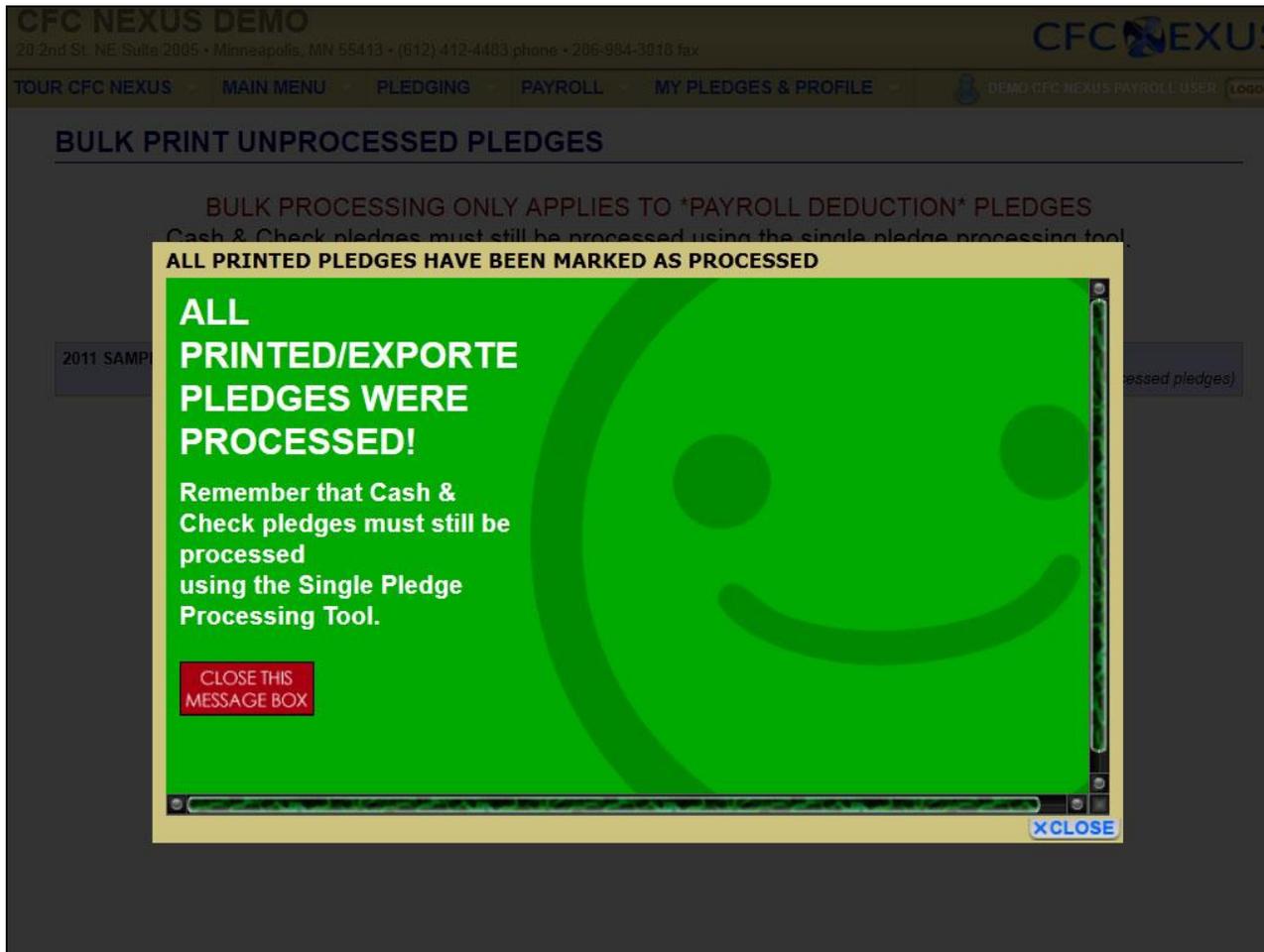
PLEDGE NUMBER: 167624
PLEDGE DATE: AUG 03, 2011

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/Employee ID
Doe, Jane	CIVILIAN	Sample Federal Agency X (HelpOthers)	
DONOR EMAIL			
iz370@ohnnvz.org			
WORK ADDRESS & ZIP CODE			WORK PHONE NO.
789 Oak Avenue HelpOthers 55901			
CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution.			

Slide notes

After verifying the print looks accurate, click Step 2. This will remove those pledges from the workflow and erase the associated SSN numbers from the system.

Slide 22 - Slide 22



Slide notes

Slide 23 - Slide 23

The screenshot shows the CFC NEXUS DEMO web application. The header includes the logo and contact information: "20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • (612) 412-4483 phone • 206-984-3018 fax". The navigation menu contains "TOUR CFC NEXUS", "MAIN MENU", "PLEDGING", "PAYROLL", and "MY PLEDGES & PROFILE". The user is logged in as "DEMO CFC NEXUS PAYROLL USER".

BULK PRINT UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.

(click to expand headers below)

2011 SAMPLE FEDERAL AGENCY GROUP 2 Sample Federal Agency X 789 Oak Avenue HelpOthers, MN 55901	(2 unprocessed pledges)
--	-------------------------

The final method for processing is “bulk export,” which is downloading and saving the data into a spreadsheet. Before using, please make sure this will work with your payroll center.

Slide notes

The final method for processing is bulk export which is downloading and saving the data into a spreadsheet. Before using, please make sure this will work with your payroll center.

Slide 24 - Slide 24

CFC NEXUS DEMO
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CFC NEXUS

TOUR CFC NEXUS ▾ MAIN MENU ▾ PLEDGING ▾ PAYROLL ▾ MY PLEDGES & PROFILE ▾
DEMO CFC NEXUS PAYROLL USER **LOGOUT**

BULK PRINT UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
Cash & Check pledges must still be processed using the single pledge processing tool.

(click to expand headers below)

2011 SAMPLE FEDERAL AGENCY GROUP 2 [Sample Federal Agency X](#) 789 Oak Avenue HelpOthers, MN 55901 (2 unprocessed pledges)

STEP 1 - PRINT ALL PLEDGES LISTED BELOW

- OR -

STEP 1 - EXPORT ALL 2 PLEDGES LISTED BELOW (CSV/EXCEL)



CFC CAMPAIGN NO
9999

PLEDGE NUMBER: 16762

In this case, click the other “Step 1,” which will export all pledges in the Federal agency location.

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/Employee ID
Doe, Jane	CIVILIAN	Sample Federal Agency X (HelpOthers)	
DONOR EMAIL			
jz370@johnnyz.org			
WORK ADDRESS & ZIP CODE			WORK PHONE NO.
789 Oak Avenue HelpOthers 55901			
CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.			
ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT

Slide notes

In this case, click the other Step 1 which will export all pledges in the Federal agency location.

Slide 25 - Slide 25

The screenshot shows the CFC NEXUS DEMO website interface. At the top, there is a navigation bar with links: TOUR CFC NEXUS, MAIN MENU, PLEDGING, PAYROLL, MY PLEDGES & PROFILE, DEMO CFC NEXUS PAYROLL USER, and LOGOUT. The main heading is "BULK PRINT UNPROCESSED PLEDGES". Below this, there is a section for "BULK PROCESSING ONLY APPLIES TO PAYROLL DEDUCTION PLEDGES" and "Cash & Check pledges must still".

A large green instruction box is overlaid on the page with the following text:

EXPORTING PLEDGES - PLEASE VIEW

SAVE THE EXPORT FILE TO YOUR DESKTOP. CLICK BELOW TO PROCEED.

Once back, process all exported pledge by clicking on the button at the top of the pledge (STEP 2).

[CLICK HERE TO PROCEED](#)

A Firefox dialog box is open over the instruction box, titled "Opening bulk_payroll_download_payroll_2011-08-04.csv". The dialog contains the following text:

You have chosen to open

bulk_payroll_download_payroll_2011-08-04.csv
which is a: Microsoft Excel 97-2003 Worksheet
from: https://www.cfcnexus.org

What should Firefox do with this file?

- Open with: Microsoft Excel (default)
- Save File
- Do this automatically for files like this from now on.

Settings can be changed using the Applications tab in Firefox's Options.

Buttons: OK, Cancel

At the bottom of the instruction box, there is a blue "XCLOSE" button.

Below the instruction box, there is a checkbox: "I would like to receive an incentive gift (if I qualify) as recognition for my contribution." and the text "Bronze Level".

At the bottom of the page, there is a section for "PAYROLL DEDUCTION AUTHORIZATION".

Slide notes

Slide 27 - Slide 27

The screenshot shows the CFC NEXUS DEMO payroll interface. At the top, there is a navigation bar with links for TOUR CFC NEXUS, MAIN MENU, PLEDGING, PAYROLL, MY PLEDGES & PROFILE, and a user profile for DEMO CFC NEXUS PAYROLL USER with a LOGOUT button. The main heading is "BULK PRINT UNPROCESSED PLEDGES". Below this, a message states: "BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES. Cash & Check pledges must still be processed using the single pledge processing tool." A modal dialog box is open in the center, titled "EXPORTING PLEDGES - PLEASE VERIFY EXPORTED PLEDGES". The dialog has a green background with a large smiley face. The text inside the dialog reads: "SAVE THE EXPORT FILE TO YOUR DESKTOP. CLICK BELOW TO PROCEED." followed by "Once back, process all exported pledge by clicking on the button at the top of the pledge (STEP 2)." and a button labeled "CLICK HERE TO PROCEED". A "XCLOSE" button is located at the bottom right of the dialog. The background interface is dimmed, showing a table of pledges and a "Total Gift" of \$520.00. At the bottom of the page, there is a section for "PAYROLL DEDUCTION AUTHORIZATION" with a "Bronze Level" indicator and a checkbox for receiving an incentive gift.

Slide notes

Slide 28 - Slide 28

CFC NEXUS DEMO
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CFC NEXUS

TOUR CFC NEXUS ▾ MAIN MENU ▾ PLEDGING ▾ PAYROLL ▾ MY PLEDGES & PROFILE ▾ DEMO CFC NEXUS PAYROLL USER **LOGOUT**

BULK PRINT UNPROCESSED PLEDGES

BULK PROCESSING ONLY APPLIES TO *PAYROLL DEDUCTION* PLEDGES
 Cash & Check pledges must still be processed using the single pledge processing tool.

(click to expand headers below)

2011 SAMPLE FEDERAL AGENCY GROUP 2 [Sample Federal Agency X](#) 789 Oak Avenue HelpOthers, MN 55901 (2 unprocessed pledges)

After verifying and saving the export, click “Step 2.” This will remove those pledges from the workflow and erase the associated SSN from the system.

HAVE BEEN PRINTED COMPLETELY

FOR DESKTOP*

STEP 2 - MARK ALL PRINTED/EXPORTED & SAVED PLEDGES AS PROCESSED



CFC CAMPAIGN NO
9999

CITY/STATE CODE
09 9999

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

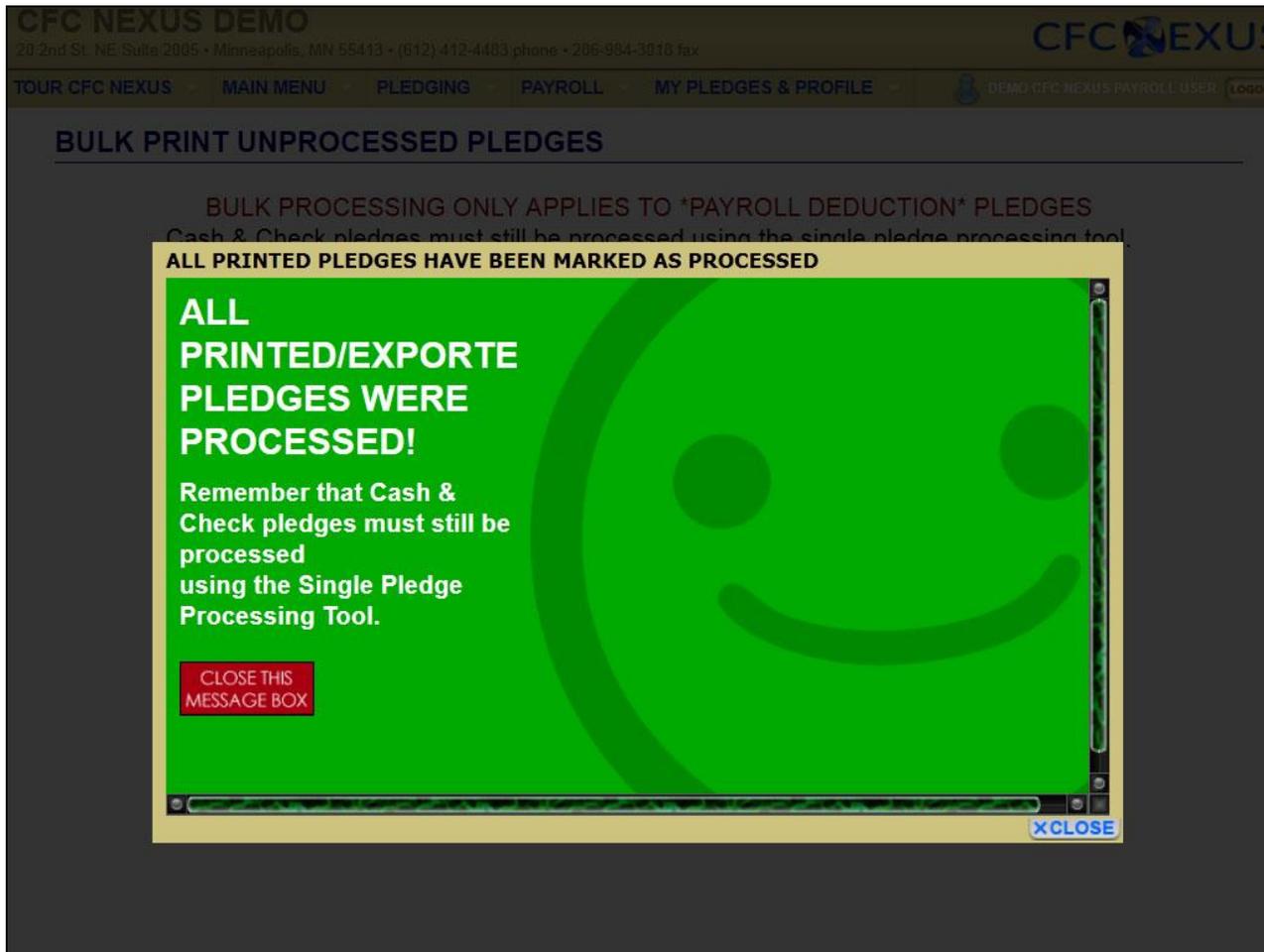
PLEDGE NUMBER: 167624
PLEDGE DATE: AUG 03, 2011

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/Employee ID
Doe, Jane	CIVILIAN	Sample Federal Agency X (HelpOthers)	
DONOR EMAIL			
jz370@johnnyz.org			
WORK ADDRESS & ZIP CODE			WORK PHONE NO.
789 Oak Avenue HelpOthers 55901			

Slide notes

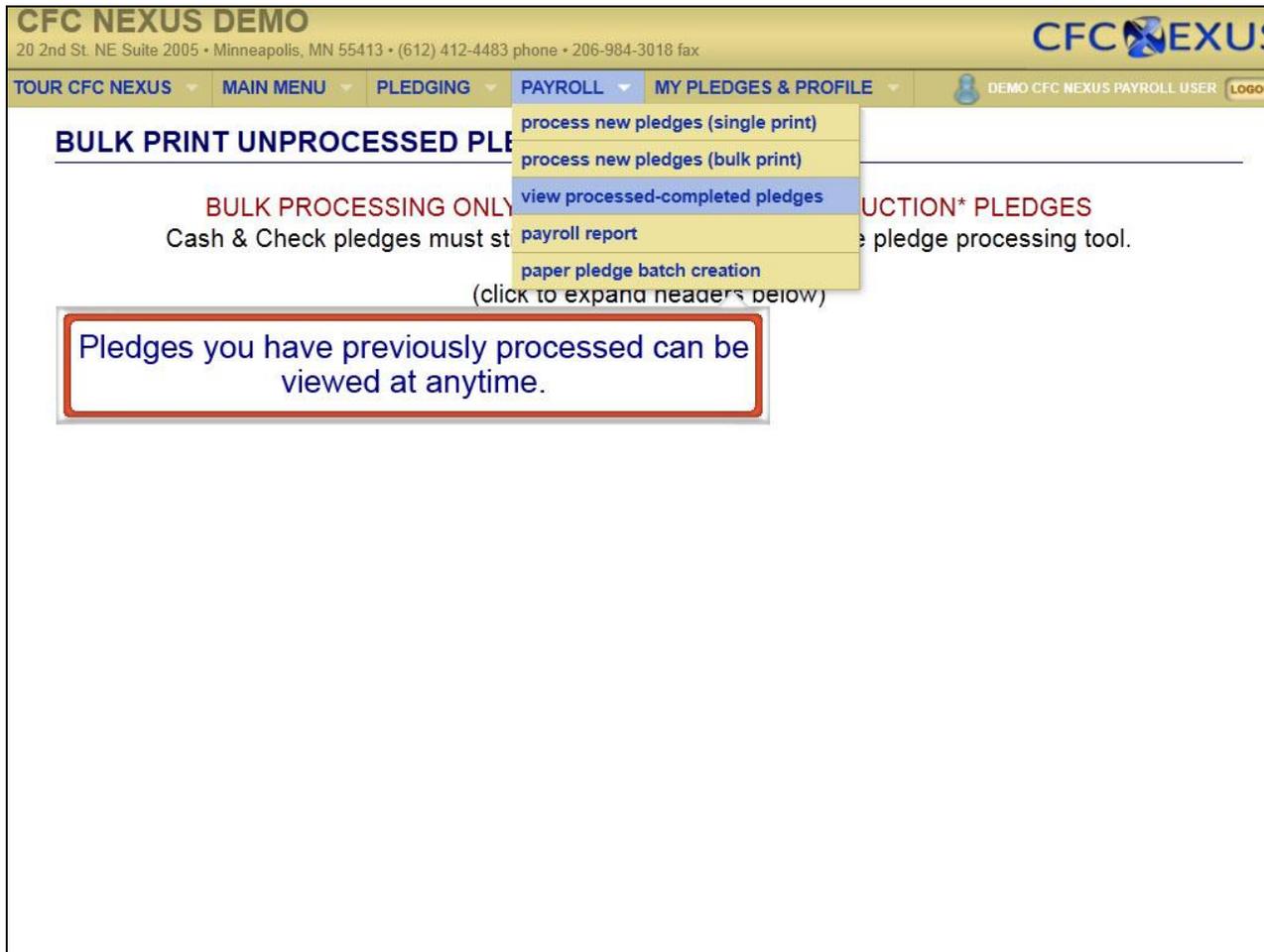
After verifying and saving the export, click Step 2. This will remove those pledges from the workflow and erase the associated SSN from the system.

Slide 29 - Slide 29



Slide notes

Slide 30 - Slide 30



CFC NEXUS DEMO
20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • (612) 412-4483 phone • 206-984-3018 fax

CFC NEXUS

TOUR CFC NEXUS MAIN MENU PLEDGING **PAYROLL** MY PLEDGES & PROFILE DEMO CFC NEXUS PAYROLL USER LOGOUT

BULK PRINT UNPROCESSED PLEDGES

- process new pledges (single print)
- process new pledges (bulk print)
- view processed-completed pledges**
- payroll report
- paper pledge batch creation

BULK PROCESSING ONLY
Cash & Check pledges must be processed through the pledge processing tool.

DUPLICATION* PLEDGES
Pledge processing tool.

(click to expand headers below)

Pledges you have previously processed can be viewed at anytime.

Slide notes

Pledges you have previously processed can be viewed at any time.

Slide 31 - Slide 31

CFC NEXUS DEMO

20 2nd St. NE Suite 2005 • Minneapolis, MN 55413 • (612) 412-4483 phone • 206-984-3018 fax

TOUR CFC NEXUS
MAIN MENU
PLEDGING
PAYROLL
MY PLEDGES & PROFILE
DEMO CFC NEXUS PAYROLL USER
LOGOUT

VIEW PROCESSED PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1
Sample Federal Agency Y
unit.11
456 Elm Street
Giving, NY 10023
(6 processed pledges)

CFC CAMPAIGN NO
9999

CITY/STATE CODE
09 9999

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PLEDGE NUMBER: 167624
PLEDGE DATE: AUG 03, 2011

LAST NAME, FIRST NAME	CIV/MIL	FEDERAL AGENCY / OFFICE	SSN/Employee ID
Doe, Jane	CIVILIAN	Sample Federal Agency X (HelpOthers)	
DONOR EMAIL			
jz370@johnnyz.org			
WORK ADDRESS & ZIP CODE		WORK PHONE NO.	
789 Oak Avenue HelpOthers 55901			
CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.			
ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
CIVILIAN	\$20.00	26 pay periods	\$520.00
TOTAL PLEDGE:			\$520.00
LEADERSHIP GIVING			
I would like to receive an incentive gift (if I qualify) as recognition for my contribution.			
RELEASE OF INFORMATION	PAYROLL DEDUCTION AUTHORIZATION		
I would like to remain anonymous, please do not release my information.	I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.		
	 _____ SIGNATURE	AUG 03, 2011 _____ DATE	
DISCLOSURES			
No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.			

Slide notes

Here is an example of a previously processed pledge.

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CFC NEXUS

[TOUR CFC NEXUS](#) |
 [MAIN MENU](#) |
 [PLEDGING](#) |
 [PAYROLL](#) |
 [MY PLEDGES & PROFILE](#)

DEMO CFC NEXUS PAYROLL USER [LOGOUT](#)

VIEW PROCESSED PLEDGES

(click to expand headers below.)

2011 SAMPLE FEDERAL AGENCY GROUP 1

ON PAYROLL OFFICES:
 number only to identify the local
 n.

You can also download or view pledge reports.

PLEDGE DATE: AUG 03, 2011

FEDERAL AGENCY / OFFICE	SSN/Employee ID
User, Admin	CIVILIAN
Sample Federal Agency T (donor print method) (Seasalt)	
DONOR EMAIL	
info@cfcnexus.org	
WORK ADDRESS & ZIP CODE	
8854 Charity Road Seasalt 90215	
WORK PHONE NO.	
CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.	
ALLOTMENT SOURCE	AMOUNT
CIVILIAN	\$20.00
INTERVAL	TOTAL GIFT
26 pay periods	\$520.00
LEADERSHIP GIVING	
I elect NOT to receive an incentive gift as recognition for any contribution.	
RELEASE OF INFORMATION	PAYROLL DEDUCTION AUTHORIZATION
I would like to remain anonymous, please do not release my information.	I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.
 SIGNATURE	AUG 03, 2011 DATE
DISCLOSURES	
No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this. I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that	

1 PLEDGE NO. **167625**
 Wed Aug 03 2011
 AMOUNT: **\$520.00**
 PAYROLL CONTRIBUTION
 PROCESSED: Thu Aug 04 2011
 BY: Demo CFC Nexus Payroll User

2 PLEDGE NO. **167623**
 Sun Jul 31 2011
 AMOUNT: **\$520.00**
 PAYROLL CONTRIBUTION
 PROCESSED: Thu Aug 04 2011
 BY: Demo CFC Nexus Payroll User

3 PLEDGE NO. **167622**
 Sun Jul 31 2011
 AMOUNT: **\$520.00**
 PAYROLL CONTRIBUTION
 PROCESSED: Thu Aug 04 2011
 BY: Demo CFC Nexus Payroll User

Slide notes

You can also download or view pledge reports.

Slide 33 - Slide 33

CFC NEXUS DEMO

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CFC NEXUS

[TOUR CFC NEXUS](#) |
 [MAIN MENU](#) |
 [PLEDGING](#) |
 [PAYROLL](#) |
 [MY PLEDGES & PROFILE](#)

DEMO CFC NEXUS PAYROLL USER [LOGOUT](#)

PAYROLL REPORT

2011 PAYROLL REPORT

2011 Sample Federal Agency Group 1

Sample Federal Agency Y-unit.11

VIEW DONOR LEVEL PLEDGE DETAILS FOR Sample Federal Agency Y

DONOR LEVEL DETAILS FOR ONLINE E-PLEDGES

#	PLEDGE	DATE	DONOR NAME	DONOR EMAIL	GIFT	HR STATUS	GIFT
1	167619	07-28-11	Demo CFC Nexus Payroll User	test999@cfcnexus.org	\$240.00	Processed	No
2	167620	07-29-11	Hansoo Kim	han@forgegroup.com	\$520.00	Processed	No
3	167621	07-31-11	Hansoo Kim	han@forgegroup.com	\$520.00	Processed	No
4	167622	07-31-11	Hansoo Kim	han@forgegroup.com	\$520.00	Processed	No
5	167623	07-31-11	Hansoo Kim	han@forgegroup.com	\$520.00	Processed	No
6	167625	08-03-11	Hansoo Kim	han@forgegroup.com	\$520.00	Processed	No
6 TOTAL					PAYROLL PLEDGES		

process new pledges (single print)

process new pledges (bulk print)

view processed-completed pledges

payroll report

paper pledge batch creation

6 pledges \$2,840.00 \$473.33 ave +

VIEW DONOR LEVEL PLEDGE DETAILS FOR Sample Federal Agency Y -

2011 SAMPLE FEDERAL AGENCY GROUP 1 TOTAL: 6 pledges \$2,840.00 \$473.33 ave +

2011 Sample Federal Agency Group 2

Sample Federal Agency X

VIEW DONOR LEVEL PLEDGE DETAILS FOR Sample Federal Agency X

2011 SAMPLE FEDERAL AGENCY GROUP 2 TOTAL: 2 pledges \$1,092.00 \$546.00 ave +

2011 PAYROLL REPORT TOTAL: 8 pledges \$3,932.00 \$491.50 ave +

[Download CSV of this report](#)

Slide notes

Payroll Coordinator reports include some donor and pledge details that are not available to other roles.

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Slide 34 - Slide 34

CFC NEXUS DEMO
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TOUR CFC NEXUS ▾ MAIN MENU ▾ PLEDGING ▾ **PAYROLL ▾** MY PLEDGES & PROFILE ▾ DEMO CFC NEXUS PAYROLL USER LOGOUT

PAYROLL REPORT

2011 PAYROLL REPORT

2011 Sample Federal Agency Group 1
 Sample Federal Agency Y-unit.11

6 pledges \$2,840.00 \$473.33 ave +

The “Payroll Coordinator” also has the ability to enter paper pledge envelope data. Please check with your CFC administrator to determine if this will be used in your CFC region.

DONOR EMAIL	GIFT	HR STATUS	GIFT
est999@cfcnexus.org	\$240.00	Processed	No
han@forgegroup.com	\$520.00	Processed	No
han@forgegroup.com	\$520.00	Processed	No
han@forgegroup.com	\$520.00	Processed	No
han@forgegroup.com	\$520.00	Processed	No
han@forgegroup.com	\$520.00	Processed	No

6 167625 08-03-11 Hansoo Kim

6 TOTAL PAYROLL PLEDGES PAYROLL SUBTOTAL: \$2,840.00 \$473.33 ave

2011 SAMPLE FEDERAL AGENCY GROUP 1 TOTAL: 6 pledges \$2,840.00 \$473.33 ave +

2011 Sample Federal Agency Group 2
 Sample Federal Agency X

2 pledges \$1,092.00 \$546.00 ave +

VIEW DONOR LEVEL PLEDGE DETAILS FOR Sample Federal Agency X

2011 SAMPLE FEDERAL AGENCY GROUP 2 TOTAL: 2 pledges \$1,092.00 \$546.00 ave +

2011 PAYROLL REPORT TOTAL: 8 pledges \$3,932.00 \$491.50 ave +

[Download CSV of this report](#)

Slide notes

The “Payroll Coordinator” also has the ability to enter paper pledge envelope data. Please check with your CFC administrator to determine if this will be used in your CFC region.

Slide 35 - Slide 35

CFC NEXUS DEMO

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[TOUR CFC NEXUS](#) |
 [MAIN MENU](#) |
 [PLEDGING](#) |
 [PAYROLL](#) |
 [MY PLEDGES & PROFILE](#)

DEMO CFC NEXUS PAYROLL USER [LOGOUT](#)

CFC administrator.

STEP 1 - Please select the Agency for this new batch/envelope.

2011 Sample Federal Agency Group 1

(click to expand)

Sel. Agency/Identifier	Address
Sample Federal Agency Y ID: 55566 unit.11	456 Elm Street Giving NY 10023
Sample Federal Agency Z ID: 44455 unit.10	123 Maple Street Donation MN 55406

2011 Sample Federal Agency Group 2

(click to expand)

2011 Sample Federal Agency Group 3

(click to expand)

STEP 2 - Please enter the information for this new batch/envelope.

Agency Group/Agency	2011 Sample Federal Agency Group 1 Sample Federal Agency Y (ID: 55566) unit.11456 Elm Street Giving 10023
Envelope Number/ID	<input style="width: 80%;" type="text"/>
No. Pledge Cards In Envelope	<input style="width: 80%;" type="text"/>
Total Dollars	\$ <input style="width: 80%;" type="text"/>
Notes/Comments	<input style="width: 100%; height: 50px;" type="text"/> remaining characters 1000

Optional Information

Coordinator Information

First Name	Last Name	Phone	Email
<input style="width: 80%;" type="text" value="Demo CFC Nexus"/>	<input style="width: 80%;" type="text" value="Demo CFC Nexus"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="test999@cfcnexus.org"/>

Keyworker Information (if different from coordinator)

First Name	Last Name	Phone	Email
<input style="width: 80%;" type="text"/>			

Loaned Executive Information

First Name	Last Name	Phone	Email
<input style="width: 80%;" type="text"/>			

Slide notes

Here is a sample paper envelope entry module.

Slide 36 - Slide 36

TOUR CFC NEXUS MAIN MENU PLEDGING PAYROLL MY PLEDGES & PROFILE DEMO CFC NEXUS PAYROLL USER LOGOUT

STEP 1 - Please select the Agency for this new batch/envelope.

2011 Sample Federal Agency Group 1 (click to expand)

Sel Agency/Intentifier	Address
<input checked="" type="checkbox"/> Sample Federal Agency Y ID: 55566 unit.11	456 Elm Street Giving NY 10023
<input checked="" type="checkbox"/> Sample Federal Agency Z ID: 44455 unit.10	123 Maple Street Donation MN 55406

2011 Sample Federal Agency Group 2 (click to expand)

2011 Sample Federal Agency Group 3 (click to expand)

STEP 2 - Please enter the inform:

Agency Group/Agency

Envelope Number/ID

No. Pledge Cards In Envelope

Total Dollars

Notes/Comments

Optional Information

Coordinator Information

First Name	Last Name	Phone	Email
Demo CFC Nexus	Demo CFC Nexus		test999@cfcnexus.org

Keyworker Information (if different from coordinator)

First Name	Last Name	Phone	Email

Loaned Executive Information

First Name	Last Name	Phone	Email

Address 1	Address 2	City	State	Zip

CREATE NEW BATCH/ENVELOPE

The "Payroll Coordinator" can log in to CFC Nexus anytime in order to perform these functions.

If you have questions about processing online pledges, please contact your CFC administrator.

Slide notes

The "Payroll Coordinator" can log in to CFC Nexus at any time in order to perform these functions. If you have questions about processing online pledges, please contact your CFC administrator.

Slide 37 - Slide 37



Slide notes

This is the end of the CFC Nexus Payroll Coordinator tutorial.