

Coordinator Instructions for Online Pledges

CFC Nexus, the online giving system, does not link directly to the federal payroll offices for processing purposes. Thus payroll pledges made through *CFC* online giving system rely on the Coordinators (or an appointed representative) to process them. The individuals designated to process *CFC Nexus* payroll pledges are referred to as Payroll Coordinators.

In order for *CFC Nexus* to recognize you as a Payroll Coordinator, you must have:

1. registered on the *CFC Nexus* site, and
2. been assigned special payroll privileges by the *CFC* Director.

In order for Payroll Coordinators to process an online payroll pledge, Coordinators are going to generate a hard copy of each online pledge and deliver those hard copies to the federal payroll office. The instructions for printing payroll copies of online pledges are very simple.

Coordinators should go to the online giving system at
https://www.cfcnexus.org/_semichigan/

They should log into the online system using their username and password.

Once logged in, Coordinators should see a “Payroll” option in the toolbar across the top of the page. Hold the cursor over the “Payroll” tab and a drop down menu will appear.

Coordinators have two options for printing the payroll copies of the online pledges.

1. The first option will be “Process New Pledges (Single Print)”.
2. The second option will be “Process New Pledges (Bulk Print)”.

The “Single Print” option will allow Coordinators to print each payroll copy one at a time. The “Bulk Print” option will allow Coordinators to print all of their payroll copies at the same time, saving time.

Instructions for “Single Print” option:

- Each Coordinator will see a box in the upper left hand corner with the name of their federal agency.
- Click on that box and a list of online pledges will appear in sequential order from 1 to
- Click on each pledge and follow the prompts at the top of the screen (in the gray toolbar) to first print the pledge, and then process the pledge.

Instructions for “Bulk Print” option:

- Each Coordinator will see a line or box with the name of their federal agency, address and number of unprocessed pledges. Click on that line or box.
- Click on the blue button that says “Step 1 Print All Pledges Listed Below.”

- Select “Click Here To Proceed” when a new window appears, which says “After Printing, Click Below to Return to the Pledges.”
- Scroll down until you see your federal agency listing again where you see a blue button that says “Step 2 Mark All Printed/Exported & Saved Pledges As Processed.”
- Then click on the red button in the new window that says “Click Here To Proceed.”

After you have completed step 2 and processed the pledge, that pledge will move from “Process New Pledges” to “View Processed-Completed Pledges” in the Payroll toolbar across the top of the page.

Coordinators should forward the hard copy of each pledge to the payroll office for input into the payroll system by December 15th. It’s important that the payroll office receive the payroll copies with enough time to enter them into the payroll system so deductions can begin next January.

It should only take a few moments for each Coordinator to print off the payroll copies of online pledges. Contact Steve Dingman at (734) 649-4424 or cfcdetroit@gmail.com if you have any questions.