

Combined Federal Campaign (CFC) — How to Make a Donation via Employee Express or Nexus System

The Combined Federal Campaign (CFC) features a vast array of worthwhile causes in search of your support. Over the past fifty years, the CFC has raised \$7 billion to help neighbors in need around the corner, across the nation and throughout the world. In 2014, federal employees in the National Capital Region and overseas contributed over \$49 million.

Like last year, CFC is offering a new option called “Universal Giving,” which adds 20,000 approved charities to the already approved 4,400 local, national and international charities. These 20,000 charities will be designated with an orange circle with the letters “UG,” which stands for Universal Giving. Universal Giving (UG) gives donors the ability to make a pledge to any of the 24,000+ charities that participate in the 151 CFC regions, **regardless of geographic location** or campaign region. This year’s CFC theme is “We Make it Possible.”

You can make your CFC donation through the Employee Express (EEX) and/or the CFC Nexus system. Please note that an automatic payroll deduction can only be done through EEX. If you’d like to make a cash, check, credit/debit card (one-time or recurring), or e-check (one-time or recurring), please use the CFC Nexus System. Instructions for both options are provided below:

Making a donation through Employee Express (EEX):

1. Start by clicking: <https://www.employeeexpress.gov/>
2. Enter Login ID and password.
3. Main menu, see payroll – personnel actions, click the link for combined federal campaign. EEX contribution and charities page will upload.
4. Browse and search charities via one of the following methods: the five digit charity code, charity name, service category or composite search.
5. Once charity(ies) are selected, enter the dollar amount per pay period, and click save selected charities and continue.
6. You will then be instructed to enter your personal information, i.e., work email address or work phone number. Click Bureau or Overseas, click amount release authorization button.
7. Indicate your recognition option, if you want your name and address released to your designated charity/charities and/or you wish to receive the recognition gift offered by the campaign, if applicable (e.g. Eagle Award).
8. A confirmation email will be sent to you once the donation process has been completed, but please print the confirmation page for your records.

Making a donation through the CFC Nexus system for first time users:

1. Start by clicking: https://www.cfcnexus.org/_cfcnca/# and selecting “Register,” which is left of the green pledge button.
2. To select your agency group, you may type the word “state” and a list of bureaus will appear for your selection, or you may enter your bureau reporting number.

3. To complete the registration, please select the appropriate drop downs and fill in all necessary fields.
4. Once the registration is complete, you will get a confirmation email with the necessary links to make CFC donations or you may click: https://www.cfcnexus.org/_cfcnca/#
5. Once at the CFC Nexus Homepage, select “LOGIN,” which is right of the green pledge button.
6. Enter username and password that you created in Step 3 (both are case sensitive) and click “click here to log in.” Followed by clicking on the green “CLICK HERE TO PROCEED” on the left.
7. To make a pledge, select your preferred pledge type, determine your pledge amount, and select “GO TO NEXT STEP.” Please note that cash or check pledge requires a printed copy of the pledge to be delivered with the cash/check to the bureau coordinator. Information on bureau coordinators can be found at the [CFC Homepage](#) under [CFC Bureau Coordinator](#)
8. Enter work number and/or select the “GO TO NEXT STEP.”
9. Select “YES” or “NO” to both the option to allow the release of your information to charities and for charities to be able to contact you year round.
10. The next step is to search for your charity/charities of choice. Please note that you may select the “MORE SEARCH OPTIONS” to narrow down your search. Select “ADD TO PLEDGE” for the charity you’d like to donate to. For additional information, please select the green (+) to review charity’s details.
11. Confirm the charity/charities selection, pledge amount, and select “GO TO NEXT STEP.”
12. Hold down the mouse over the signature box and sign your name. Then click on “COMPLETE THIS PLEDGE” to finalize your pledge.

Making a donation through the CFC Nexus system for returning donors:

1. Start by clicking: https://www.cfcnexus.org/_cfcnca/# and selecting “Login,” which is right of the green pledge button.
2. Enter username and password and click “click here to log in,” followed by clicking on the green “click here to proceed” on the left.
3. Once logged in, please follow steps 7-12 from the instruction list above.
4. Please note that you have the option of replicating last year’s donation. If choosing this option, you must update the payment method. You will also have the option to increase/decrease your donations as well as add additional charity/charities.

Additional information about CFC and charitable organizations can be found at: <http://intranet.hr.state.sbu/offices/er/Pages/CombinedFederalCampaign.aspx>

Need Assistance? Have Questions?

For assistance on CFC, please send your question(s) to [Combined Federal Campaign \(cfc@state.gov\)](mailto:cfc@state.gov) or visit the official CFC website at National Capital Area, <http://cfcnca.org/>