



## Step by Step CFC Nexus Registration/Pledge

- Access CFC Nexus through this link: <https://www.cfcnexus.org/potomaccfc/>.
- First you will need to register/make an account.
- **To register for an account - Click on Register:**
  - **Step 1:**
    - From the drop down menu select your Installation or Other Federal Agencies.
    - Then click on **Show**.
    - Select your Agency/Unit from the drop down menu.
  - **Step 2:**
    - Enter your First Name, Last Name, E-mail, and Confirm E-mail, create Username/Login, create your password, confirm password.
    - Click on **Register Me**.
    - CFC Nexus will then take you to the pledging screen once your account has been setup.
- **To make a Pledge:**
  - **Click in box** for pledge type (Credit Card, Check or Cash).
  - If you select credit card, a box will come up for you to enter the following information: Your name, address, card type (Visa, Master Card), credit card number, and expiration date.
  - If you are making a check or cash donation, you will not see this screen and will go right to the next step.
  - **Next** enter amount of donation.
  - **Next** click **Yes or No** in box for release of your information to charities.
  - If you choose **Yes**, box will come up for you to enter information you want released (address, e-mail and/or amount). You decide what information you want released; it can be all or part of this information.
  - **Next** select whether you want a Recognition Award– Click **yes or no** whether you want a gift or not. If you click yes, then you will get to select a gift (The gift you qualify for based on the amount of your pledge is in a green border.)
  - **Next** you select your charity designations. There are options for searching. You can search by 5-digit charity code, charity name, keyword, categories, local, national or international.
  - Once you find a charity you want to designate, select **the add button** and the charity will move to the right side of the page. You can continue to add charities by searching.

- Once you have selected all your charities, ***you must allocate dollars to each charity based on your total donation amount.***
- You may use the **silver button** to distribute dollars evenly to all selected charities.
- You must allocate **all** dollars pledged in order to submit the pledge.
- *You have the option to answer a short questionnaire.* If you select yes, six questions will come up for you to answer.
- **Click Enter Pledge.**
- You will see a green box that says **Your Pledge Has Been Completed Successfully!**
- A screen will appear which shows your pledge number, date, and amount on the left hand side of the screen.
- **Click** on the pledge number and you will see your entire pledge form.
- ***If you pledge check or cash, you must print your pledge form and give it to your keyworker along with the check or cash.*** If it is a credit card pledge you do not need to give anything to your keyworker (or print it out). Credit Card pledges will go automatically through the system to the Potomac CFC office.
- **Log Out of the system.**
  - You will get a green screen that says **You Are Now Logged Out.**
  - You may go back at any time and view or printout your pledge by going back to CFC Nexus and logging back in.