



## CFC MyPay E-Pledge

Steps for pledging through MyPay:

- Access MyPay through this link: <https://mypay.dfas.mil/mypay.aspx>
- On the MyPay Main Menu, under Pay Changes, select: Combined Federal Campaign (CFC).
- On the CFC screen click the **ADD NEW CONTRIBUTION** button.
- If you are **active duty** NAVY, AIR FORCE or ARMY, you will get a Campaign Search screen, enter the Potomac CFC number – **0898**.
- If you are a **civilian or in the Marine Corps**, you will **not** get the Campaign Search screen, proceed to the next step.
- Enter the amount per month/pay period you would like to donate.
  - Military – Minimum Donation is \$1 per month
  - Civilian – Minimum Donation is \$1 per pay period
  - Maximum pledge for military is \$833 per month. If you wish to pledge more, you will have to use a paper pledge card.
- Next screen is a Charity Search Screen:
  - You may search by Charity Code, Name, Category or Advanced
  - Search and select the charity of your choice
  - MyPay will time out after 20 minutes
    - Look at charity booklet first and pick charities, then you can just enter the Charity Code in the search box and continue with your donation
  - You may designate up to 30 charities
  - If you do not want to designate a charity, click the SKIP button
- Next screen will show the Charity Code, Name and Contribution per month for the charities you have chosen (and/or undesignated).
- Complete the Personal Information Authorized Release information:
  - Work Email or Work Phone Number (You must fill out at least one of these)
  - Under Command/Unit Name – Please enter your Unit/Agency name
    - Please use the name for your Agency that is listed on Page 2 of this document
  - Indicate if you want the Amount, Recognition, Contact information released
  - Click continue button
- Once you press continue on the Personal Information page, a confirmation page will allow you to confirm your donation.
- After confirming your donation, you may view your pledge card, save as PDF, or print for your records.

**Thank you for your contribution.**

## Unit List for Dahlgren

- CSCS and ATRC
- Dahlgren School
- Medical and Dental Clinic
- JWAC
- NSMWDC-DD
- NAVFAC
- NSASP
- MDA
- MDA Navsea
- 614th Air and Ops Center
- A Department
- B Department
- NSWC Ops (Code 10)
- E Department
- H Department
- V Department