



## How to Make a Gift Online

### **Step 1:**

Click the “Payroll Deduction” option on the “Ways to Give” page of Faculty & Staff Campaign website (<https://giving.usf.edu/how/faculty-staff/ways-give>). This will redirect you to login to your MyUSF account with your USF netID and password. *We recommend using Internet Explorer.*

### **Step 2:**

On the next page, your personal information should be auto-populated. If all information is correct, click “Continue” at the bottom of the page. Update personal information if necessary by selecting “Modify Record” at the bottom of the page. *(You may need to populate your personal information if this is your first time making a gift online. You can do so by selecting the “Modify Record” button.)*

### **Step 3:**

On the next page, you can enter your fund number if you already know it or you can search by keyword or area. Once you select your fund, ensure all is correct and click “Continue” at the bottom of the page.

The screenshot shows a web form with the following elements:

- Enter a Fund Number: OR** (highlighted with a red box)
- 
- Add fund** button
- Alumni Association Life Membership** section with radio buttons for:
  - Single life Alumni Association membership
  - Joint life Alumni Association membership
- Details for Joint life membership: \$1000 Joint life membership, 26 fixed payments of \$38.46 per pay period, and a **Continue to AA Life Membership** button.
- Search for a fund by Keyword:** section with an input field and a dropdown menu set to "Search Funds in ALL AREAS".
- Search for a fund by Area:** section with a dropdown menu (highlighted with a red box) listing various areas such as Academic Program, Alumni Association, Behavioral & Community Science, etc., and a **Continue** button at the bottom.

### **Step 4:**

Confirm your selected fund number is correct and click “Continue” at the bottom of the page. You may add additional funds at this time also.

**Step 5:**

Select your preferred payment method and click "Continue"

Payment Options:	
<input type="radio"/> Sustaining Gift Payroll Deduction	
<input type="radio"/> Payroll Deduction Pledge	
<input type="radio"/> Regular Pledge	
<input type="radio"/> Credit Card Gift	
<input type="button" value="Continue"/>	

*\*Please note the difference between "Sustaining Gift Payroll Deduction" and "Payroll Deduction Pledge" options:*

- **Sustaining Gift Payroll Deduction:** This option will deduct the gift amount you choose from your paycheck each pay period on an **ongoing** basis, until you notify our office otherwise. This will automatically renew each year, which automatically counts for your participation each year.
- **Payroll Deduction Pledge:** This option will deduct the gift amount you choose from your paycheck each pay period for a **set number of pay periods** you choose. This will not automatically renew each year.

**Step 6:**

**For Sustaining Gift Payroll Deduction:**

Enter your desired bi-weekly deduction amount in the first box. The following two boxes will auto-populate for you. Then, select which pay period you would like your bi-weekly deduction to begin. Be sure to indicate if your gift is "In Memory" or "In Honor" of someone.

Fund Designation Name:	Biweekly Amount to Deduct (Minimum \$1.00)
1. Faculty/Staff Endowed Scholarship - 526010	\$ <input type="text"/>  <span style="border: 2px solid red; border-radius: 10px; padding: 2px 5px;">Step One</span>
TOTAL BIWEEKLY DEDUCTION: \$ <input type="text" value="0.00"/>	
TOTAL ANNUAL GIFT: \$ <input type="text" value="0"/>	
BEGIN DEDUCTION ON THIS PAYDATE: <input type="text" value=""/> ▼	

The gift is made in:	
<input type="checkbox"/> In Memory OF	<input type="checkbox"/> In Honor OF <input type="text"/>
<input type="button" value="Continue"/>	

**For Payroll Deduction Pledge:**

Enter your desired bi-weekly deduction amount in the first box. The next box will auto-populate for you. Next, select the number of pay warrants. This will auto-populate your total pledge box. Finally, select which pay period you would like your bi-weekly deduction to begin. Be sure to indicate if your gift is "In Memory" or "In Honor" of someone.

Fund Designation Name:	Biweekly Amount to Deduct (Minimum \$1.00)
1. Arts and Science Faculty/Staff Scholarship - 420490	\$ <input type="text"/>  <span style="border: 1px solid red; border-radius: 10px; padding: 2px 5px;">Step One</span>
TOTAL BIWEEKLY DEDUCTION: \$ <input type="text" value="0.00"/>	
Number of Pay Warrants: <input type="text" value="1"/> 	<span style="border: 1px solid red; border-radius: 10px; padding: 2px 5px;">Step Two</span>
TOTAL PLEDGE: \$ <input type="text" value="0.00"/>	
BEGIN DEDUCTION ON THIS PAYDATE: <input type="text" value="1"/> 	<span style="border: 1px solid red; border-radius: 10px; padding: 2px 5px;">Step Three</span>

**The gift is made in:**

In Memory OF  In Honor OF

Continue

**For Regular Pledge:**

Enter your desired pledge amount in the first box. This will auto-populate the second "Total Gift Amount" box. Then, select how often you would like a pledge reminder. Be sure to indicate if your gift is "In Memory" or "In Honor" of someone.

Fund Designation Name:	Pledge Amount (Minimum \$1.00)
1. Faculty/Staff Endowed Scholarship - 526010	\$ <input type="text"/>  <span style="border: 1px solid red; border-radius: 10px; padding: 2px 5px;">Step One</span>
TOTAL GIFT AMOUNT: \$ <input type="text"/>	

**The gift is made in:**

In Memory OF  In Honor OF

Send Me a Reminder :   Step Two

Continue

**For Credit Card Gift:**

Enter your desired gift amount in the first box. This will auto-populate the second "Total Gift Amount" box. Be sure to indicate if your gift is "In Memory" or "In Honor" of someone. Click "Continue"

Fund Designation Name:	Gift Amount (Minimum \$1.00)
1. Faculty/Staff Endowed Scholarship - 526010	\$ <input type="text"/>  <span data-bbox="1258 430 1445 504" style="border: 2px solid red; padding: 2px;">Step One</span>
TOTAL GIFT AMOUNT: \$ <input type="text"/>	
The gift is made in::	
<input type="checkbox"/> In Memory OF <input type="checkbox"/> In Honor OF <input type="text"/>	
<span data-bbox="706 756 917 819" style="border: 1px solid green; padding: 5px;">Continue</span>  <span data-bbox="1071 745 1258 819" style="border: 2px solid red; padding: 2px;">Step Two</span>	

**\*\*If you come to a blank screen, look for a pop-up blocker message at the bottom or top of screen and click "Allow Once".\*\***

This is because you are being transferred to TouchNet (the Foundation's credit card processing system).



## Step 7:

Finally, enter your credit card and billing information and click "Continue"

### Please enter your credit card information

<b>Total:</b>	<b>\$20.00</b>
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\* Indicates required information

\* Credit Card Type:

\* Account Number:

\* Expiration Date:

\* Name on Card:

Select a Credit Card Type

01  2017

Allyson Hovance

### Billing Address of Credit Card

\* Street Address 1:

Street Address 2:

\* City:

\* State:

\* ZIP / Postal Code:

\* Country:

\* Email:

Day Phone:

Night Phone:

Mobile Phone:

Tampa

Florida (FL)

33620

United States

ahovance@usf.edu



**Continue** **Cancel this payment transaction.**

***\*If you run into any issues during this process, please call our Faculty & Staff Campaign Hotline at (813) 974-4900 or email [fscampaign@usf.edu](mailto:fscampaign@usf.edu).***

THANK YOU!