

# How to Make a Gift Online

### Step 1:

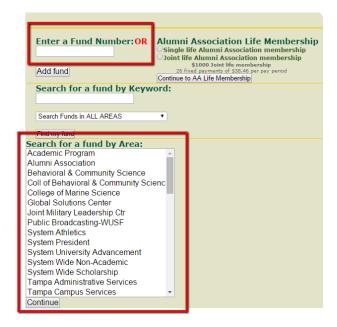
Click the "Payroll Deduction" option on the "Ways to Give" page of Faculty & Staff Campaign website (<a href="https://giving.usf.edu/how/faculty-staff/ways-give">https://giving.usf.edu/how/faculty-staff/ways-give</a>). This will redirect you to login to your MyUSF account with your USF netID and password. 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.



## 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"



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

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

### **Step 6:**

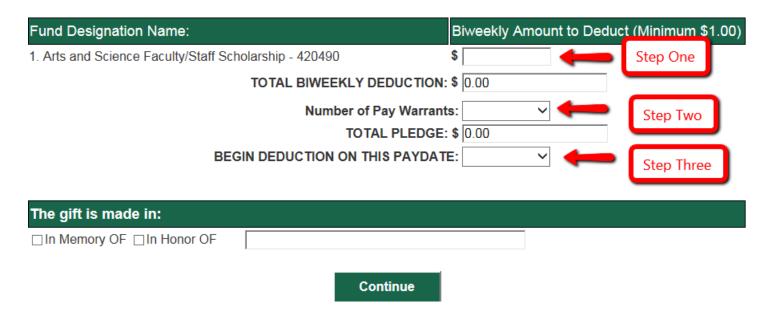
#### **For Sustaining Gift Payroll Deduction:**

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)
Faculty/Staff Endowed Scholarship - 526010	\$ Step One
TOTAL BIWEEKLY DEDU	CTION: \$ 0.00
TOTAL ANNUA	L GIFT: \$ 0
BEGIN DEDUCTION ON THIS P.	AYDATE: V
The gift is made in:	
□ In Memory OF □ In Honor OF	
Continu	ıe

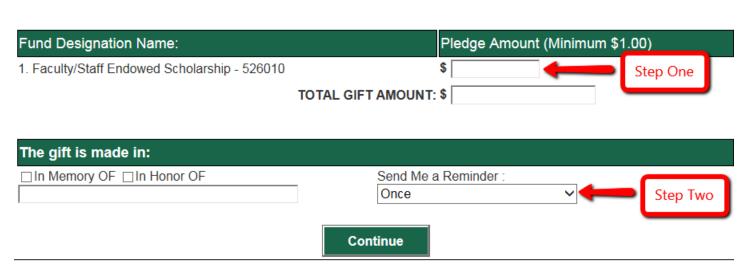
#### **For Payroll Deduction Pledge:**

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.



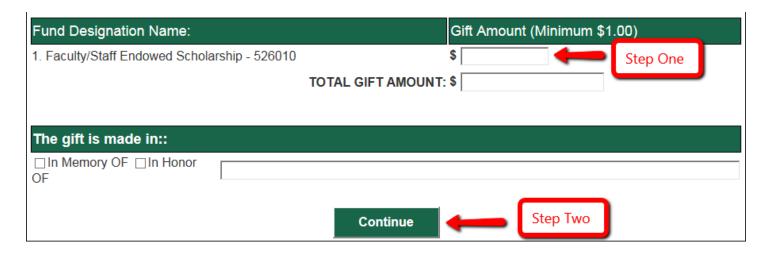
#### For Regular Pledge:

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.



#### **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"



\*\*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".\*\*

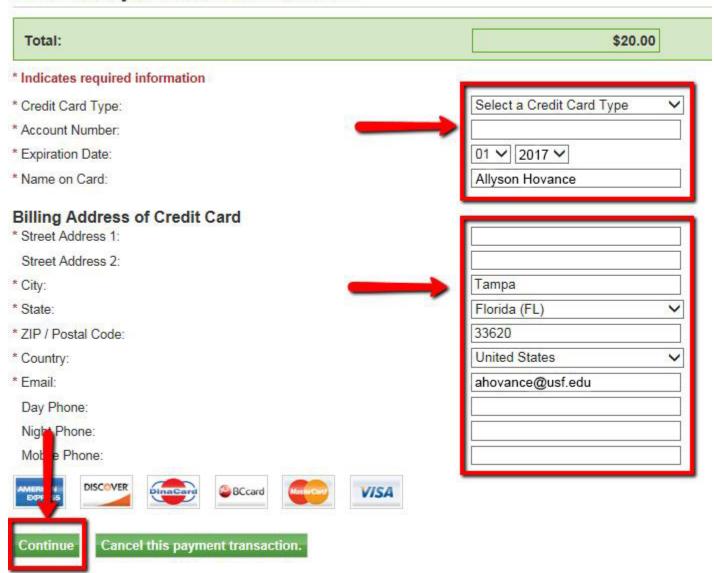
This is because you are being transferred to TouchNet (the Foundation's credit card processing system).



### **Step 7:**

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

# Please enter your credit card information



\*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.

#### **THANK YOU!**