HOW TO complete your State Employee Charitable Campaign (SECC) Contribution Form (DocuSign Version)
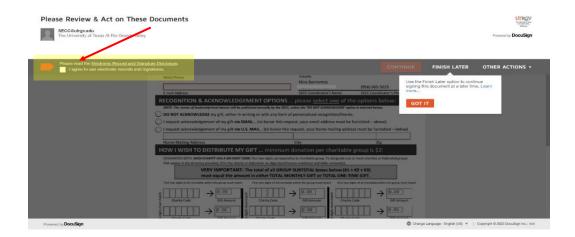
Step 1: Access the hyperlink from the [HR-SECC](#) website to access the State Employee Charitable Campaign (SECC) Contribution Form.

Step 2: Log in using your full name and UTRGV e-mail address, then click ->

*If you are a first-time user (UTRGV Faculty and Staff) of DocuSign, you will need to [activate your DocuSign account and set up your profile:](#)
1. Visit https://www.utrgv.edu/esign
   DocuSign must be used via the UTRGV link to ensure you are using the UTRGV license.
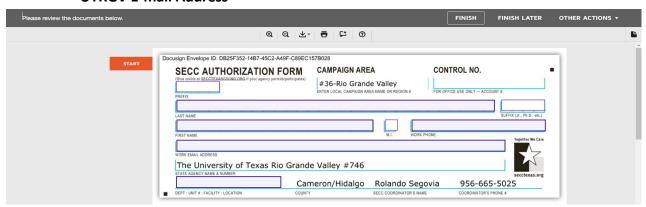2. Sign in with your UTRGV Username and Password
3. Click on Create your Signature

Step 3: Click the check box to agree to the use of electronic records and signature. Then click CONTINUE

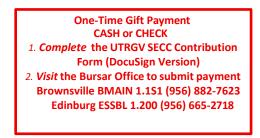**Step 4:** Complete the top portion of the form, including:
- **Full Name (Last, First)**
- **UTRGV Employee ID Number**
- **Department/Building and Office Number/Campus Location**
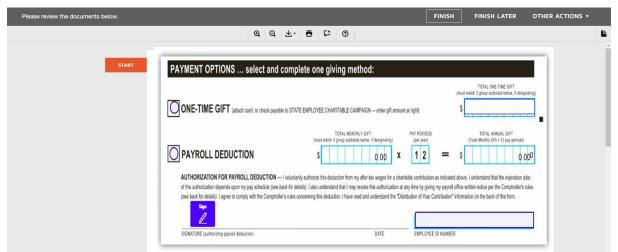- **Work Phone (xxx-xxx-xxxx)**
- **UTRGV E-mail Address**

Step 5: Select your preferred *PAYMENT OPTION* and complete the **identified steps.**

For *PAYROLL DEDUCTION*, the Total Monthly Gift Amount and Total Annual Gift Amount will automatically be populated on the form. Review the document to confirm your selections, then click on 'SIGN' to provide an authorized signature* and proceed to STEP 8.

For a *ONE-TIME GIFT PAYMENT* contribution, Group Subtotals will automatically be populated. Review the document to confirm your selections, then proceed to Step 8 and select "FINISH". The system will send a copy of your contribution form to SECC@utrgv.edu. Once you have submitted the form, proceed by visiting UTRGV Payments & Collections to make your one-time payment.

<div style="border:2px solid red">

One-Time Gift Payment
CASH or CHECK
1. *Complete* the UTRGV SECC Contribution Form (DocuSign Version)
2. *Visit* the Bursar Office to submit payment
Brownsville BMAIN 1.1S1 (956) 882-7623
Edinburg ESSBL 1.200 (956) 665-2718

</div>

Step 6: Complete *HOW I WISH TO DISTRIBUTE MY GIFT.* The amounts will total at the bottom and in the Total Monthly Gift Amount and Total Annual Gift Amount.

START

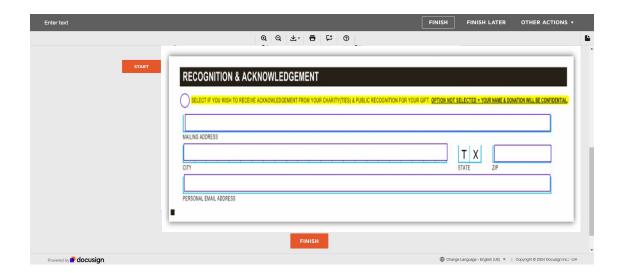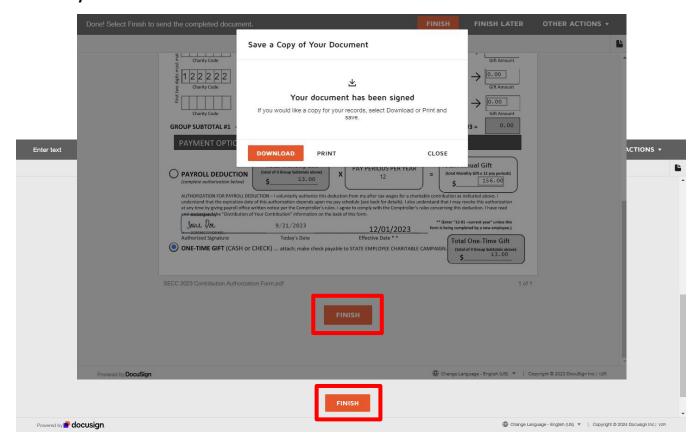## HOW I WISH TO DESIGNATE MY GIFT ... minimum donation per group is $2.00 per pay period:

EACH CHARITY IS ASSIGNED A SIX-DIGIT CODE: the first two digits of each charity code corresponds to its charitable group (federation) code. TO DESIGNATE: Enter a current year six-digit code followed by a gift amount. BY STATUTE: You may designate to charities within (3) charitable groups, or designate up to (9) charities within a single charitable group.
THE TOTAL OF ALL DESIGNATED GIFT AMOUNTS *(SUBTOTALS 1 + 2 + 3)* must match either **TOTAL ONE-TIME GIFT** or **TOTAL MONTHLY GIFT** *(in PAYMENT OPTIONS section)*.

first two digits of all codes within this group must match		*first two digits of all codes within this group must match*		*first two digits of all codes within this group must match*	
27 ####	$ 10.00	15 ###	$ 20.00	36 ###	$ 5.00
CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT	CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT	CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT
27 ####	$ 15.00		$	36 ###	$ 2.00
CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT	CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT	CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT
	$		$		$
CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT	CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT	CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT
CHARITABLE GROUP (SUBTOTAL 1)	$ 0.00	CHARITABLE GROUP (SUBTOTAL 2)	$ 0.00	CHARITABLE GROUP (SUBTOTAL 3)	$ 0.00

VERY IMPORTANT: The first two digits of all charity codes must match within each column group.
Please note there is a minimum donation of $2 per charitable group.

Step 7: Complete the *RECOGNITION & ACKNOWLEDGMENT SECTION*, select only one option. If requesting acknowledgement of donation to be sent via <u>mail</u>, provide HOME mailing address.

START

RECOGNITION & ACKNOWLEDGEMENT

○ SELECT IF YOU WISH TO RECEIVE ACKNOWLEDGEMENT FROM YOUR CHARITY(TIES) & PUBLIC RECOGNITION FOR YOUR GIFT. **OPTION NOT SELECTED = YOUR NAME & DONATION WILL BE CONFIDENTIAL**

MAILING ADDRESS

CITY   STATE: T X   ZIP

PERSONAL EMAIL ADDRESS

FINISH

Step 8: Click *FINISH* at the bottom of the form to complete submission of the Contribution Form. The Contribution Form will be automatically sent to SECC@utrgv.edu. You can download and/or print a copy of the form for your records.

Thank you for your contribution and for making a difference in the lives of others!