

HOW TO complete your State Employee Charitable Campaign (SECC) Contribution Form (DocuSign Version)

<u>Step 1:</u> Access the hyperlink from the <u>HR-SECC</u> 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 -> BEGIN SIGNING

UTRGV. The line interded A frame to construct a frame Stratistical		BEGIN SIGNING	() HELP
Parabagi Balan	PowerForm Signer Information Thank you for your contribution to the 2023 State Employee Charitable Campaign! For more information, please visit https://www.utrgv.edu/human-resources/current-employee/state-employee-charitable-campaign/index.htm.	BEGIN SIGNING	() HELP
	For questions, please email secc@utrgv.edu. Please enter your name and email to begin the signing process. Employee		
	Your Name: * Full Name Your Email: * Email Address		
	BEGIN SIGNING		
Powered by DocuSign	English (US) ▼ Contact Us Terms of Use Privacy Intellectual Property Trust Copy	yright © 2023 DocuSign, Inc. A	l rights reserved

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



<u>Step 4:</u> 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

Please review the documents below		FIN	SH FINISH LATER	OTHER ACTIONS +
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START	Rio Grande Valley 36	ation Form	ount#	ĺ
	Name (prefix) Last First MI Employee ID Number		Valley # 746	
	Work Phone	Cameron/Hidalgo County Nina Barrientos Krystal Marroquin (956) SECC Coordinator's Name SECC C	665-5025	
	RECOGNITION & ACKNOWLEDGEMENT OPTIONS . NOTE: The names of leadership-level donors will be publicized annually by the SECC, DO NOT ACKNOWLEDGE my gift, either in writing or with any form o	. please <u>select one</u> of the optio mless the 'DO NOT ACKNOWLEDGE' option is selected ' personalized recognition/thanks.	ns below: Ibelow.	
	I request acknowledgement of my gift via EMAIL (to honor this request acknowledgement of my gift via U.S. MAIL (to honor this request acknowledgement of my gift vi	eest, your email address must be furnished - equest, your home mailing address must be City	- above) furnished – below) Zip	

<u>Step 5:</u> 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.

Please review the documents below.			FINISH	FINISH LATER	OTHER ACTIONS -
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START DocuSign Envelope Rio Grande Name (prefix) Employee ID N Constrained E-mail Address RECOGNIT NOTE: The norm D DO NOT ACK	ID: A25E7CE8-8F58-4C23-A265-F754491DF795 Valley 36 Or you can give online at 5 Last First MI umber ON & ACKNOWLEDGEMENT OPTIONS St of leadership-level donors will be publicized annually by the SECC, NOWLEDGE my gift, either in writing or with any form of	Cation Form Context of Texas R State Agency Name AND Number State Agency Name AND Number Dept. / Unit # / Facility / Locatio Cameron/Hidalgo County Nina Barrientos Krystal Marroquin SECC Coordinator's Name please select one of the unless the 'DO NOT ACKNOWLEDEF' opti f personalized recognition/thanks	Account#	746 /*s Phone WV:	
I request ack	nowledgement of my gift via U.S. MAIL (to honor this	request, your home mailing addre	ess must be furnishe	d – below)	
Home Mailin HOW I WIS DESIGNATED GI that account of	A daress H TO DISTRIBUTE MY GIFT minimum TS: EACH CHARITY HAS A SIX-DIGIT CODE; first two digits correspond e directory arounded, fill in the charity or federation six-digit identific e directory arounded, fill in the charity or federation six-digit identific	donation per charitable to its charitable group. To designate one- ation number(s) and dollar amount(s).	group is \$2: or more charities or fede	rated groups	

<u>Step 6:</u> Complete *HOW I WISH TO DISTRIBUTE MY GIFT.* *Please note there is a minimum donation of \$2 per charitable group.

VERY IMPORTANT: The first two digits of all charity codes must match within each column group.



<u>Step 7:</u> Select your preferred PAYMENT OPTION and complete identified steps.

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

*If first time user (UTRGV Faculty and Staff) of DocuSign you will need to <u>Activate your DocuSign account and setup your profile</u>:

- 1. Visit <u>https://www.utrgv.edu/esign</u>
- 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

Done! Select Finish to se	nd the completed document.			FINISH	FINISH LATER	OTHER ACTIONS •	
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	Authorized Signature O ONE-TIME GIFT (CASH or CHECK) SECC 2023 Contribution Authorization Form.pr	Today's Date attach; make check payable to STA if	Effective Date * * TE EMPLOYEE CHARITABL	E CAMPAIGN.	Dne-Time Gift ³ Group Subtotals above) 13.00 1 of 1		
		FINISF					Ţ

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

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

	CASH OR CHECK (ONE-TIME PAYMENT)	
	 Complete the UTRGV SECC Contribution Form— (DocuSign Version) Visit Payments & Collections to submit payment Brownsville BMAIN 1.100 (956) 882-7623 Edinburg ESSBL 1.200 (956) 665-2718 	
Done! Select Fini	ish to send the completed document. FINISH LATER OTHER	ACTIONS +
	<complex-block>$\begin{array}{c} \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\$</complex-block>	
	FINISH	v
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<u>Step 8:</u> Click *FINISH* at the bottom of the form to complete submission of the Contribution Form. Contribution Form will be automatically sent to <u>SECC@utrgv.edu</u>. You can download and/or print a copy of the form for your records.

Done! Select Finish to send the completed document.	FINISH	FINISH LATER	OTHER ACTIONS +	
Save a Copy of Your Document		Gift Amount		Ŀ
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SECC 2023 Contribution Authorization Form.pdf		1 of 1		

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