



## Contributing to Miami Valley CFC through your myPay account

- Access myPay <https://mypay.dfas.mil/mypay.aspx>
- On the myPay Main Menu, under Pay Changes, select **Combined Federal Campaign (CFC)**
- Select **Add New Contribution**
- **Active duty** AIR FORCE, ARMY or NAVY will see the **Campaign Search** screen
  - \* Enter Miami Valley CFC's 4-digit number **0686**
- **Civilian and Marine Corps** proceed to next step
  - \* Campaign Search screen will not appear
- Enter **amount per month** to be contributed
  - **Military minimum** contribution = \$2 per month
    - \* Maximum pledge for military = \$833 per month
    - \* Military donors wishing to pledge more/month must use a paper pledge form
  - **Civilian minimum** contribution = \$1 per pay period
    - \* Maximum pledge per pay period = \$1,000
- **Charity Search Screen**
  - myPay is a transaction only site
    - \* **Please** use "Contribution Worksheet"
    - \* Determine amount of this year's pledge
    - \* Select charities, jot down 5-digit code numbers before accessing myPay
    - \* myPay will time out after 20 minutes
  - Donors may designate to a maximum of 30 charities
  - Donors not designating to a charity, click **SKIP**
- Next screen will show the Charity Code, Charity Name and **\$ per month** (military) or **\$ per pay** (civilian) for charities selected (and/or undesignated)
- Complete **Personal Information Authorized Release**
  - Enter Unit/Agency/Office Symbol under Command/Unit Name
  - Indicate if recognition is requested for amount of contribution and/or recognition that charity received contribution
    - \* **Donor must provide contact information**
    - \* Either Work Email Address or Work Phone Number must be completed
  - Click **Continue**
- Next screen provides opportunity to review/confirm pledge and personal information
- After donation confirmed, pledge can be viewed, saved as PDF and/or printed for records
- Complete **donor appreciation** information, when applicable, on "Contribution Worksheet" and submit the worksheet to Keyworker for processing