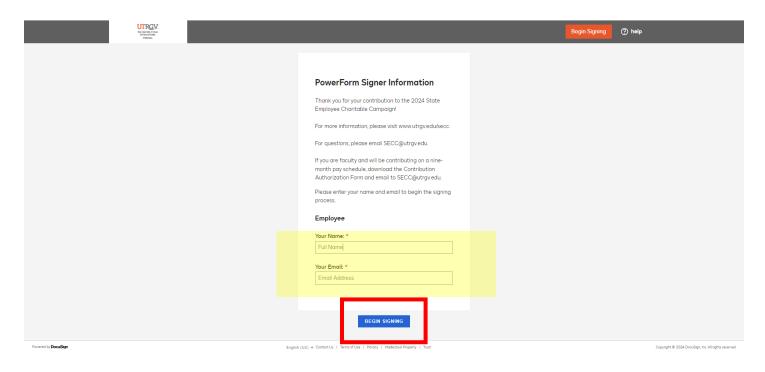


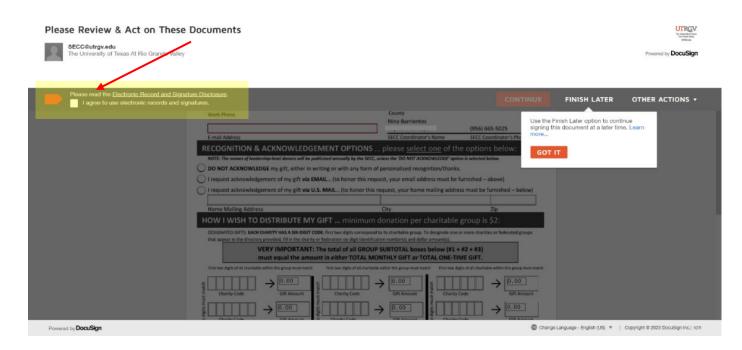
HOW TO complete your State Employee Charitable Campaign (SECC) Contribution Form (DocuSign Version)

<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 -> DEGIN SIGNING



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.		FINIS	H FINISH LA	TER OTHER ACTIONS +
	Ø Ø 주☆ 🖬	C ¹ (0)		Ľ
START	Docusign Envelope ID: 8C5A4946-FE9C-4588-AF7E-C71F0C6420C8 Rio Grande Valley 36 SECC Authoriz:		_	
	or you can give online at St Name (prefix) Last First MI	CCCEXaSgiving.org The University of Texas Rio Grande Valley # 746 State Agency Name AND Number		
	Employee ID Number	Dept. / Unit # / Facility / Location Cameron/Hidalgo		
	Work Phone	County Nina Barrientos (956) 665-5025 SECC Coordinator's Name SECC Coordinator Phone		
	RECOGNITION & ACKNOWLEDGEMENT OPTIONS NOTE: The names of leadership-level danors will be publicized annually by the SECG.			
	O DO NOT ACKNOWLEDGE my gift, either in writing or with any form of	personalized recognition/thanks.		
	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 gif]	

<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 -	
	Q Q ±, 🖬	DZ ③				Ŀ
START	Decasign Envelope ID: 8C5A4946-FE9C-4588-AF7E-C71F0C8420C8 Rio Grande Valley 36 SECC Authoriz: Or volucan give online at S Or volucan give onl	Cetexasgiving.org The University of Texas Rio Gr State Agency Name AND Number Dept. / Unit # / Facility / Location Cameron/Hidalgo County Nina Barrientos SECC Coordinator's Name Please <u>select one of the of</u> niess the 'Do NOT ACXNOWLEDGE' option is a personalized recognition/thanks. est, your email address must be furnis equest, your home mailing address m City Ionation per charitable grou o is charitable group. To designate one or more on number(ja ad dollar amount(s).	(956) 665-5025 SECC Coordinator Phone ptions below: elected below. shed – above) ust be furnished – below) Zip up is \$2: re charities or federated 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.

Enter text	FINISH FINISH LATER OTHER ACTIONS •	
	Ø Ø Ā [⊥] ≞ ≿ 0	Ŀ
START	All the provide state of the provided state provided state of the provided state of the	Ĺ
	PAYMENT OPTIONS please select one: • PAYROLL DEDUCTION Compilete authentiation below Tatal Monthly Sift <u>1</u> 3.00 <u>x</u> AUthORZATION FOR PAYROLL DEDUCTION Author Control to a formation and only authorization form yable to authorization form yable to authorization form yable AUthORZATION FOR PAYROLL DEDUCTION Authorization below Authorization form yable to authorization form yable <u>yable <u>yable </u></u>	
Powered by	(∰ Change Language - English (US) ▼ Copyright © 2024 Docusign Inc.) v2R	

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

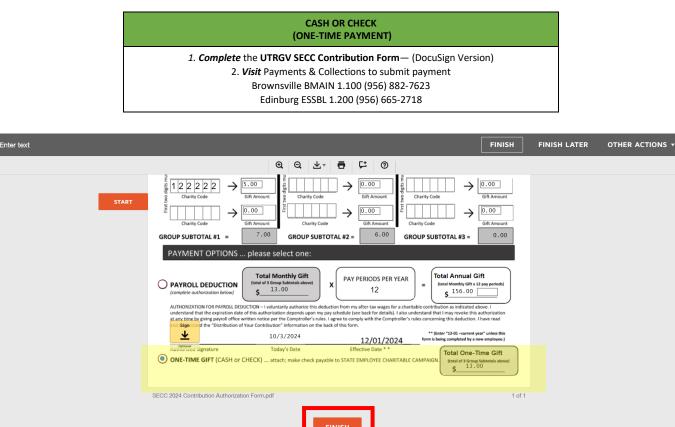
For *PAYROLL DEDUCTION*, Total Monthly Gift Amount and Total Annual Gift amount will automatically be populated on the form. Review document to confirm your selections, then click on 'SIGN" to provide authorized signature* and proceed to STEP 8.

*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 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

Enter text	FINISH LATER OTHER ACTIONS	*
	@ @ ± [_] ⊑ は ®	Ŀ
START	$ \begin{array}{c} & & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ $	
	PAYMENT OPTIONS please select one: •• PAYROL DEDUCTION Iconjecte authorization below •• Difference authorization below •• Difference authorization below •• Difference •• Difference </td <td></td>	
	Description Code (Code (
Powered by Powered by	⊕ Change Language - English (US) ▼ Copyright © 2024 Docusign Inc.	V2R

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.



<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.

Powered by Powered by

Done! Select Finish to send the completed doc	iment.	FINISH	FINISH LATER	OTHER ACTIONS +
E amon	Save a Copy of Your Document		Gift Amount	Ľ
GROUP SUBTOTAL #1	Your document has been signed If you would like a copy for your records, select Download of save.	or Print and	$ \Rightarrow \boxed{0.00}_{\text{Gift Amount}} $ $ \Rightarrow \boxed{0.00}_{\text{Gift Amount}} $ $ 3 = \boxed{0.00}_{\text{Gift Amount}} $	
understand that the expir at any time by giving payr	DOWNLOAD PRINT FION (total of 3 Group Subtratia show) X PAY PERIODS PER YEAK 12	= (total Mor s	evoke this authorization leduction. I have read 1-current year" unless this leted by a new employee.)	
	SH or CHECK) attach; make check payable to STATE EMPLOYEE CHARITABL		I One-Time Gift I of 3 Group Subtotals above) 13.00	
SECC 2023 Contribution Au	horization Form.pdf		1 of 1	
Powered by DocuSign		Change La	nguage - English (US) 🔻 🕴 Co	opyright © 2023 DocuSign Inc. V2R

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

Ŀ

Change Language - English (US)