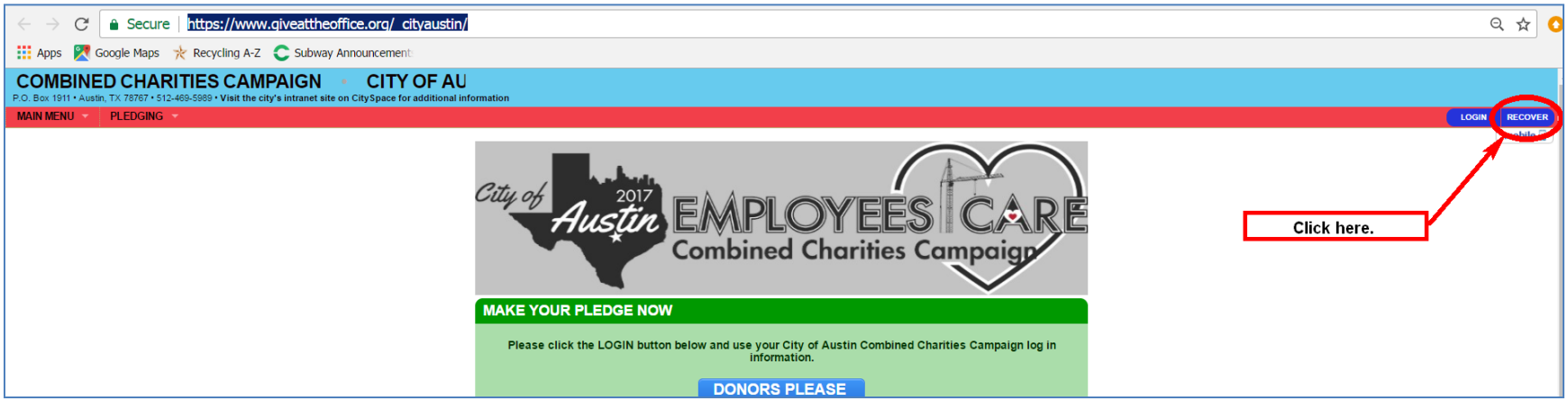
COACCC Login Process

City of Austin
EMPLOYEES CARE
Combined Charities Campaign

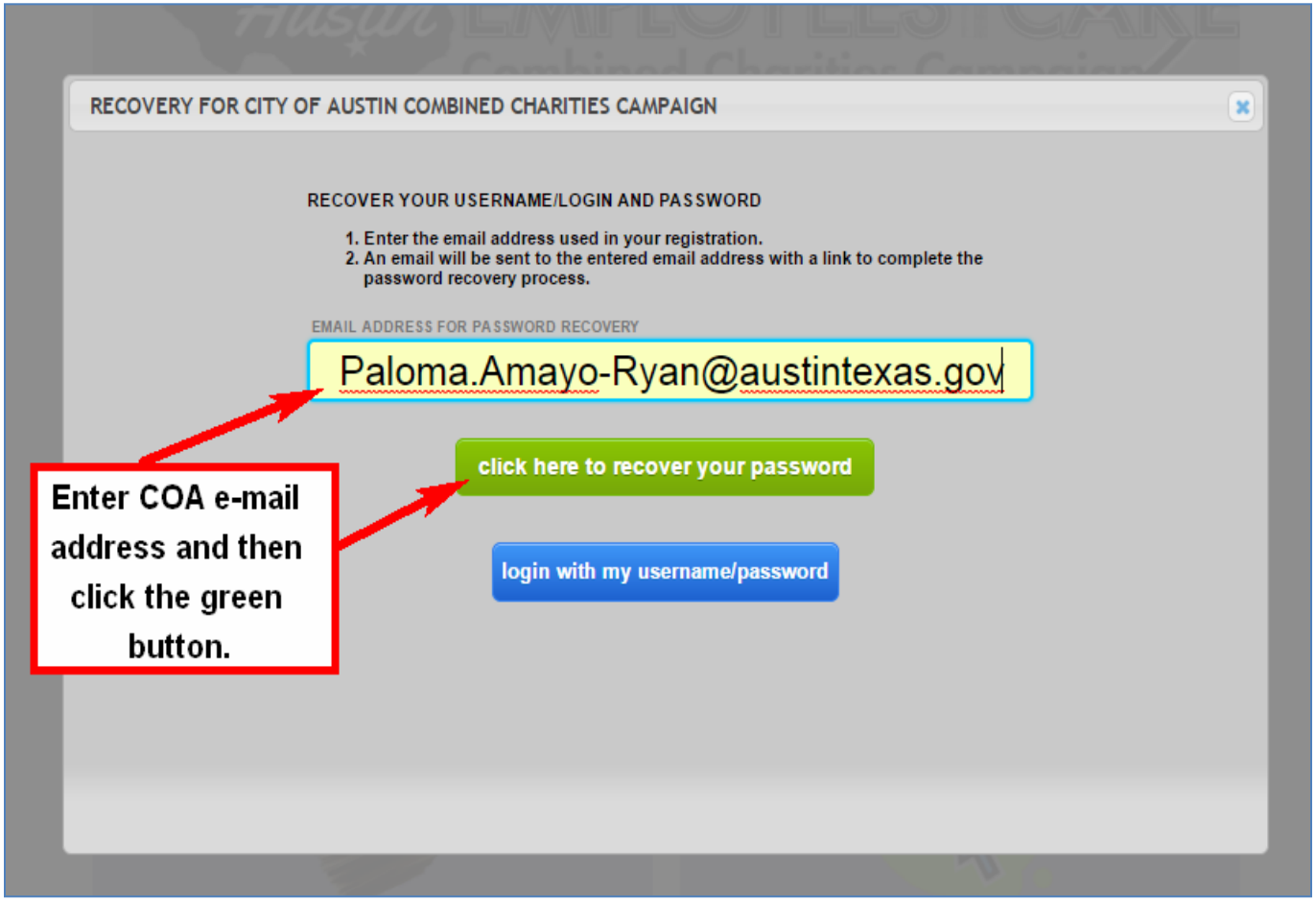
Created by Controller's Office Personnel

Revised 8-31-2020

From the COACCC pledge page, click “recover” in the top right corner.



Enter your City email address, then click the green button.



An email will be sent to your City account. Click on the link provided in step 2 of the Password Recovery e-mail (pictured below). Enter your login provided in step 1 of the Password Recovery e-mail. This will probably be your employee ID.

Reply Reply All Forward

Tue 10/3/2017 10:44 AM

noreply@giveattheoffice.org

City of Austin Combined Charities Campaign Password Recovery for Paloma Ryan

To Amayo-Ryan, Paloma

If there are problems with how this message is displayed, click here to view it in a web browser.

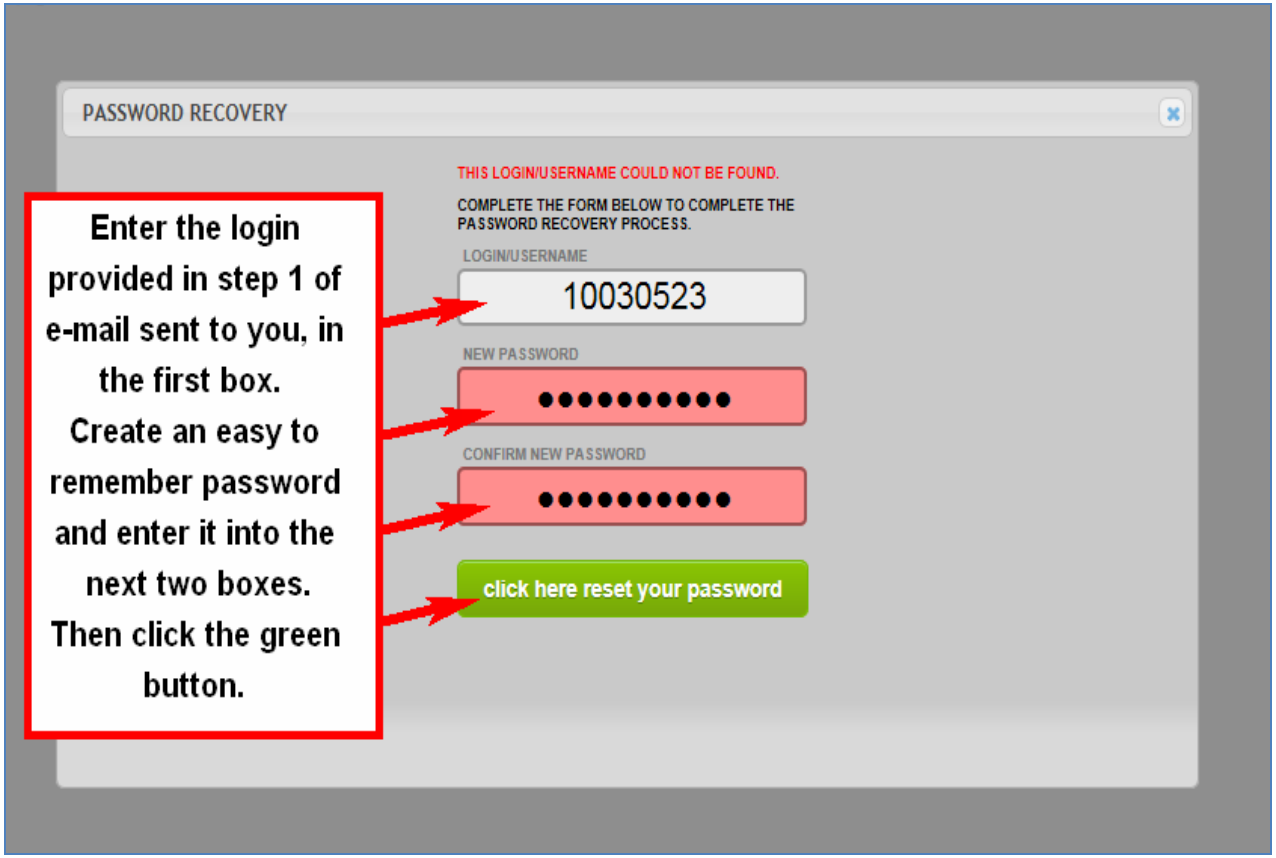
For questions, contact the campaign: coaccc@earthshare-texas.org or 512-469-5989.

Do not reply to this email - the mailbox is unattended.

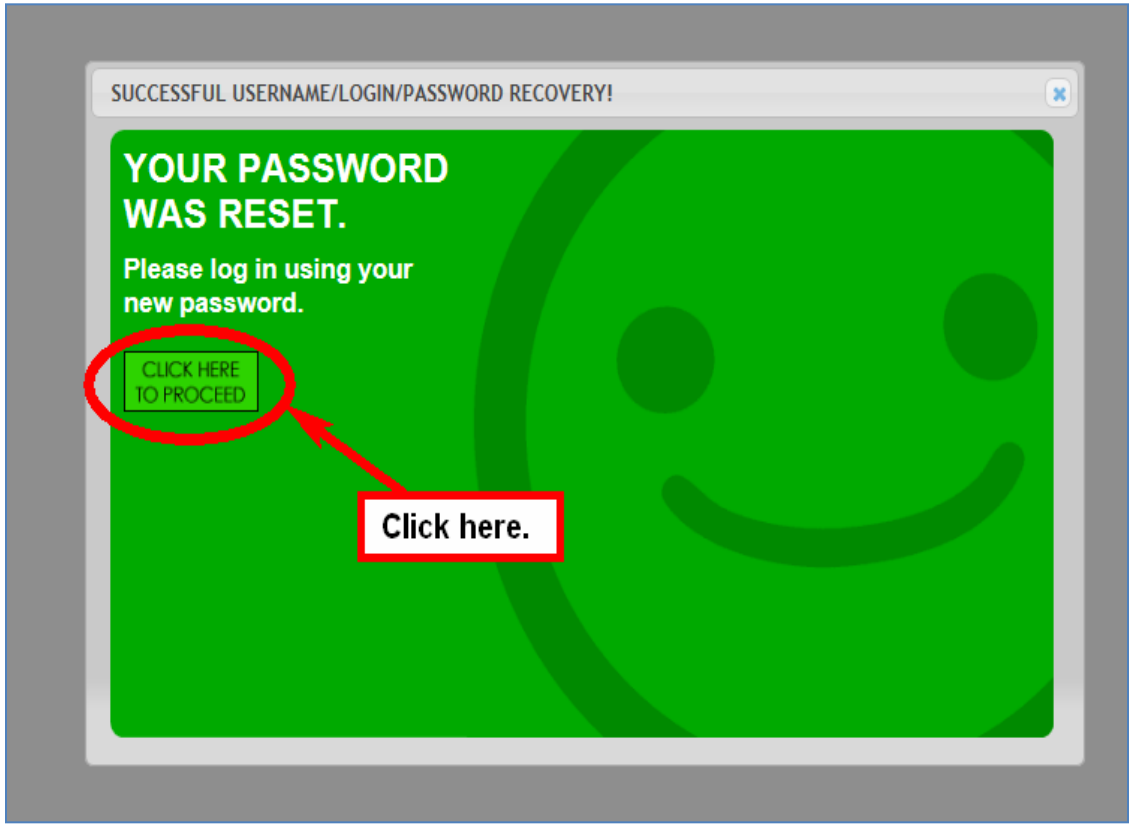
The following steps are required to reset your password at GiveAtTheOffice.org

1. Your login is:
2. Click here to re-activate your account!
3. Enter a new password for your account.
4. Enjoy the GiveAtTheOffice.org website!

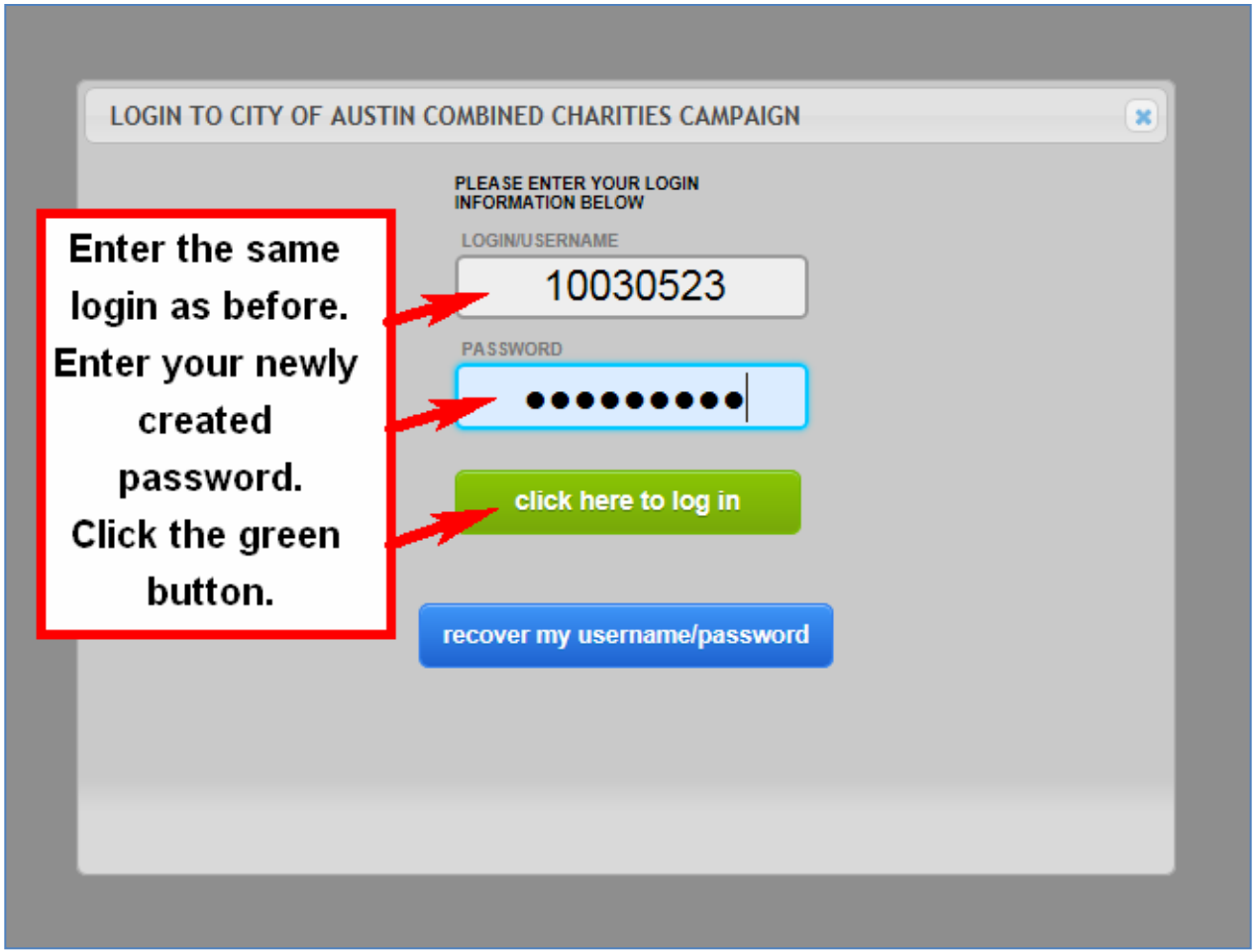
Create an easy to remember password and key it into the two pink fields. Then click the green button.



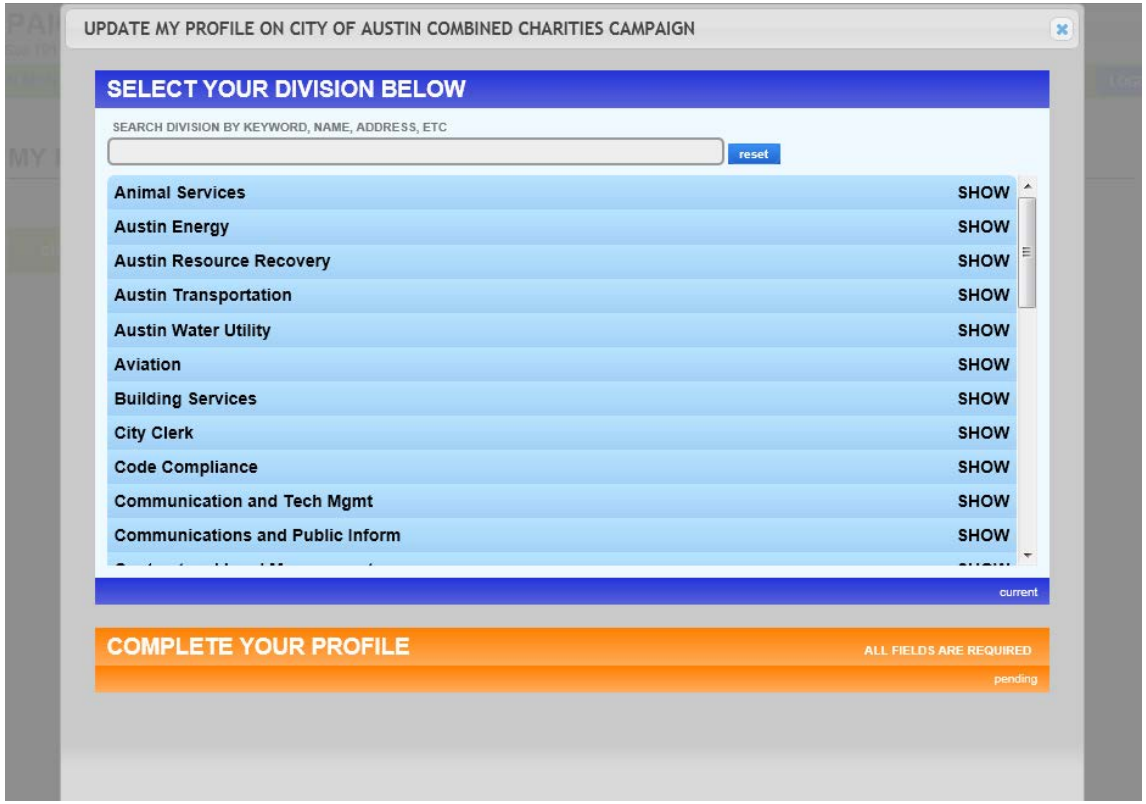
This is the message you will get, now click on “Click here to proceed”.



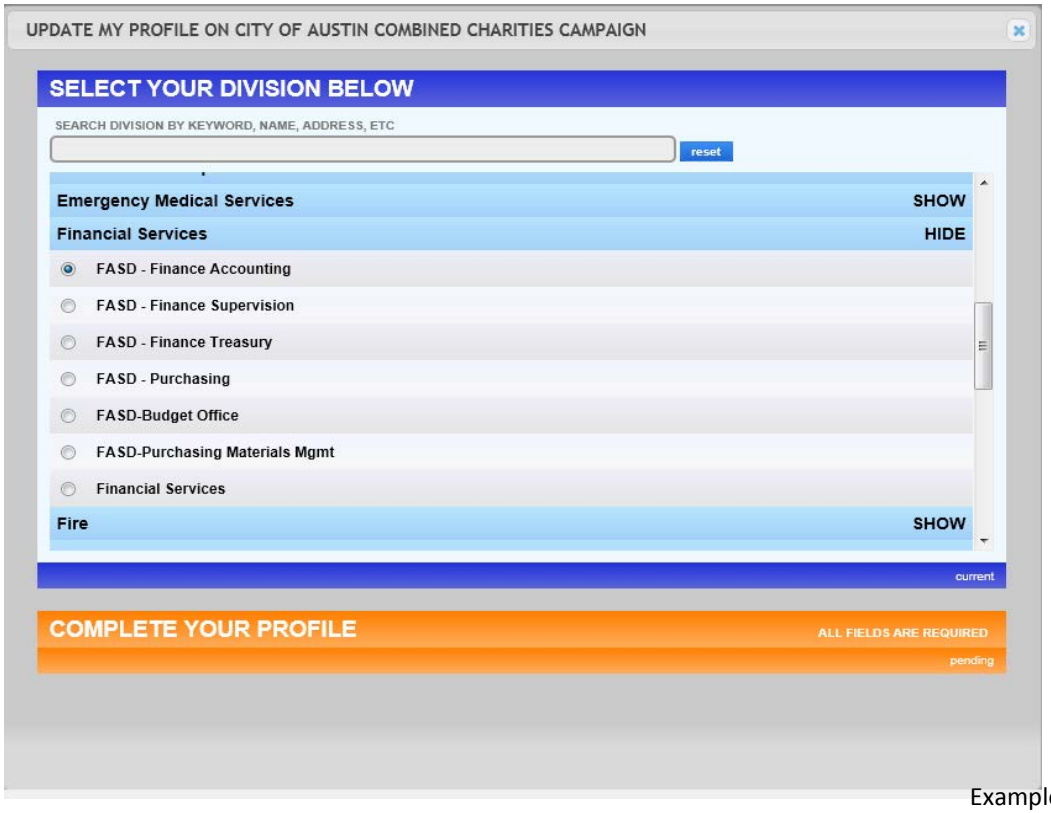
Key in your login and new password, then click on green button to log in.



Now you will see this screen, where you can select your department.

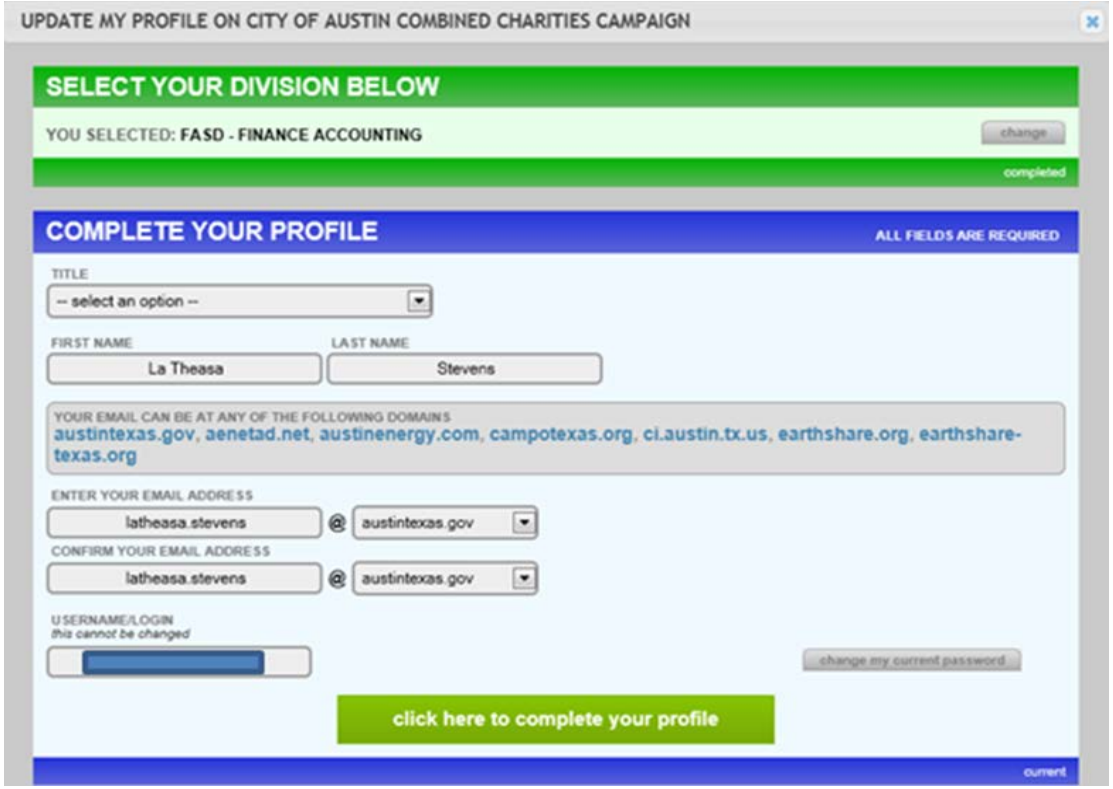


This example shows an expanded view of Financial Services, click on your “division” if that applies.

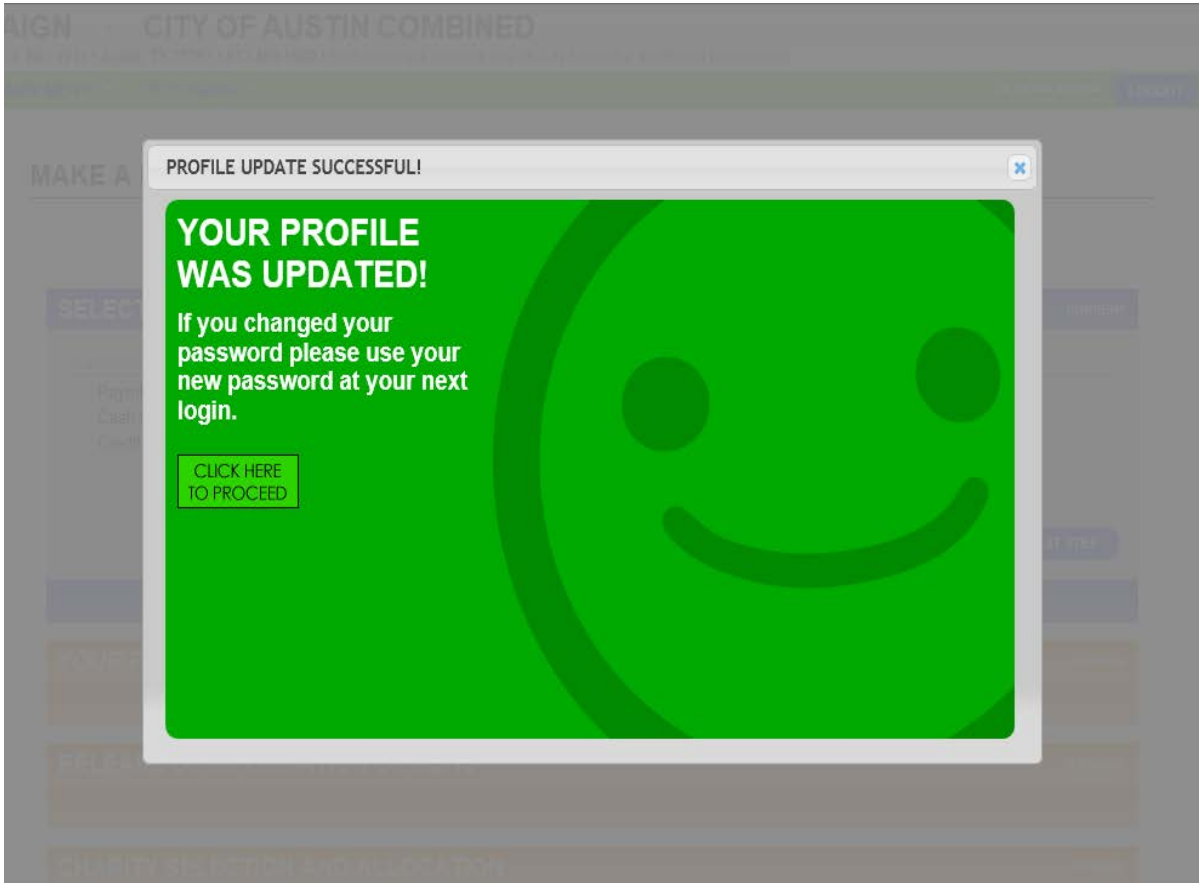


Example for Controller’s Office Personnel

Review your profile; confirm your email, name etc., click green button “click here to complete your profile”.



Profile complete message, click on “click here to proceed”.



Now you can start pledging! Select the type you want: You can choose payroll;

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

- (•) Payroll Contribution
- ( ) Cash Pledge
- ( ) Check Pledge
- ( ) Credit / Debit Card (one time)

PLEASE SELECT A PAYROLL PERIOD

- ( ) Twice a Month (x24 pay periods)

AMOUNT PER PAY PERIOD

$ [ ] .00 Whole numbers only, decimals are not allowed. Example: 9, 19, 29, 39, 99 etc.

TOTAL ANNUAL GIFT

$0

(amount equals the **amount per pay period x pay period**. In the next step this amount will be allocated among the charities you select.)

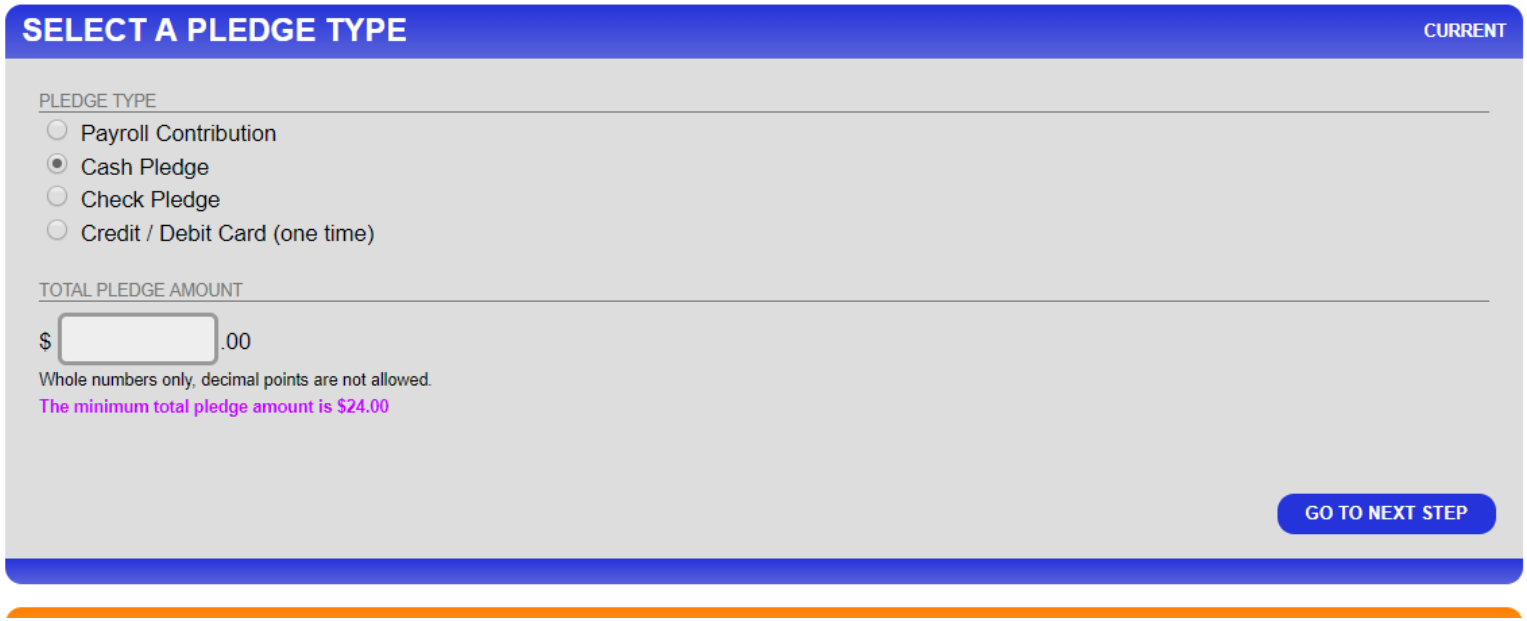
The minimum total pledge amount is $24.00

GO TO NEXT STEP

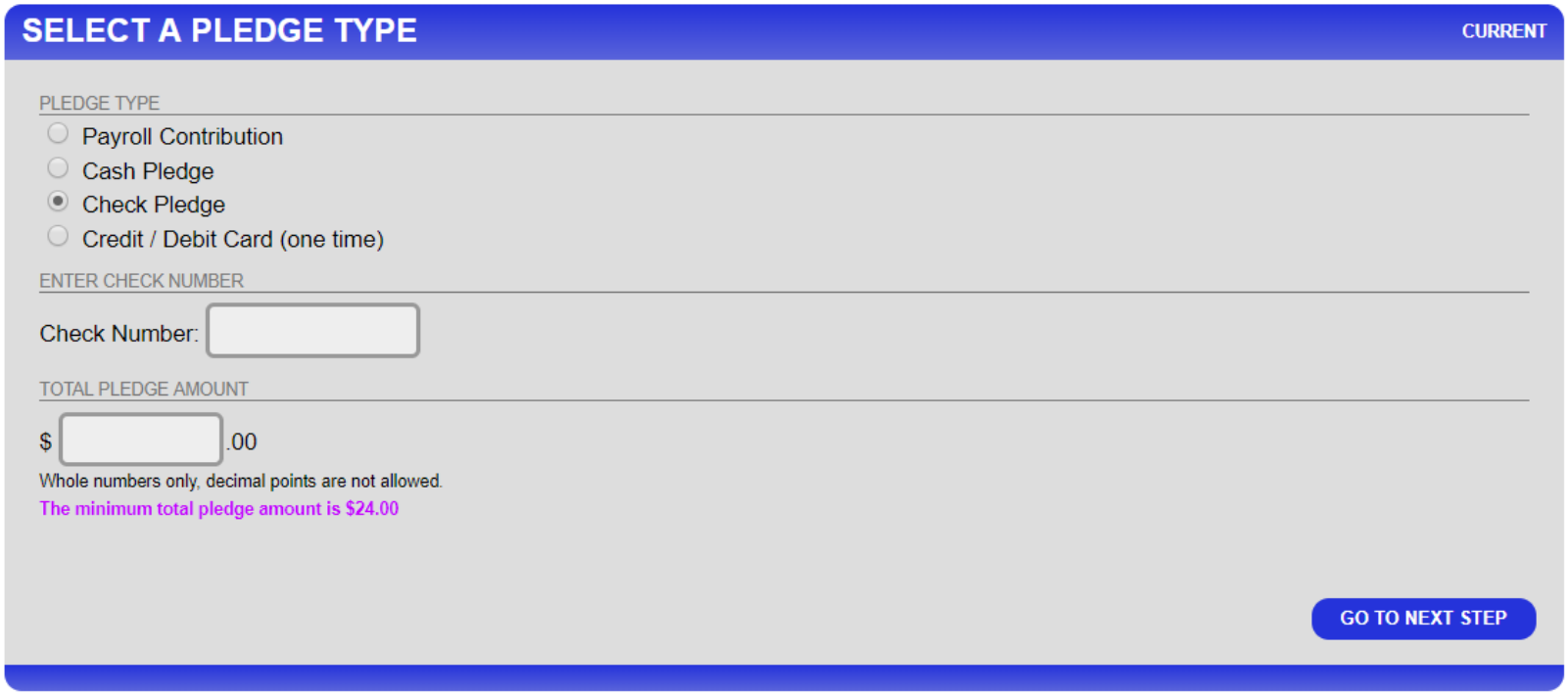
ADDITIONAL INFORMATION

PENDING

one-time cash pledges;



a one-time check pledge;



Or one-time credit card pledges.

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

- Payroll Contribution
- Cash Pledge
- Check Pledge
- Credit / Debit Card (one time)

CARD TYPE

- Mastercard
- Visa
- American Express
- Discover Card

CARD NUMBER

(no spaces or dashes)

This transaction will display on your statement as 'EarthShare of Texas'

EXPIRATION

MONTH / YEAR

CREDIT CARD VERIFICATION (CVV)

CARDHOLDER FIRST NAME

(as appears on card)

CARDHOLDER LAST NAME

(as appears on card)

CARDHOLDER ADDRESS I

(street address only tied to card)

CARDHOLDER ADDRESS II

(apt. or unit #, etc.)

CARDHOLDER CITY

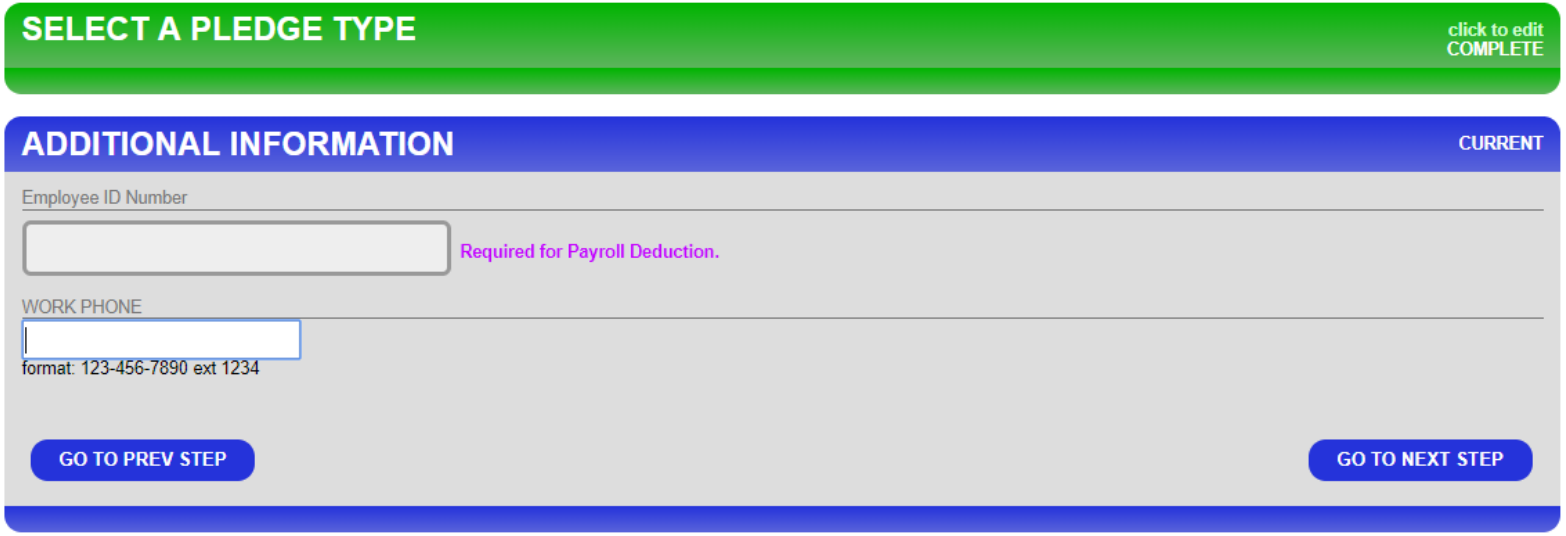
CARDHOLDER STATE

-- Select a State --

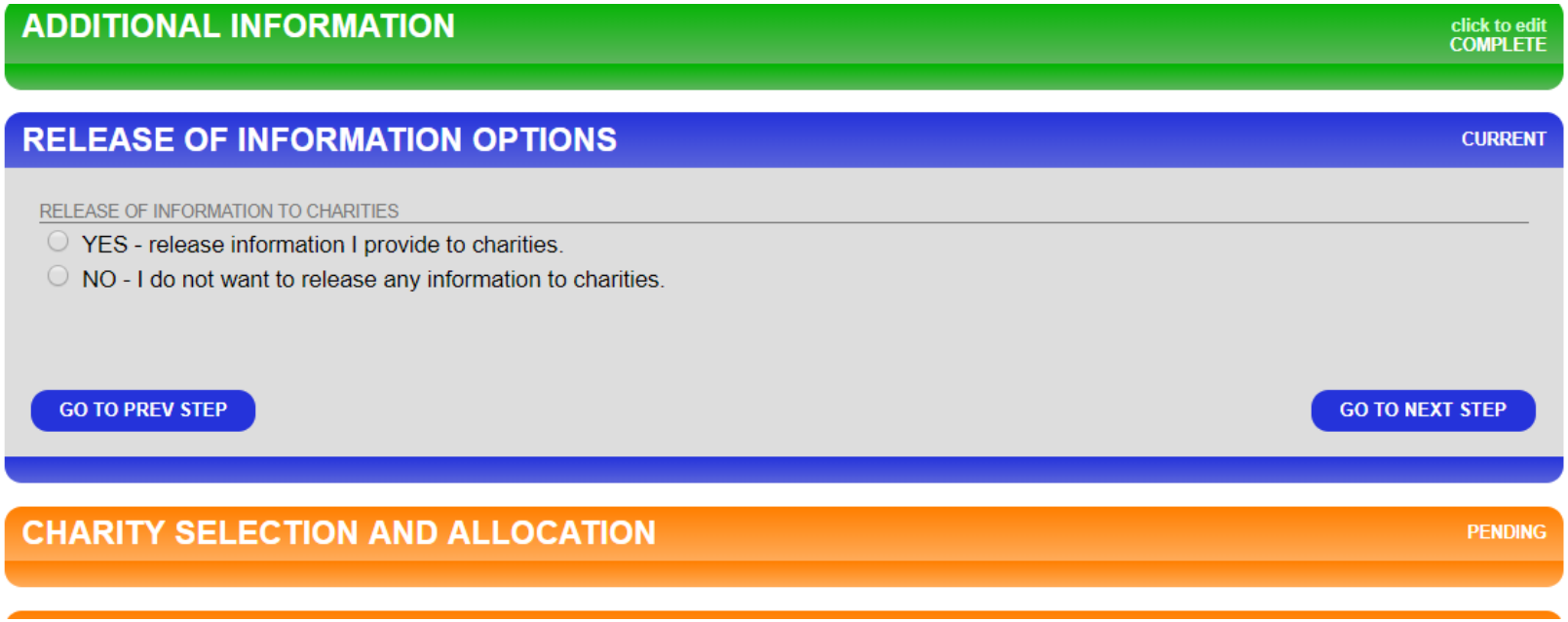
CARDHOLDER ZIP

CARDHOLDER PHONE NUMBER

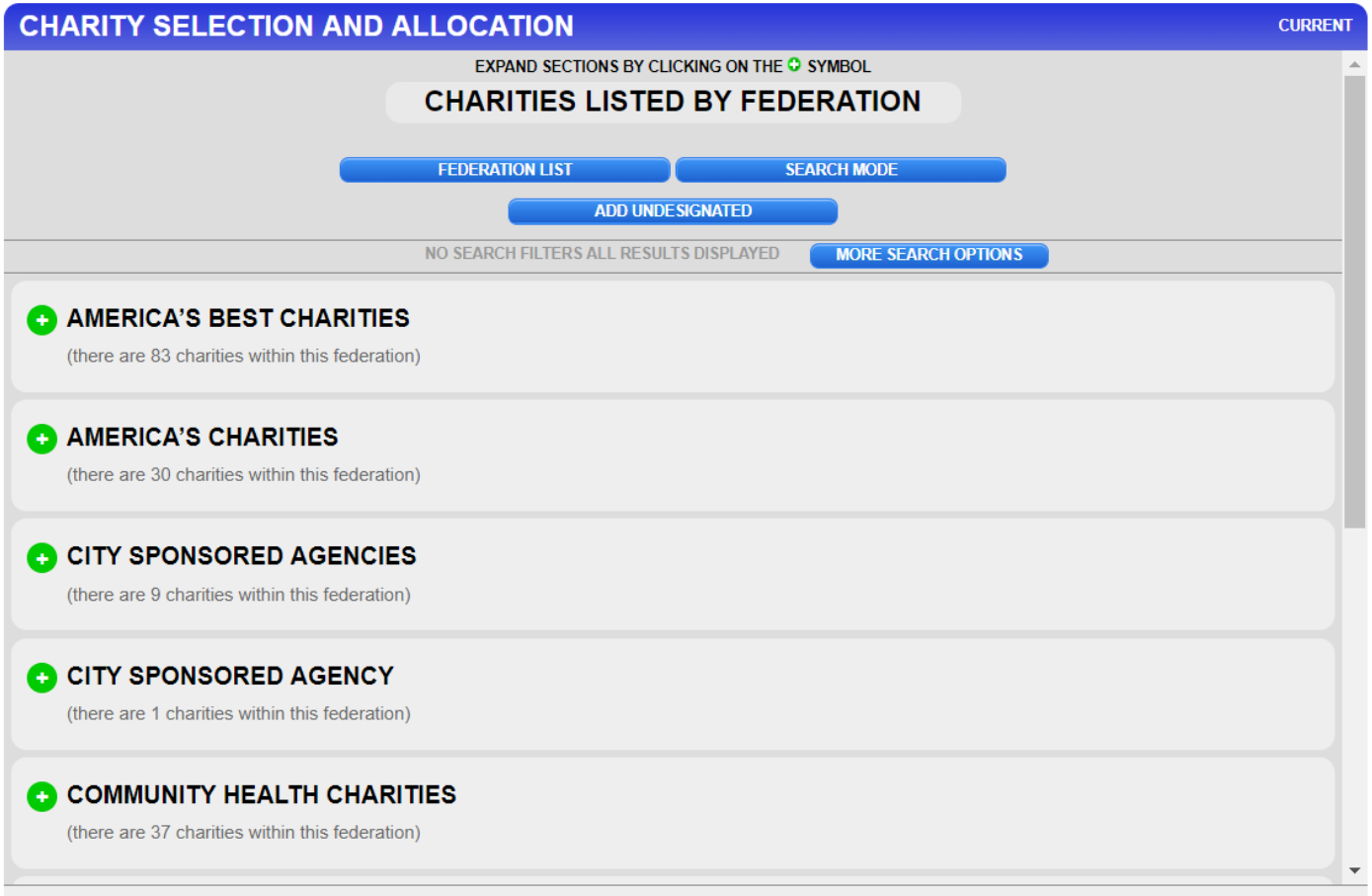
Enter your employee ID# and phone number, then click on “go to next step”.



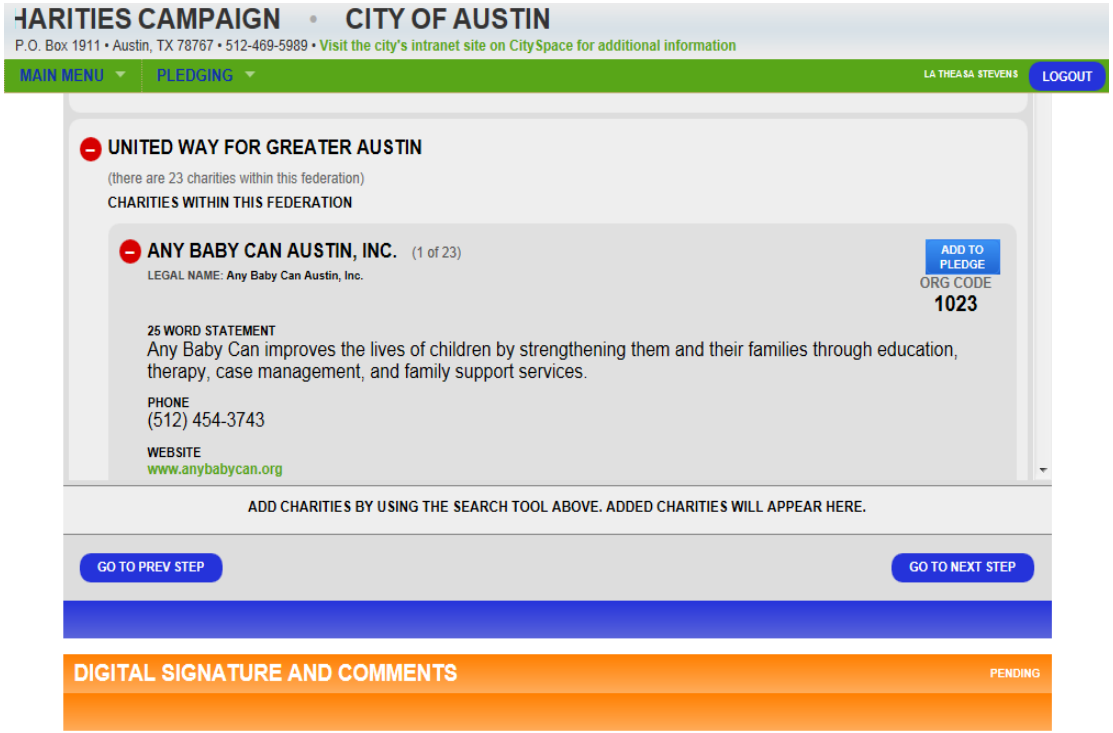
Select whether you want to release your donor information to charities in the window below, then click on “go to next step”.



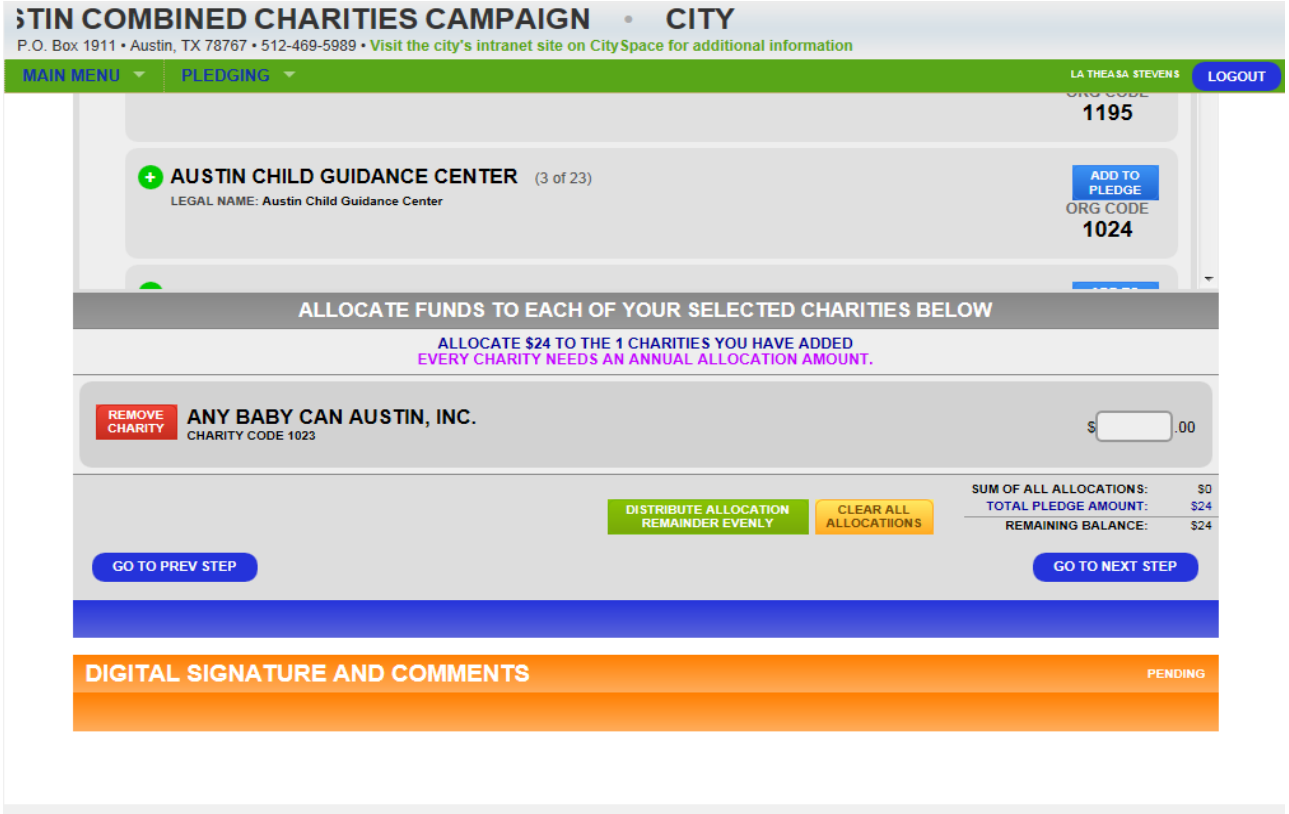
Begin to make your selections below. If you click on the green plus sign next to the name of the Federation it will expand to show you all the charities under that Federation.



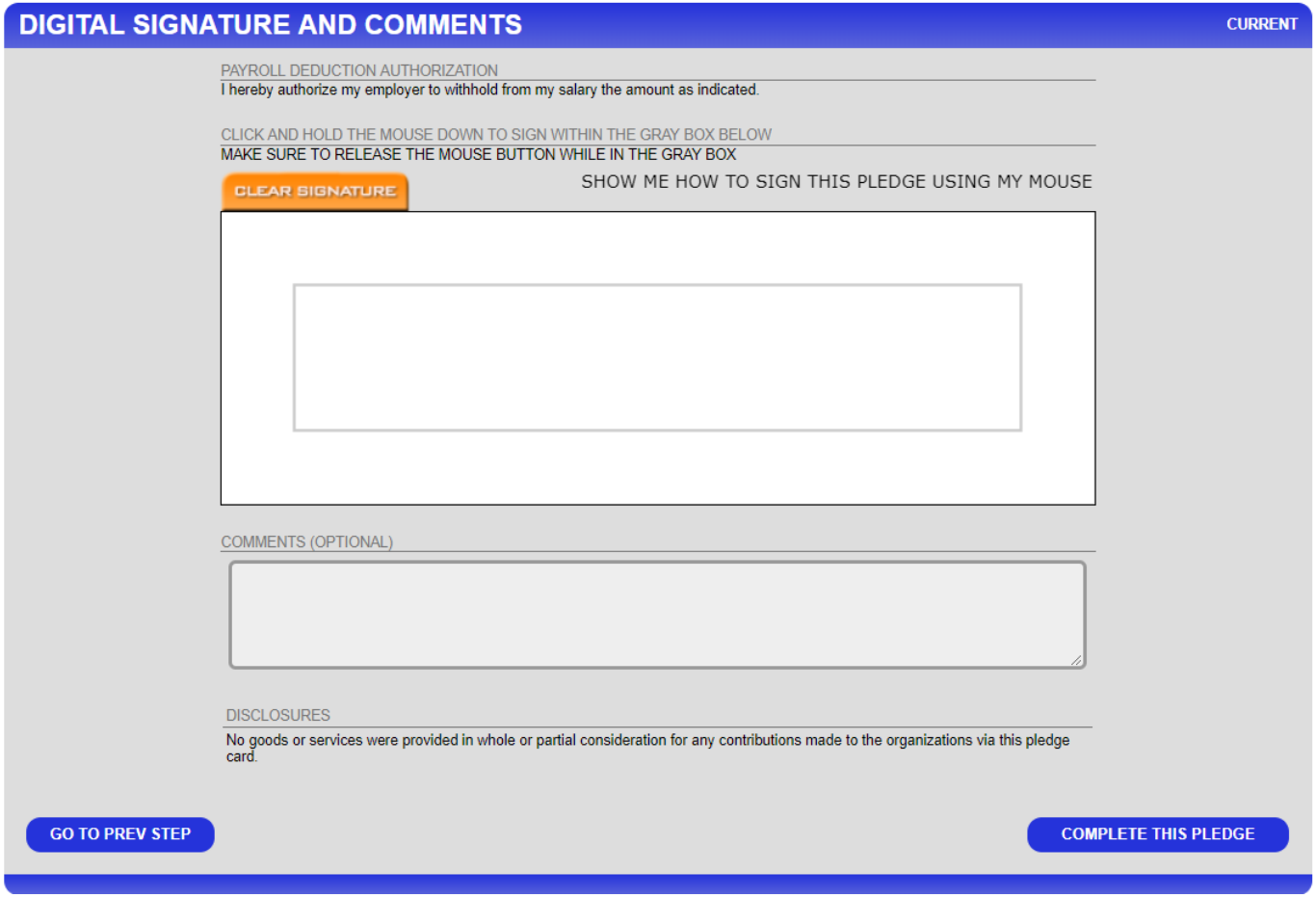
When you click on an charity organization, you will find a small summary of what services they provide, phone & website link if you would like to learn more. If you want to select this charity for your pledge, click on the “add to pledge” button on the right side. You will repeat this process for each charity you want to add.



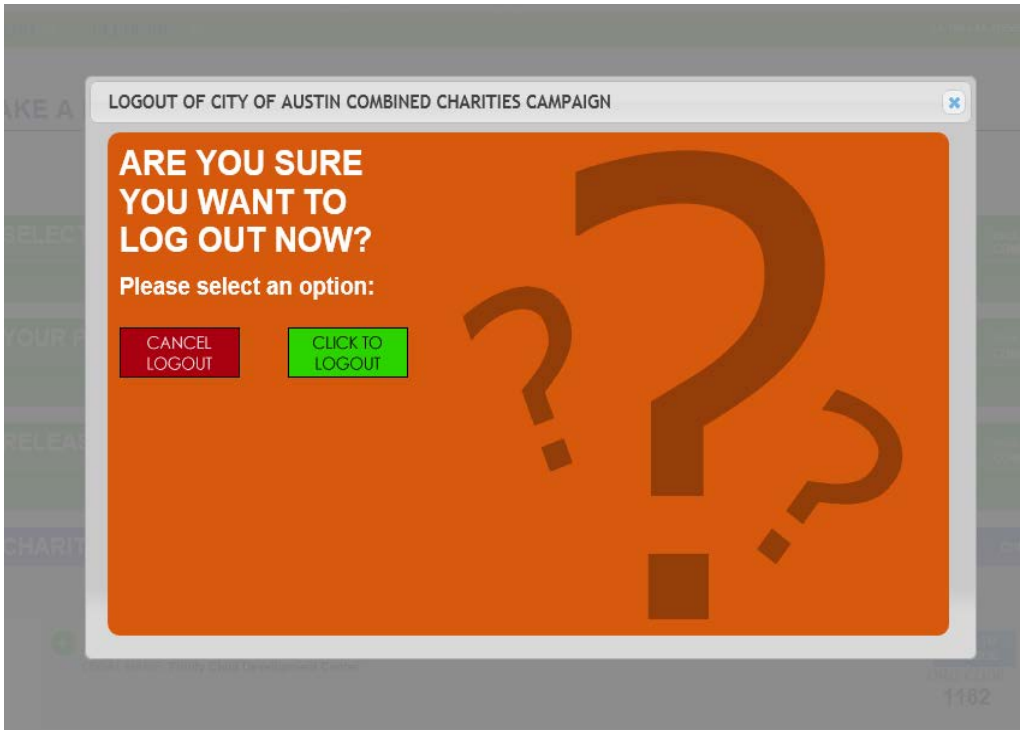
When complete, you can allocate an amount for each charity by keying in that amount in the blank box or you can use the green “distribute allocation.” button to divide the amount evenly to all the charities you selected. Click “go to next step”.



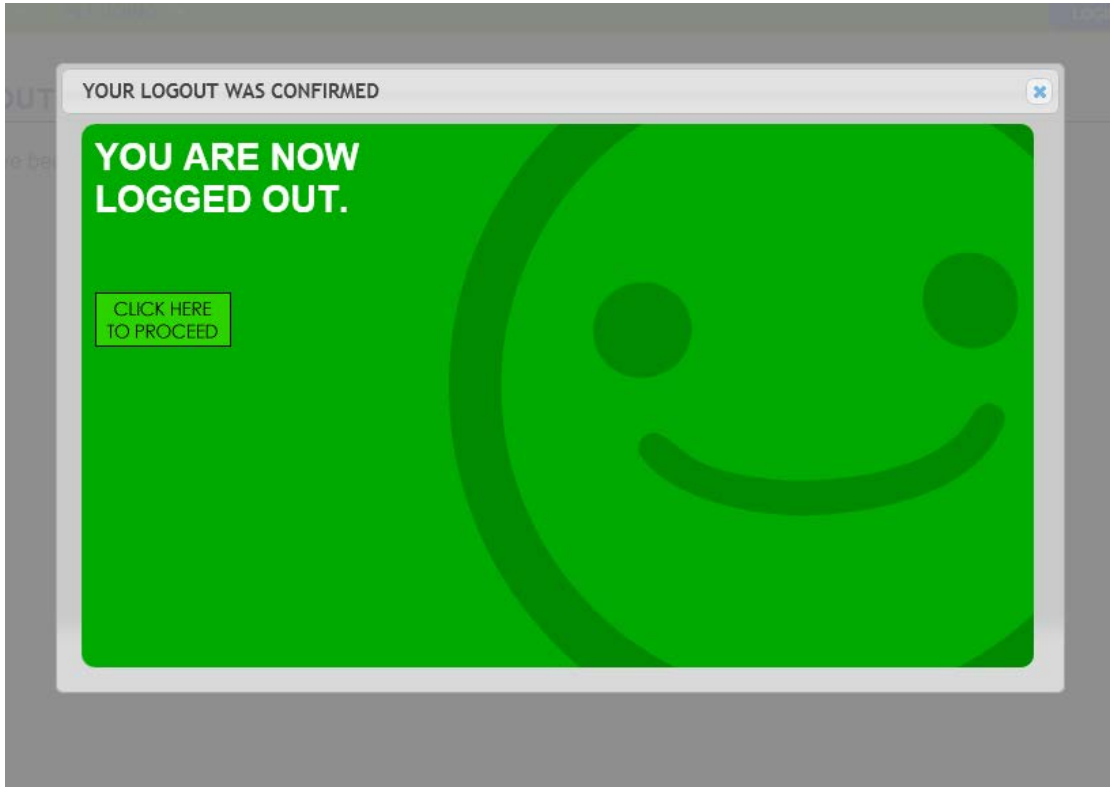
Use your mouse or key in your name , then click “complete this pledge”.



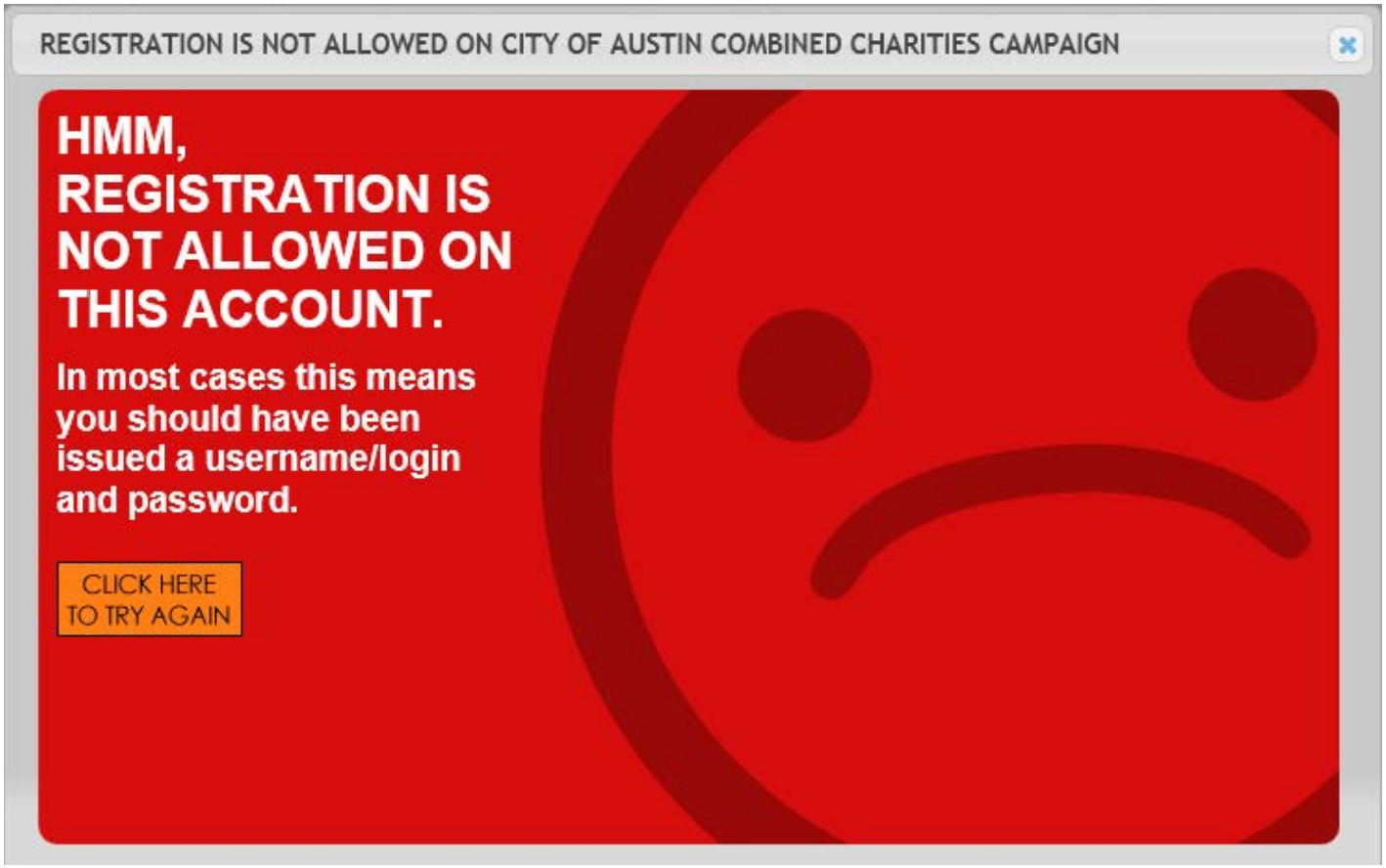
Click on the “Log out” button.



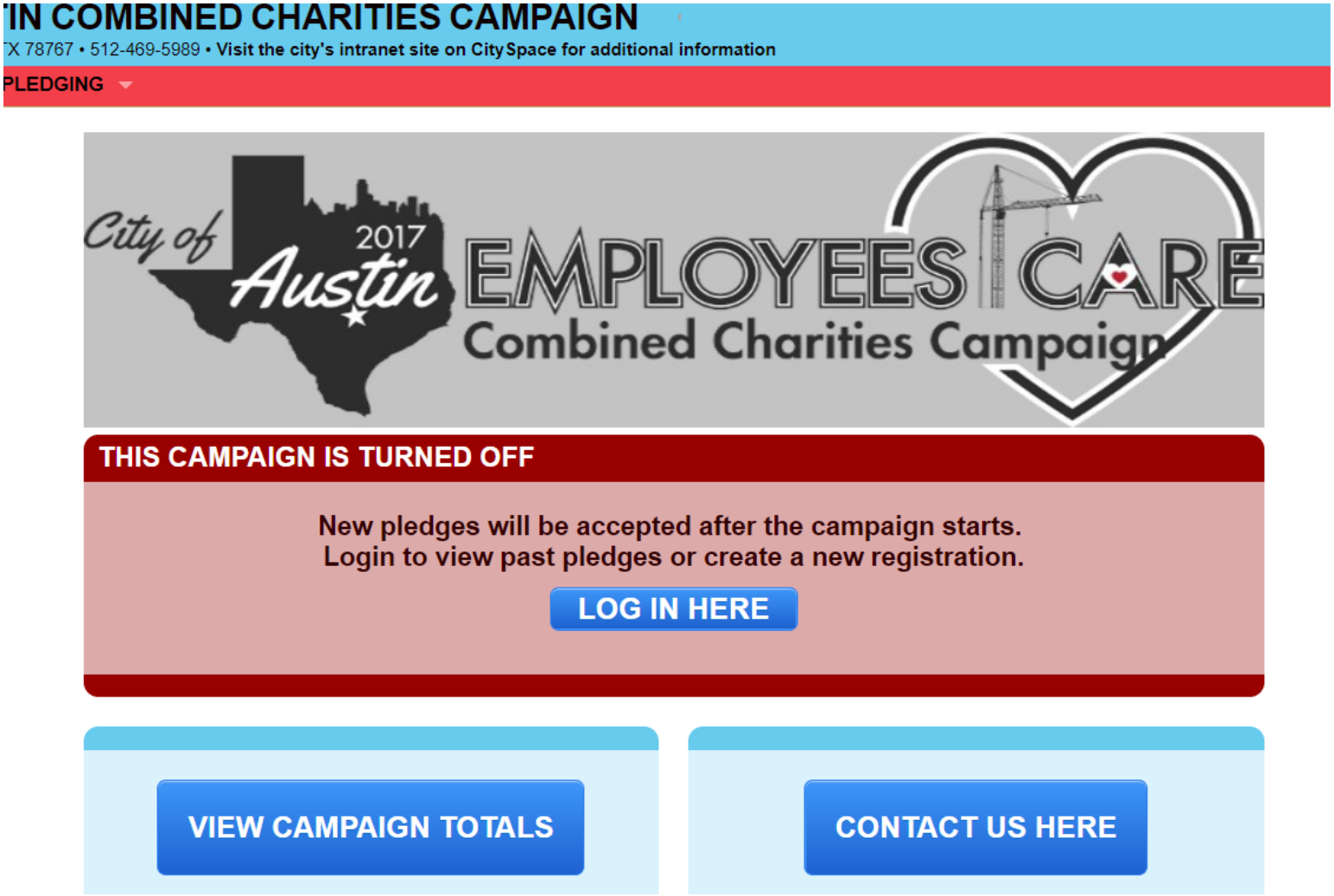
Click on the “Click here to proceed” button.



If you have any problems logging in please send an email to coaccc@earthshare-texas.org.



You can check out how your department's pledging is *growing* by clicking the View Campaign Totals button on the COACCC website.



This is what that looks like; expand on the green + button to see more detail.

ED CHARITIES CAMPAIGN • CITY OF AUSTII

1911 • Austin, TX 78767 • 512-469-5989 • Visit the city's intranet site on CitySpace for additional information

ENU PLEDGING

CAMPAIGN TOTALS

DISPLAYED REPORT YEAR: 2017

2017 CITY OF AUSTIN COMBINED CHARITIES CAMPAIGN CAMPAIGN REPORT

GROUP TOTALS BY Division

Division/Subdivision (click for details)	Pledges	Dollars	Avg.
Animal Services	6	$1,730.00	$288.33
Austin Code	17	$2,708.77	$159.34
Austin Energy	189	$97,750.00	$517.20
Austin Public Health	54	$18,123.49	$335.62
Austin Resource Recovery	32	$10,791.17	$337.22
Austin Transportation	45	$7,985.95	$177.47
Austin Water Utility	91	$53,448.42	$587.35
Aviation	27	$13,204.24	$489.05
Building Services	61	$4,252.00	$69.70
City Clerk	26	$9,287.00	$357.19

THANK
YOU
GRACIAS
ARIGATO
SHUKURIA
DANKSCHEEN
BÏYAN
SHUKRIA
TINGKI
YAQHANYELAY
TASHAKKUR ATU
SUKSAMA
EKHMET
MEHRBANI
GRAZIE
MALAKE
KOMAPSUMNIDA
PALDIES
GOZAIMASHITA
EFCHARISTO
JUSPAXAR
BOLZÏN
MERCI