UH SECC Online Giving Instructions

ONLINE GIVING

1. Select your charity. There are several ways to look up approved SECC charities using one of the following resources:
   a. Online Database of 2023 SECC Charities There are multiple ways to search online, including name, keyword, code number, and region of Texas the charity serves.
   b. Complete PDF Directory of Charities Like the online database, this copy of the printed directory includes a listing for each statewide and local charity.
   c. Mini-Directory of Charities Unlike the online database and PDF directory's complete listing of all information for each charity, the mini-directory only features each charity's code number, name, and administrative percentage.

2. Visit https://www.secctexasgiving.org/_houston/
3. Click "New Donors Register Here" and create an account.
4. Click the search bar under "Select Your Employer".
5. Select "730 – University of Houston".
6. Select your Division or College from the drop down list.
7. Complete the registration by entering required fields as indicated on the screen.
8. Be sure to use your UH email address (joecougar@uh.edu or janecougar@central.uh.edu)
9. Create your username/login as indicate on the screen.
10. Verify your email address as prompted on the screen.
11. Select Payroll Deduction when choosing a pledge type.
12. Select Payroll Deduction Frequency (9 or 12 months).
13. Enter a whole dollar amount ($2.00 the minimum payroll deduction per pay period per charity group).

14. Verify that the total annual gift amount is correct.
15. Click "Go To Next Step".
16. Enter your UH PeopleSoft ID (please do not enter your social security number).

17. Enter your work telephone number.
18. Click "Go To Next Step".
19. Select if and how you would like to be acknowledged by the charities that you choose.
20. Enter either your preferred mailing address and or email address to receive your acknowledgement.
21. Select "release pledge amount if you want that information disclosed to the charity of your choice."
22. Click "Go to Next Step" and you will be prompted to make your charity selections and allocations.
23. At the bottom of the screen review your selections and make sure everything is correct.
24. Allocate your total annual gift amount not just the amount per pay period (example $24 annually not the $2 per pay period).
25. Click "Go to Next Step" and complete the optional questionnaire as prompted.
26. Sign the application digitally by using your mouse.
27. Add comments if you desire (optional) and click "Complete This Pledge" to finalize your pledge
28. A receipt of your pledge will be emailed to you immediately via the work email address that you provided.

For questions or concerns contact your College or Division Coordinator or Karl Hearne, University of Houston Office of Neighborhood & Strategic Initiatives kahearne@central.uh.edu, 832.84.5090.