

How to Give

2021 Combined Federal Campaign

Give by Credit Card

The Combined Federal Campaign offers an online pledge portal for CFC donors worldwide. This web-based system provides the opportunity to set up recurring credit/debit/ACH payments or a one-time credit/debit/ACH payment.

- Access OPM's CFC portal: <https://cfcgiving.opm.gov/welcome>.
- Click "Sign Up Now."
- Under the heading "Create an Account," enter the information requested followed by clicking "Create an Account"
- After creating your account, it will further instruct you to fill out your profile.
- NOTE: Since the Department of State has a unique method of giving, please select the following from the drop-down menu as the Department of State is not listed:
 - Your Department - select "Independent Executive & Quasiofficial Agencies"
 - Your Agency - select "zOther"
 - Your Office - select "zOther"
- After completing your profile, click "Save."
- On the main page, click "Submit New Pledge."
- This will direct you to the "Find A Charity" page where you can search for any CFC charity. The Diplomacy Center Foundation's CFC number is #30585.

Give by Mail

Follow these instructions to send your donation by mail to the CFC Processing Center.

- Access myData using Chrome.
- Search for "DS-1654" in the search field.
- Select the DS-1654: CFC Enrollment link.
- Enter/Confirm Personal Information in the fields under Section 1.
- Select the contribution method: Mail a Check.
- Choose your preferred charity and input the charity number in the provided box. The Diplomacy Center Foundation's CFC number is #30585.
- Once you have selected the Diplomacy Center Foundation as the charity to which you would like to donate and the dollar amount, check the information and click Save (NOT SUBMIT).
- Select "Save as PDF."
- Print the PDF and mail it to the address provided on the form. NOTE: all forms and checks must be mailed by January 12, 2021.

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Give by Payroll Deduction

The Department of State has its very own payroll deduction method of giving, which is separate from the Office of Personnel Management's (OPM's) CFC portal. Form DS-1654, accessed through myData, allows employees to set up payroll deductions to contribute to their favorite CFC charity. **Form DS-1654 is the only way Department employees can donate to CFC via payroll deduction.**

- Access myData using Chrome.
- Search for "DS-1654" in the search field.
- Select DS-1654: CFC Enrollment link.
- Enter/Confirm Personal Information in the fields under Section 1.
- Select the contribution method: Payroll Deduction. Upon selecting payroll deduction, enter your Social Security Number (SSN).
- Choose your preferred charity and input the charity number in the provided box. The Diplomacy Center Foundation's CFC number is #30585.
- Once you have selected the Diplomacy Center Foundation, enter the total dollar amount you wish to contribute on a bi-weekly basis. The annual amount will automatically update in the right-hand column.
- Click the + button to the left of "Charity Name" to add as many charities as you wish.
- Once you have entered the charity(ies) and the bi-weekly dollar amount, verify the information and select the box confirming authorization for the payroll deduction.
- Click Submit (NOT SAVE)
- You can check the form in your "My Completed Forms" section of myData.