

# CFD Member Charities: Activate Online Account

The following instructions are for charities who are currently a member of the Combined Fund Drive. In developing our now online tool we were able to import your organizations information into the system. Now we need you take a few minutes and follow these steps to active your organization secure online account. By doing so, your organization will be published in our printed guide and visible in our online search tool. You will also have the ability to update your organizations information, run reports and track donations.

## *Step 1:*

The screenshot shows the website interface with the following elements:

- Browser: The Combined Fund Drive - Windows Internet Explorer
- Address Bar: http://www.cfd.wa.gov/Default.htm
- Navigation: sign in, search, contact, donor basket
- Header: COMBINED FUND DRIVE, Making a world of difference since 1984
- Secondary Navigation: Home, Donate, Volunteers, Training, Charities/Federations, News, County, About
- Announcement: The CFD is chosen to participate in the four-day work week trial (Read More)
- Call to Action: Donate Today (Click Here to make a donation to your favorite charity)
- Sign In: Sign In (Click Here to access your secure online donor account)
- Message: Give Locally or Globally. Every dollar you donate goes directly into the communities and programs you choose to invest in.
- Footer: CFD Video, Why Give?, Search Charities, About CFD, 357-55 WAC, FAQ's
- Bottom Link: Click Here to view our short online videos that guide you through this great new site

## Step 2:

Combined Fund Drive - Charities and Federations - Windows Internet Explorer

http://www.cfd.wa.gov/charities\_federations/CharitiesIndex.html

File Edit View Favorites Tools Help

Combined Fund Drive - Charities and Federations

sign in search contact donor basket

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**Charities and Federations**  
Are you a donor trying to search for or donate to a charity? [click here](#)

**Members** *Click Here*

**New Charities** *Click Here*

**Electronic Funds Transfer** *click here*

Recieve your quarterly CFD distributions faster and easier with Electronic Funds Transfer (EFT). Download an EFT registration from today from the Office of Financial Management's (OFM's) web site. [Click Here](#)

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Home Donate Contact Access Washington Department of Personnel

Click on the Members link.

## Step 3:

Combined Fund Drive - Member Charities and Federations - Windows Internet Explorer

http://www.cfd.wa.gov/charities\_federations/MemberCharityIndex.html

File Edit View Favorites Tools Help

Combined Fund Drive - Member Charities and Federati...

sign in search contact donor basket

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### Charities and Federations Members

Are you a member charity or federation of the Combined Fund Drive? Have you ever received a charitable distribution from the CFD? Then you are in the right place. If you have activated your account you may sign into your account. Once signed in you may run reports or update your organizations information.

**Important Notice: The Acknowledgement Reports show a total of donations collected since January, not a monthly amount.**

Agency:   
User ID:   
Password:

**Charity Sign In**

[Click Here](#) to access your secure online charity account



**Activate Account**

[Click Here](#) to activate your online account

**Membership Requirements** **Acct. Activation Instructions**

Frequently Asked Questions

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Now click on the Activate Account button.

## Step 4:

Request Account for Returning Charities - Windows Internet Explorer

https://fortress.wa.gov/dop/donationmanagement/CharityApplicationReapplying.aspx

sign in search contact donor basket

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Home Donate Volunteers Training Charities/Federal

### Request Account for Returning Charities

If you are a returning charity, you may establish your account using the Federal Tax number and primary contact email. Then, click the Enable Account button. The provided address giving additional instructions for reapplying. If you do not have an account, click the link below to create a new account for the combined fund drive.

CharityCode

Federal Tax Number

Email

Enable Account

**Now completely and accurately provide us your CFD Charity Code, Federal Tax Number and Email.**

**Attention:** The new system uses 7 digit charity codes. If you currently have a 6 digit code you must add a 0 (zero) in front of it in order for the system to recognize it. (Example: Current Code: 123456; Use: 0123456)

If you don't know your code you can click on the link below and do an online search. The code is listed next to your organization's name.

[Search for your charity code](#)

This information will be used to send you an email containing important information like your username and password.

Please carefully read the validation email that is sent to you. It contains some additional instructions that you need to follow to complete the account activation process.

After you activate your account you will have secure 24hr online access to your CFD account. Just use your username and password to gain access.

Please contact the CFD office at (360) 664-1995 or [cfd@dop.wa.gov](mailto:cfd@dop.wa.gov) if you have any questions.