UNIVERSITY of HOUSTON

State Employee Charitable Campaign
TOGETHER WE CARE

How to Complete the SECC 2020 Higher Education Fillable Authorization Pledge Form

1. Click here for a PDF pledge form that can be downloaded, filled-out, electronically signed, and returned. Be sure to select the SECC Higher Education 2020 Fillable Pledge Form for Colleges and Universities located under “Pledge Forms and Instructions”.

2. Download the form to your computer (Important note: Trying to use the form when it is in web browser preview mode will disable some of its functionality, including disabling the e-sign feature)

3. Open the PDF pledge form in Adobe Acrobat

4. Fill-out the form, entering your contribution amount, charity(ies) you wish to support, electronic signature, etc.

5. Be sure to enter your UH PeopleSoft ID and not your social security number.

6. Search for charities to support: https://www.secctexas.org/search-charities

7. Save your changes by using “save as”, being sure to add your first and last name to the name of the PDF file. Ex: Joe Cougar SECC-pledge-form-2020__Jane Doe”

8. Email the completed form back to your College or Division Coordinator with a electronic copy to Karl Hearne (kahearne@central.uh.edu)