



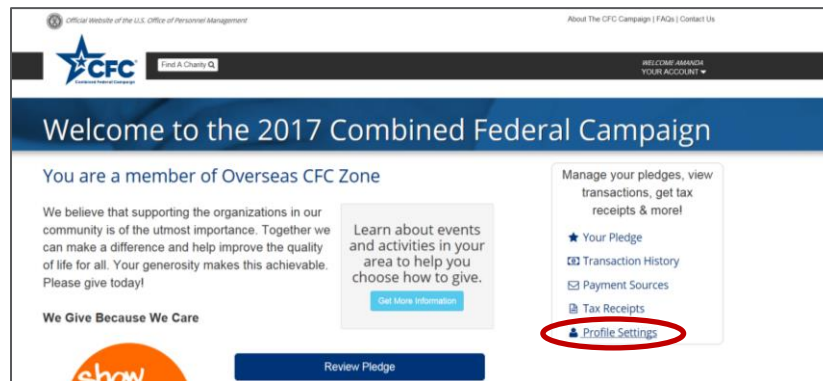
CHANGE A REPORTING UNIT ONLINE



In order for your CFC donation to be credited to your office/unit, you must make the correct selection when making your pledge. When you are establishing your account, you were asked to make three selections: Your Department, Your Agency, and Your Office. If you pledged before the unit list was available or if you need to change your unit selection, you can do so by taking the following steps to update your profile.

STEP 1:

Log in to your account at opm.gov/ShowSomeLoveCFC and click the “Profile Settings” link.



STEP 2:

- Select your Federal department or active duty military branch of service.
- Select your Federal agency or active duty military combatant command.
- Select your reporting unit. Your reporting unit will be listed with the unit name and reporting number at the end of the name.

A screenshot of the CFC website showing three dropdown menus for selecting reporting units. The first menu is labeled "Your Department" and has a placeholder text "Select a Department". The second menu is labeled "Your Agency" and has a placeholder text "Select an Agency". The third menu is labeled "Your Office" and has a placeholder text "Select an Office". Each menu has a small downward-pointing arrow on the right side.

TIPS FOR SELECTING YOUR REPORTING UNIT:

- ✓ If you are an active duty military member, use the Military branch of service selections (e.g., “Military – Air Force” or “Military – Navy”).
- ✓ If you are a DoD civilian personnel, use the DoD branch of service selections (e.g., “DoD – Department of the Army”). If you are a Marine Corps Civilian, choose “DoD – Department of the Navy.”
- ✓ Some Federal departments can be found under “Independent Executive & Quasi Official Agencies” and then find your department.