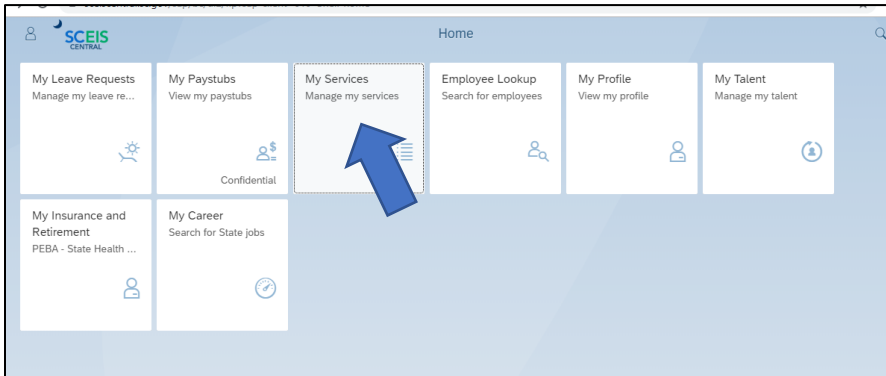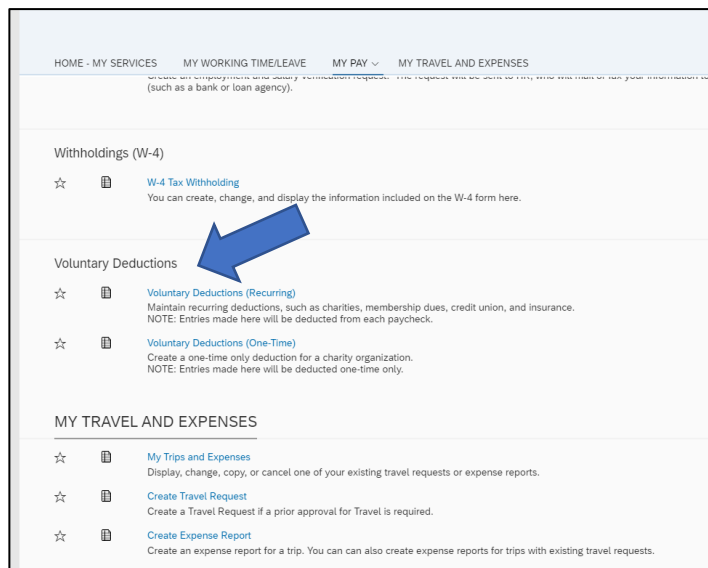# Entering Voluntary Deductions in SCEIS

1. Go to My Services, Manage my services

2. Select Voluntary Deductions

3. Choose one-time or recurring deduction
   a. For first time donors select "New"
   b. For recurring donors to increase or edit their pledge, select "edit"