



CECO

San Diego County Employees'
Charitable Organization

CECO Pledge Employee Self Service Instructions

1. Log into **Employee Self Service** from Insite (located in Top Links section).
2. Select **Click here to LOGIN to Employee Self Service**.
3. In the **Log In** page, enter your credentials.
 - a. In the **User ID** field, enter you 6-digit employee id.
 - b. In the **Password** field, enter your password.

Please contact the Help Desk at 1-888-298-1222 for a password reset.
 - c. Select **Sign In** button.
4. If prompted to **change your Password** information, fill in the required fields.
5. From the Menu, select: **Self Service > Payroll and Compensation > CECO/United Way Pledge**.
6. Fill out the **Pledge Form** as follows:
 - a. Select **Change Contribution** link at top right corner of the page if it displays otherwise proceed to next step.
 - b. Select **I would like to support CECO** check box and then enter the contribution amount next to **I Pledge a gift per pay period of**.
 - c. Scroll down to the bottom of the page.
 - d. Select **Save** button.
 - e. Select **Print** button. Keep print out for your records.
7. Select **Sign Out** to exit Employee Self Service.

THANK YOU FOR LENDING A HAND!