

# Together We Care



Inspire • Rise • Give • Rely On Each Other

Oct. 1, 2022

## 2022 TWC Donation Instructions

### Decide what programs for charities you wish to support.

Go to the campaign website: [www.hennepinhealthcare.org/twc](http://www.hennepinhealthcare.org/twc) and review the list of charitable funds at Hennepin Healthcare Foundation, Hennepin Healthcare Research Institute, CHC community organizations, and United Way nonprofit partners. Knowing the fund number of internal programs or the proper name of the charity beforehand will make your online process easier. *If you want to donate to a charity outside of these organizations, please use the paper form.*

### You can choose how you want to make your donation on our website.

- Online donations via payroll deduction or credit card are done through the CHC portal. Note: there are no transaction fees.
- You can print a paper form from our website and return it via campus mail to Hennepin Healthcare Foundation, S8 Attn: Paula Wilhelm or mail to Hennepin Healthcare Foundation, Attn: TWC, 701 Park Avenue, S8 Minneapolis, MN 55415 or email to [foundation@hcmcd.org](mailto:foundation@hcmcd.org)
- Donation of PTO/Vacation hours can be completed online from our TWC website or you can complete the paper pledge form. Note PTO donation is at the bottom of the form.
- Donation of BEA/Business Expense Account can be completed at anytime before December 20, 2022. See instructions on the TWC website.

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## Making an Online Donation through the CHC Portal

1. Visit [www.hennepinhealthcare.org/twc](http://www.hennepinhealthcare.org/twc). Click the Donate Now button, or the Online Donation Portal icon further down on the page, to access the CHC online donation portal for payroll deduction and credit card donations.

For assistance, please contact [foundation@hcmcd.org](mailto:foundation@hcmcd.org) at any time.

2. Once on the donation portal, click on the orange Give Now button.

3. Choose either payroll deduction from your paycheck or online donation for a credit card donation.

How would you like to give? ✕

**Payroll Deduction**  
Pledge a portion of your paycheck

**Online Donation**  
Make a contribution with a card or bank transfer

**Continue**

For assistance, please contact [foundation@hcmcd.org](mailto:foundation@hcmcd.org) at any time.

**4a. If Payroll Deduction, confirm if one time or every paycheck.**

< Give with your paycheck? ×

As an employee, you can give to nonprofit causes by pledging a portion of your salary.

- ✓ This provides a reliable funding stream to nonprofits which empowers them to plan for the future
- ✓ It's the most tax effective way to give without the need to provide any banking or payment information

One paycheck      Every paycheck

**4b. If you selected Online Donation, follow credit card donation instructions.**

< Give Now by Credit Card ×

\$50    \$100    \$500    \$1,000

\$ Amount    One-Time ▾


Make my donation anonymous

Peoplesoft ID

Give Now

**5. Enter your work or personal email so that you receive a receipt.**

< ×



**What's your email?**

For confirmation purposes, of course.

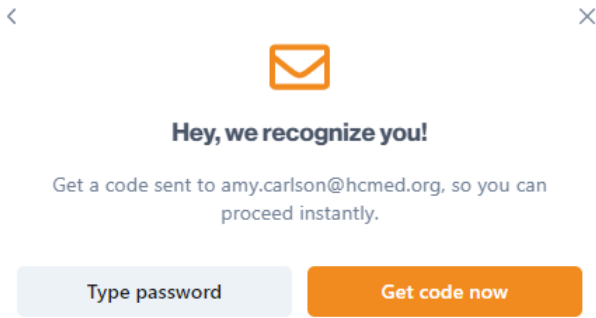
Your email

Continue

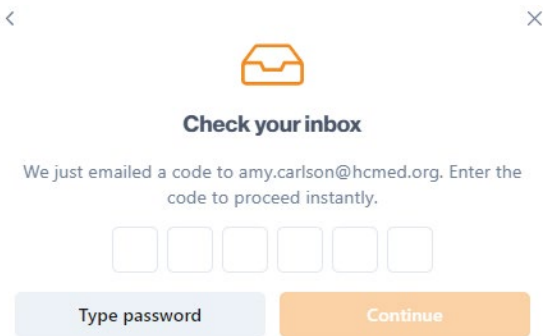
By continuing, you agree to our [Terms and Privacy](#)

For assistance, please contact [foundation@hcmcd.org](mailto:foundation@hcmcd.org) at any time.

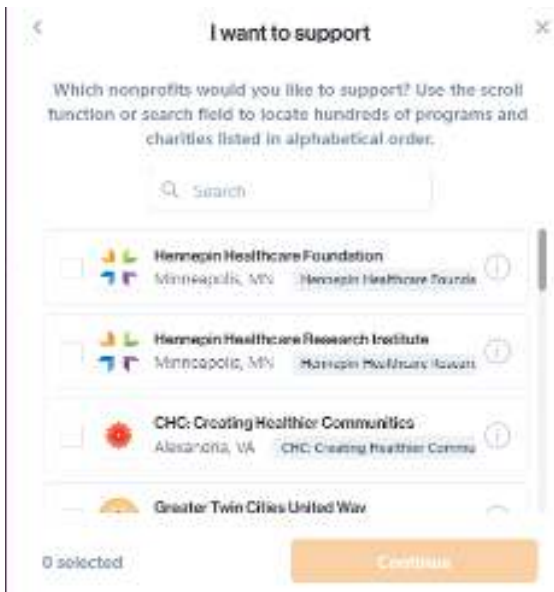
6. If you donated last year, you may see this pop up. Enter your passcode you created last year or select to have a code emailed to you.



7. Check your inbox to receive code and enter into screen. The email will come from CHC: Creating Healthier Communities.



8. Use the search field or the scroll button on the right to find the charities or programs you wish to support. After the top four federated organizations, charities/programs are in alphabetical order. Check the box next to the charity or charities and when you are done, click on continue.



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9. Enter the amount you wish to donate each paycheck and enter Peoplesoft ID #.

The screenshot shows a mobile application window titled "Payroll Giving". At the top, there is a back arrow on the left and a close "X" icon on the right. Below the title, the instruction reads: "Select the amount you'd like to donate whenever you get paid". There are two input fields: a text box with a dollar sign icon and the placeholder "Enter amount", and a dropdown menu currently set to "Twice a month". Below these is a "Total Pledge" section with the text "If you'd like to change this amount or the frequency in the future, please consult your company administrator." and a large "\$0" value. A checkbox labeled "Make my donation anonymous" is present and unchecked. Below that, it states "Payroll deductions will begin on Friday, January 6, 2023." and a text input field for "Peoplesoft ID". At the bottom is a large orange "Continue" button.




10. If you selected more than one charity, you can indicate the amount you wish to donate to each one.

The screenshot shows a mobile application window titled "How do you want to split your payroll?". At the top, there is a back arrow on the left and a close "X" icon on the right. The interface lists three charities, each with a logo, name, location, a slider bar, and a text input field for the amount. The charities are: "Hennepin Healthcare Foundation Minneapolis, MN" with a value of "\$ 80 /yr"; "Inspire Arts Fund Minneapolis, MN" with a value of "\$ 80 /yr"; and "Cardiac Rehab Resource Fund Minneapolis, MN" with a value of "\$ 80 /yr". At the bottom is a large orange "Continue" button.

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**11. Confirm payroll pledge.**

< **How do you want to split your payroll?** ×

	Hennepin Healthcare Foundati Minneapolis, MN	\$ 80 /yr
	Inspire Arts Fund Minneapolis, MN	\$ 80 /yr
	Cardiac Rehab Resource Fund Minneapolis, MN	\$ 80 /yr

**Continue**

**12. A pop up message will appear when you are done.**

**Together We Care!** ×

Thank you for participating in the Hennepin Healthcare’s workplace giving campaign. Together our generosity fortifies our community in times of joy and hardship. As a result of your support, we are a stronger organization and many local and national nonprofits can continue working to build, protect, and maintain healthy communities. This is a remarkable gift in any year, but is especially transformative today, when funding is uncertain and the community need is greater than ever.

[Go to the dashboard](#)

For assistance, please contact [foundation@hcmcd.org](mailto:foundation@hcmcd.org) at any time.

13. A confirmation message will be sent to your email address. You can print this out to save for your records. The Foundation will also a thank you letter at the end of the year.



## Thank You

Thank you for participating in the Hennepin Healthcare's workplace giving campaign. Together our generosity fortifies our community in times of joy and hardship. As a result of your support, we are a stronger organization and many local and national nonprofits can continue working to build, protect, and maintain healthy communities. This is a remarkable gift in any year, but is especially transformative today, when funding is uncertain and the community need is greater than ever.

You've made a \$240.00 payroll pledge on Sep 29, 2022 at 10:09 PM UTC.

<b>Hennepin Healthcare Foundation</b>	<b>\$30.00</b>
<b>Inspire Arts Fund</b>	<b>\$30.00</b>
<b>Cardiac Rehab Resource Fund</b>	<b>\$30.00</b>

DATE	AMOUNT
Sep 29, 2022 at 10:09 PM UTC	\$240.00

CHC: Creating Healthier Communities is a publicly supported charity organized under IRS Code Section 501(c)(3). No goods or services were provided to you in consideration of this gift. All contributions are tax deductible to the extent allowed under U.S. law. This letter serves as the official confirmation of your contribution.

For assistance, please contact [foundation@hcmcd.org](mailto:foundation@hcmcd.org) at any time.

**Thank you for your time and attention  
to the 2022 Together We Care campaign.**

**Our workplace and community are stronger  
when we give together in support of the  
programs and causes we care about.**

For assistance, please contact [foundation@hcmcd.org](mailto:foundation@hcmcd.org) at any time.