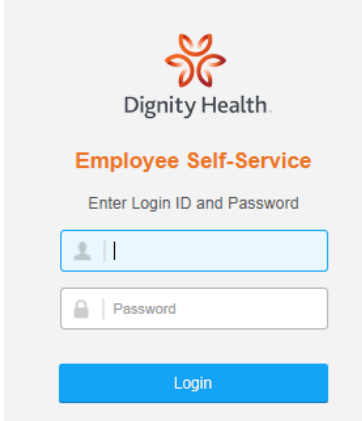


Using Payroll or PTO Deductions to Make a Campaign Donation

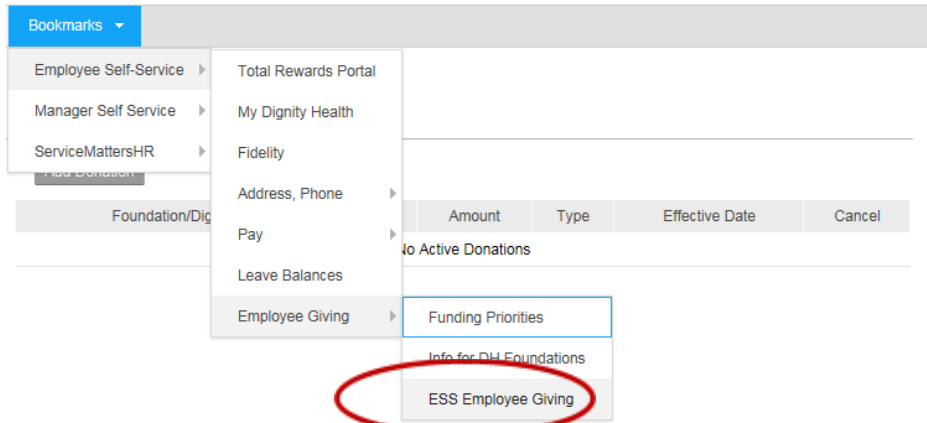
If you are interested in using Payroll or PTO deductions to make a donation in support of the capital campaign for the hospital's expansion project, you may do so through the ESS Portal by following the instructions below.

1. Go to the ESS website: <https://ess.dignityhealth.org/lawson/portal/>
2. Login with your Employee ID number and password.

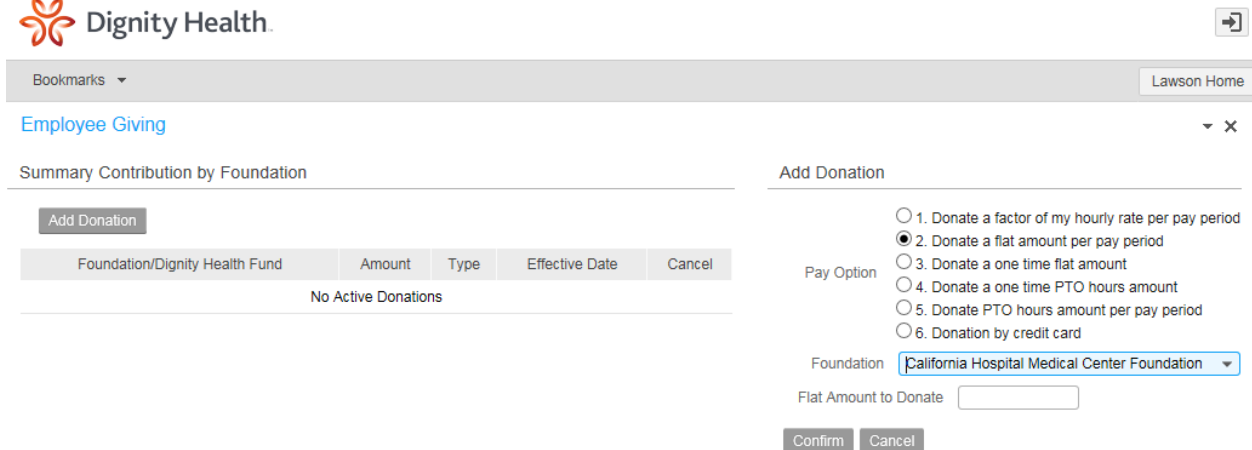


The screenshot shows the Dignity Health Employee Self-Service login interface. At the top is the Dignity Health logo and the text "Dignity Health." Below that is the heading "Employee Self-Service" in orange. Underneath is the instruction "Enter Login ID and Password". There are two input fields: the first is for the login ID, with a person icon on the left and a vertical bar on the right; the second is for the password, with a lock icon on the left and the word "Password" on the right. At the bottom is a blue "Login" button.

3. Click "Bookmarks" (top left corner of webpage), scroll over "Employee Self-Service," scroll over "Employee Giving," then click on "ESS Employee Giving."



4. Click the “Add Donation” button.
5. Select the option that best suits your needs (***Please note that payroll taxes are automatically withheld on PTO donations, so the actual dollar amount received by the Foundation for each donated PTO hour will be LESS than your hourly rate of pay.***)
6. Select “California Hospital Medical Center Foundation.”
7. Then press “Confirm.”



8. Click “Continue” button to agree to Dignity Health Terms and Conditions.

Dignity Health Terms and Conditions

I understand that:

- cash donations are subject to all applicable payroll taxes and will be reported as wages on my IRS W-2 in the calendar year in which the cash is donated.
- any ongoing cash donation election will be in effect until discontinuance is requested by me in writing or by online request.
- the named Foundation will receive a copy of my form. (N/A if you have named a Dignity Health Fund).

Please Note: Cash donations to the Foundations and to any Dignity Health Fund, except any Employee Emergency Assistance Fund, are tax-deductible to the fullest extent allowed by law. The Foundations and Dignity Health do not provide goods or services in consideration for contributions to its employee charitable giving campaigns.

By Clicking 'Continue' you are agreeing to all terms and conditions that have been provided.

9. In the “Purpose Restriction” box, type in “Building Campaign.”

10. Click “Update”

Confirmation of Donation

You have selected to make the following contribution

Foundation: **California Hospital Medical Center Foundation**

Payment Option: **flat amount per pay period**

Total Amount Deducted: **\$20.00**

I wish to remain anonymous and do not give permission to the Foundation to be listed by name as a donor for recognition purposes

Please indicate how your name should be listed in the Foundation's published list of donors (if any) for recognition purposes

Special Acknowledgement: Not Applicable In Honor Of In Memory Of

All donations to any Foundation will be given to the area of greatest need (unrestricted) unless otherwise specified here:

Purpose Restriction

If this is correct click update, if not click cancel
By Clicking 'Update' you are agreeing to all terms and conditions that have been provided

11. CHMC Foundation will be notified of your donation election, and your deduction should be reflected in your paycheck within a couple of pay periods. Donations are tax deductible to the fullest extent allowed by law.

For more information or questions, contact Susan Shum in the Foundation at susan.shum@dignityhealth.org or 213.742.5662. Thank you for your support!