

Using the Online *Charities At Work* Tool

Welcome to *Charities At Work*, your online tool allowing you, in only a few minutes, to give to your workplace campaign.

Before the campaign launches, you will be added to the tool by the campaign team. On the date of your workplace campaign launch you will receive an email from

"HealthPartners Canada - PartenaireSanté" info@healthpartners.ca

Click the link in your email to be automatically logged into your personalized and secure giving page or go to <https://portal.healthpartners.ca/Begin.jsp> and enter your user ID. Not sure of your ID or password, you can simply click the Forgot User ID option to have a link emailed to you.

Participate in Your Workplace *Charities At Work* Campaign and Make a Donation

On your campaign page, review the information about the charities featured by your employer. You can learn more by clicking the charity logo. Click the **Donate** button to start the donation process.

1. Type and Amount

Payroll Deductions: Donating through payroll deductions is a fast and easy way to donate. Enter the amount of your donation per pay period or enter your total annual amount. Select the proper number of pay periods if it is not prepopulated for you.

Note: For all payroll deduction donations, your deductions will appear on your T4/RL1 slips.

Credit Card: Giving by credit card is a simple and straightforward way to donate. You will enter your credit card information and billing address at the end of the process before confirming your gift.

Credit Card One Time – Enter the total amount of your one-time credit card donation.

Monthly Credit Card – Enter the total amount of your donation, this will be divided into 12 equal payments around the 5th of each month.

Note: For all credit card donations, you will receive an email containing a link to a PDF copy of your tax receipt for your records. Monthly credit card donations are received in January/February for the total paid in the prior calendar year.

2. Designations

To learn more about a charity, click the  symbol.

Supported Charities: In the Supported Charities section, you can donate directly to the charities that your employer supports. Enter the annual amount you wish to donate to each charity.

Health Charities and Programs/Causes: This area includes the 17 individual HealthPartners member charities and the other supported charities programs and causes. Enter the annual amount you wish to donate to one or more of these charities, programs, or causes

Write-Ins: In your campaign, your employer may choose to include additional charities. In this case, there will be a third section, “Write-Ins”. Click the Write In button. Add the details of your designation. To find the Charitable Registration Number, visit the Canada Revenue Agency website (<https://apps.cra-arc.gc.ca/ebsci/hacc/srch/pub/dsplyAdvncdSrch>)

3. Verification

Ensure the accuracy of the information requested. This information is used for receipting of gifts, providing you with updates on the impact of your gift and public recognition of specific gift levels.

Confirm the details of your donation and click “Confirm”. That’s it – you’re done!

4. Finished

Logoff of the *Charities At Work* Tool

Click Logoff in the menu bar