



Online Giving Guide



**In this tutorial you
will learn how to...**



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Step 1:
Edit Your
Profile



In this tutorial you
will learn how to...



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In this tutorial you will learn how to...



Step 1:
Edit Your
Profile



Step 2:
Select a
Payment
Method



In this tutorial you will learn how to...



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In this tutorial you will learn how to...



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Step 3:
Choose
Charities
to Support



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In this tutorial you will learn how to...



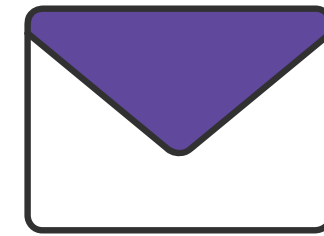
Step 1:
Edit Your
Profile



Step 2:
Select a
Payment
Method



Step 3:
Choose
Charities
to Support



Step 4:
Review and
Submit Your
Pledge



In this tutorial you will learn how to...



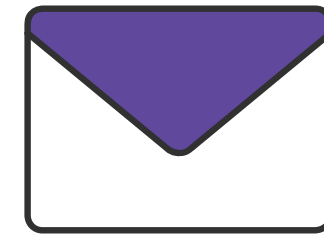
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Choose
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Step 4:
Review and
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Pledge

Navigate to

<https://healthpartners.americascharities.stratuslive.com>

to access the Giving Portal

**FOR AN OPTIMAL DONATION EXPERIENCE,
PLEASE USE ONE OF THE FOLLOWING BROWSERS:**



CHROME



FIREFOX



MICROSOFT EDGE

Click



Donate now



on the **RIGHT HAND SIDE**
of the **NAVIGATION BAR**

DONORS WITH GIVING HISTORY

ARE YOU A RETURNING DONOR?

If you participated in last year's campaign, your online payroll giving history has already been loaded into the giving site.

Choose your gift options

Select one of the following to give:



Select the current gift you want to modify:

New Gift & Designations

This will create a new gift with new designations for the current campaign.

Continue >

DONORS WITH GIVING HISTORY

ARE YOU A RETURNING DONOR?

If you would like to support a new nonprofit this year, then you can select

START A NEW GIFT AND DESIGNATIONS

Choose your gift options

Select one of the following to give:



Renew a Gift from Last Year



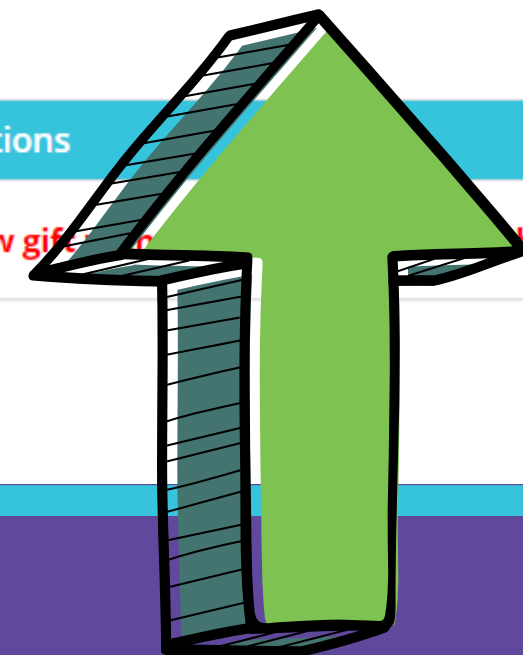
Start a New Gift and Designations

Select the current gift you want to modify:

New Gift & Designations

This will create a new gift for the current campaign.

Continue >



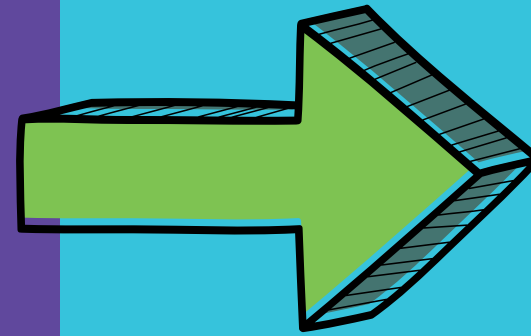
RENEW A GIFT FROM LAST YEAR

TO RENEW ELIGIBLE PAYROLL DONATIONS

Only charities or funds that are active in the One Campaign will display in your history.

Please select the payroll deduction gift you would like to renew.

Note: Credit card and check gifts are not renewable. To give by check or credit card, please select "Start a New Gift and Designations" to make a donation.



Choose your gift options

Select one of the following to give:



Please select the gift from last year you want to renew. **Only charities or funds that are active in the One Campaign will display in your history below.**

Please select the payroll deduction gift you would like to renew.

Note: Credit card and check gifts are not renewable. To give by check or credit card, please select "Start a New Gift and Designations" to make a donation.

For additional information, please contact Donor Services using one of the following options:

Option 1 = Email: Help@charities.org

Option 2 = Phone: 703.957.7888

Option 3 = Live Chat and Donor Support Services Portal: www.charities.org/support

2020 Gift 1: \$240.00	
PAYMENT TYPES:	Renew and increase this gift by 0 % for a new total of: \$ 240.00
One-Year Payroll Deduction \$240.00	
DESIGNATIONS:	
\$240.00 to Park Nicollet Foundation - Growing through Grief	
AFFINITY GROUPS:	
YOUR INFORMATION:	
<input checked="" type="checkbox"/> Release to charity	
<input checked="" type="checkbox"/> Release to public	

Make Changes >

Checkout ✓

Select the current gift you want to modify:

Continue >

New Gift & Designations
This will create a new gift with new designations for the current campaign.

Continue >

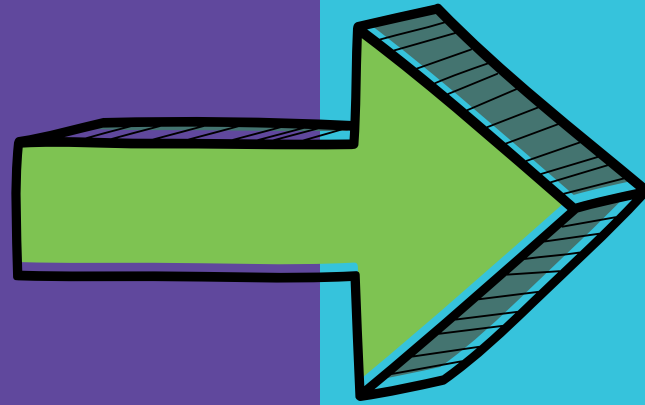
RENEW A GIFT FROM LAST YEAR

TO RENEW ELIGIBLE
PAYROLL DONATIONS

If you choose to renew a gift from last year, on the next screen you will have the option to keep your donation at the same dollar amount as last year or edit the amount.

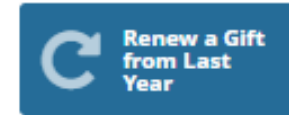
Once you have made your gift selections, click

CHECKOUT



Choose your gift options

Select one of the following to give:



Please select the gift from last year you want to renew. **Only charities or funds that are active in the One Campaign will display in your history below.**

Please select the payroll deduction gift you would like to renew.

Note: Credit card and check gifts are not renewable. To give by check or credit card, please select "Start a New Gift and Designations" to make a donation.

For additional information, please contact Donor Services using one of the following options:

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2020 Gift 1: \$240.00	
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DESIGNATIONS: \$240.00 to Park Nicollet Foundation - Growing through Grief	
AFFINITY GROUPS:	
YOUR INFORMATION: <input checked="" type="checkbox"/> Release to charity <input checked="" type="checkbox"/> Release to public	

Make Changes >

Checkout ✓

Select the current gift you want to modify:

Continue >

New Gift & Designations

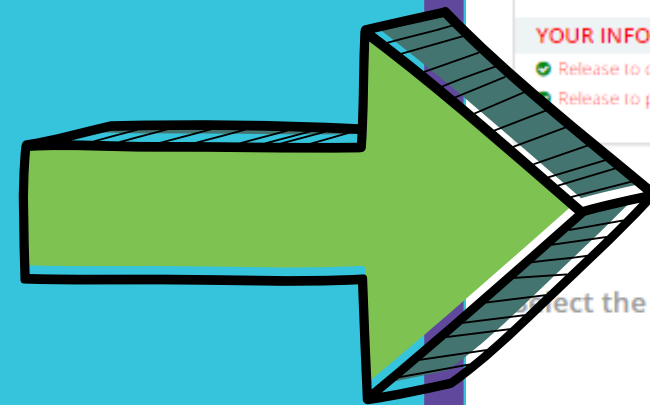
This will create a new gift with new designations for the current campaign.

Continue >

RENEW A GIFT FROM LAST YEAR




TO RENEW ELIGIBLE
PAYROLL DONATIONS

If you would like to edit your gift from last year, click the **MAKE CHANGES** button to enter the donation process.



Choose your gift options

Select one of the following to give:

 **Renew a Gift from Last Year**  **Modify a Gift from This Campaign**  **Start a New Gift and Designations**

Please select the gift from last year you want to renew. **Only charities or funds that are active in the One Campaign will display in your history.**

Please select the payroll deduction gift you would like to renew.

Note: Credit card and check gifts are not renewable. To give by check or credit card, please select "Start a New Gift and Designations" to make a donation.

For additional information, please contact Donor Services using one of the following options:

Option 1 = Email: Healthpartners@charities.org

Option 2 = Live Chat and Donor Support Services Portal: www.charities.org/support

2020 Gift 1: \$240.00

PAYMENT TYPES:
One-Year Payroll Deduction \$240.00

DESIGNATIONS:
\$240.00 to Park Nicollet Foundation - Growing through Grief

AFFINITY GROUPS:

YOUR INFORMATION:
Release to charity
Release to public

Renew and increase this gift by
0 %
for a new total of:
\$ 240.00

Make Changes >

Checkout ✓

Select the current gift you want to modify:

Continue >

New Gift & Designations

This will create a new gift with new designations for the current campaign.

Continue >

! DONORS **WITH** GIVING HISTORY
PLEASE NOTE:

ONLINE PAYROLL

GIFTS ARE THE **ONLY** DONATIONS THAT **ARE** RENEWABLE.

If any prior year donations are

NOT REFLECTED IN YOUR GIVING HISTORY

it may be because:



You gave by **Credit/Debit Card or Check.**



You gave by **paper pledge.** Only online pledges are retained in the giving portal.



You gave to **a charity that is not eligible** in the current Campaign year.

**Now
It's
Time to
Give!**



Edit Your Profile

ENTER YOUR CONTACT INFORMATION

The information entered here will be shared with the organizations you donate to for acknowledgement purposes.

You can opt-in or opt-out from sharing contact information during the final step of the donation process.

You can return to this step and edit your profile at any point during the donation process.

Contacting

Preferred Email

Profile Information

Prefix

First Name

Middle Name

Last Name

Suffix

Work Phone

Cell Phone

Secondary E-Mail

Job Title

Address Information

Address Line 1

Address Line 2

City

State/Province

Postal Code

[Continue >](#)

Contacting

Preferred Email

Profile Information

Prefix

First Name

Middle Name

Last Name

Suffix

Work Phone

Cell Phone

Secondary E-Mail

Job Title

Address Information

Address Line 1

Address Line 2

City

State/Province

Postal Code

[Continue >](#)

Click

Continue



Please add only one payment method per transaction.

NOTE:

This giving site only allows donations by one payment method during a single transaction. To donate using both recurring payroll and one-time credit card, please complete all donations for each payment method in separate transactions.

For example, select "Payroll," then choose all the charities you would like to donate to via recurring payroll and complete the donation process. After submitting your recurring payroll deductions, return to the Home screen, click "Donate Now," and then "Start a New Gift and Designations" to initiate a One-Time Credit Card donation.

Sustained Recurring Payroll

Please select this payment method if you would like your recurring payroll donation to be deducted from your paycheck ****EACH CAMPAIGN YEAR****. If you select this option, your pledge will be automatically renewed. If you would like to make changes to your donation, you may do so during any open enrollment period.

Add

One-Year Payroll Deduction

Choose this option for One-Year recurring payroll contributions. One-Year Recurring payroll contributions will be deducted from your paycheck for ONE YEAR. If you choose this option your contributions WILL NOT continue automatically after 12 months.

Add

One-Time Payroll Deduction

Choose this option for one-time payroll contributions. One-time gifts will be deducted from your first paycheck for July 2021.

Add

One-Time Credit & Debit Card

Credit card based payment method

Add

One-Time Check

Check based payment method

Add

Close

Select a Payment Method

Click 'Add' next to your preferred payment method

PLEASE ADD ONLY
ONE PAYMENT
METHOD PER TRANSACTION

For example, if you would like to
give by **Recurring Payroll Deduction**
and **One-Time Credit Card**:



Select Recurring Payroll Deduction

Choose all of the charities you would like to donate to by payroll deduction and complete the donation process.



Select One-Time Credit Card

Choose all of the charities you would like to donate to by One-Time Credit Card and complete the donation process.

Please add only one payment method per transaction.

NOTE:

This giving site only allows donations by one payment method during a single transaction. To donate using both recurring payroll and one-time credit card, please complete all donations for each payment method in separate transactions.

For example, select "Payroll," then choose all the charities you would like to donate to via recurring payroll and complete the donation process. After submitting your recurring payroll deductions, return to the Home screen, click "Donate Now," and then "Start a New Gift and Designations" to initiate a One-Time Credit Card donation.

Sustained Recurring Payroll

Please select this payment method if you would like your recurring payroll donation to be deducted from your paycheck ****EACH CAMPAIGN YEAR****. If you select this option, your pledge will be automatically renewed. If you would like to make changes to your donation, you may do so during any open enrollment period.

Add

One-Year Payroll Deduction

Choose this option for One-Year recurring payroll contributions. One-Year Recurring payroll contributions will be deducted from your paycheck for ONE YEAR. If you choose this option your contributions WILL NOT continue automatically after 12 months.

Add

One-Time Payroll Deduction

Choose this option for one-time payroll contributions. One-time gifts will be deducted from your first paycheck for July 2021.

Add

One-Time Credit & Debit Card

Credit card based payment method

Add

One-Time Check

Check based payment method

Add

Close

Select a Payment Method

After clicking "ADD," you will be directed to the gift payment set-up page.

Payroll Deduction

▼ One-Time Payroll Deduction \$0.00 ✕

Choose this option for one-time payroll contributions. One-time gifts will be deducted from your first paycheck for July 2021.

Amount

ONE-TIME PAYROLL DEDUCTION

Your gift will be deducted one time from your first paycheck in July 2023.

▼ One-Year Payroll Deduction \$0.00 ✕

Choose this option for recurring payroll contributions. Recurring payroll contributions will be deducted from your paycheck for ONE YEAR. If you choose this option your contributions WILL NOT continue automatically after 12 months. Your gift will be deducted from your paycheck distributed over 12 or 24 pay periods for one year (dependent upon how often you are paid), beginning with your first paycheck for July 2021 and ending in June 2022.

Amount Per Period

ONE-YEAR PAYROLL DEDUCTION

Your gift will be deducted from your paycheck distributed over 12 or 24 (dependent upon how often you are paid) pay periods for one year, beginning with your first paycheck for July 2023 – June 2024

▼ Sustained Recurring Payroll \$0.00 ✕

Please select this payment method if you would like your donation to reoccur EACH CAMPAIGN YEAR. If you select this option, your pledge will be automatically renewed. If you would like to make changes to your donation, you may do so during any open enrollment period.

Amount Per Period

SUSTAINED RECURRING PAYROLL DEDUCTION

Your gift will be deducted from your paycheck distributed over 12 or 24 (dependent upon pay code) pay periods.

Deductions will begin with your first paycheck for July 2023 and will continue until you ask for the donations to be changed or discontinued.





▼ One-Time Credit Card

\$0.00 ✕

One-time credit card donations will be deducted out of your account immediately. All credit card donations will incur a per transaction fee of 3.5% by your carrier. To cancel a donation made by credit card, please contact help@charities.org.

Amount

Credit Card Type

- Visa
- MasterCard
- AmericanExpress
- Discover

Credit Card Number

Credit Card CCV

Expiration Date

Month ▼ Year ▼

Credit Card

Enter the donation amount & credit card details



! WHEN SELECTING A PAYMENT METHOD
PLEASE NOTE:

PLEASE ADD ONLY
ONE PAYMENT
METHOD PER TRANSACTION

One-Time Check

Check \$0.00 ✕

Please make your check payable to: America's Charities - Fiscal Agent and retain a copy for your records.

Amount

Check Number

ENTER YOUR DONATION AMOUNT & CHECK NUMBER

Make your check payable to "America's Charities - Fiscal Agent" and enter "HealthPartners" on the memo line of your check.

Upon completing your pledge, you will receive a **CONFIRMATION EMAIL**.

Print a copy of the email and mail it along with your check to:

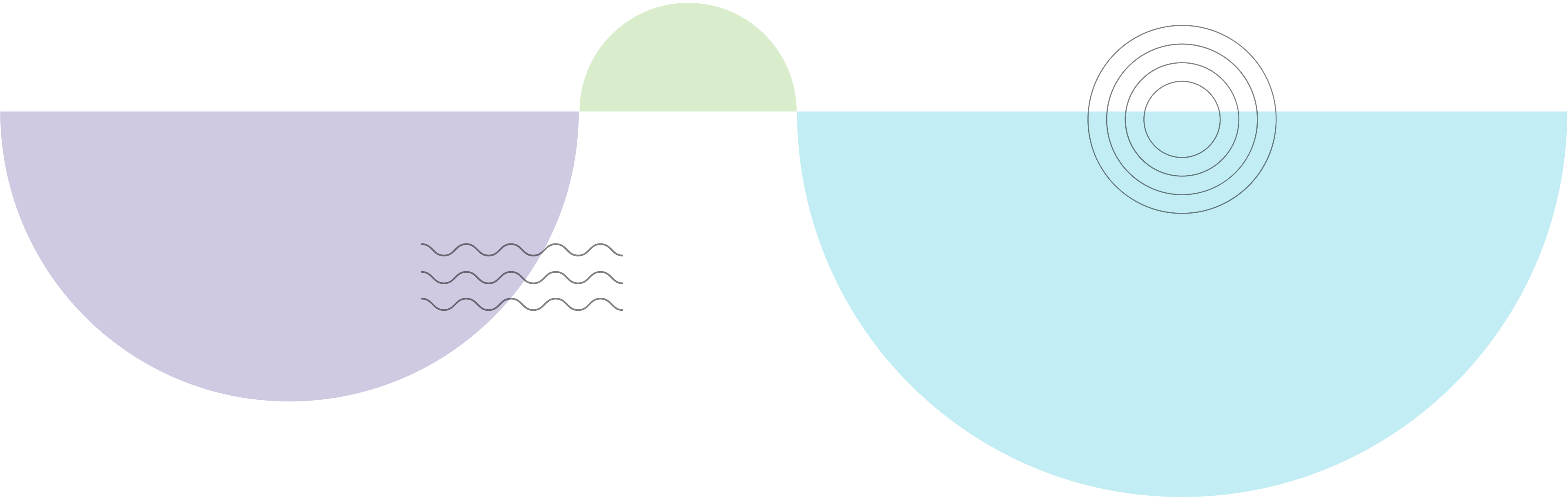
America's Charities
ATTN: Finance
14200 Park Meadow Drive,
Suite 330S
Chantilly, VA 20151



Please Note:

PLEASE ADD ONLY ONE PAYMENT METHOD PER TRANSACTION.

For example, if you would like to give by both One-Time Payroll Deduction and One-Time Credit Card, first select "One-Time Payroll Deduction," choose all of the charities you would like to donate to by payroll deduction and complete the donation process. Then, select "Credit Card" and complete the donation process for that payment method.



Where do you want your gift to go?

Total designated:

\$30.00 left

Select your designation preference below.

[← Previous](#)

[Find a Charity](#)

[Continue >](#)

Select
Find a charity
to choose an organization



Charity Search

Use the charity name, city, state/territory, and EIN search features to find a specific organization, or click through the alphabetical list.

For a description about a charity, click on that charity's logo/name and more information about the charity will display.

When you find a charity to support, click "Add" and that charity will display at the bottom under the Selected Charities section.

Charity picker

Search by Charity Name


Filter by Foundation


Search by City


Search by State/Territory


Search by EIN


Search



 Hope Chest for Breast Ca...



 Burn Center Fund - Regio...



 Education Fund - Health ...


 Healthy Beginnings Fund ...


 Lee and Penny Anderson ...


 Neuroscience Center - Re...


 Research Fund - Health P...


 Community Shares of Min...

◀ 1 2 ▶

1 - 8 of 10 items

Selected Charities


None

Close

Add to designations

Add to Designations

You can add as many charities as you want. Once you have finished adding the charities you would like to support, click the "Add to designations" button.





Trouble finding your favorite organization?

Write-In a Charity

If your preferred fund or organization is not listed, please feel free to search “write in” or select the “write in” option from the last page of the charity search.

Please Note:

All write-in charities are screened by America’s Charities for IRS 501(c)3 non-profit status. Only IRS 501(c)3 charitable organizations can receive designated funds. Approved charities will be available for your contribution within 7-10 business days. If the charity you “write-in” cannot be verified, you will be contacted by America’s Charities for more information regarding the select charity. Upon 4 failed attempts to vet the charity, you will be asked to redirect your donation to a vetted charity or make your donation directly to that charity

The background features a dark blue field with out-of-focus bokeh lights in shades of yellow, orange, and blue. In the lower-left corner, several coins are visible, some in sharp focus and others blurred, suggesting a collection of money.

PLEASE NOTE:

**YOU WILL NOT BE ABLE
TO COMPLETE GIVING
PROCESS WITHOUT
DESIGNATING A CHARITY.**

You can add as many charities as you want. Once you have finished adding the charities you would like to support, click

Add to Designations

The screenshot shows a 'Charity picker' window with the following elements:

- Search filters:** Search by Charity Name, Search by City, Search by State/Territory (dropdown), and Search by EIN.
- Charity grid:** A grid of charity logos including '100 Black Men of Indianapolis', '22 Until Valhalla Inc', '24 Group', '911 Gives Hope Inc', 'A and A Township Volunteer...', 'A Kid Again (Indiana Chapter)', 'A Positive Approach to Teen...', and 'Abilities Services - Montgom...'.
- Navigation:** A pagination bar showing '1' selected and '1 - 8 of 1559 items'.
- Selected Charities:** A section showing 'A and A Township Volunteer Fire' and 'Abilities Services - Montgomery'.
- Footer:** 'Close' and 'Add to designations' buttons.

A blue arrow points from the 'Add to designations' button to the text 'Add to Designations' in the bottom left.

Designate Your Pledge

The organization(s) you selected will now display on your list of charity designations. Now you can allocate your total pledge amount between the organizations you have added to your list of designations.

Where do you want your gift to go?

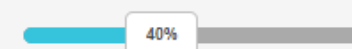
Total designated:

\$30.00

Select your designation preference below.



Community Shares of Minnesota



40%

\$ 12



Research Fund - Health Partners Institute



60%

\$ 18

Your pledge so far:

\$30.00

TOTAL GIFT

Payment Methods:



\$30.00

PAYROLL
\$30.00 x 1

Designations:



\$12.00

COMMUNITY SHARES OF MINNESOTA



\$18.00

RESEARCH FUND - HEALTH PARTNERS INSTITUTE

CANCEL AND START OVER

< Previous

Find a Charity

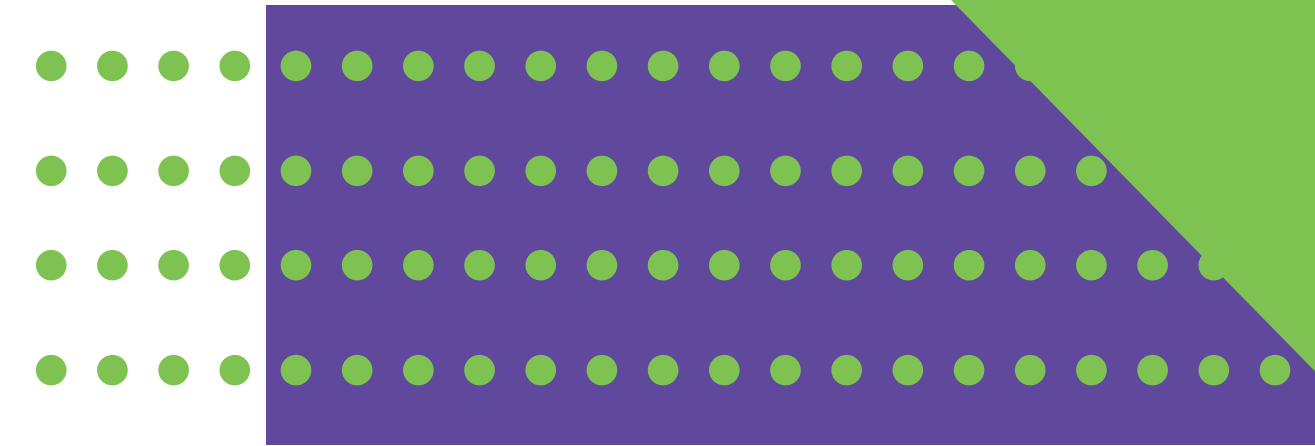
Continue >

Designate Your Pledge

To specify how much money to donate to each, use the slider tool or enter the exact amount in the donation box next to the charity.

You can use the “Find a charity” tool to add more charities to your list. You may also select the “Previous” button to adjust your total gift amount (this will not impact the charity selections you have made).

Click **Continue**



Where do you want your gift to go?

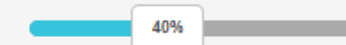
Total designated:

\$30.00

Select your designation preference below.



Community Shares of Minnesota

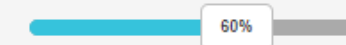


40%

\$ 12



Research Fund - Health Partners Institute



60%

\$ 18

< Previous

Find a Charity

Continue >

Your pledge so far:

\$30.00

TOTAL GIFT

Payment Methods:



\$30.00

PAYROLL
\$30.00 x 1

Designations:



\$12.00

COMMUNITY SHARES OF MINNESOTA



\$18.00

RESEARCH FUND - HEALTH PARTNERS INSTITUTE

CANCEL AND START OVER



Review and complete gift

- By checking this box, I choose not to release my contact information (name, mailing address or email address) to the charity(ies) designated.
- By checking this box, I choose not to release my contact information (name, mailing address or email address) to the public where it could be viewed in an Annual Report, newsletter, on printed or electronic materials, or a website.

< Previous

Finish >

Your pledge so far:

\$30.00

TOTAL GIFT

Payment Methods:

\$ **\$30.00**
PAYROLL
\$30.00 x 1

Designations:

\$18.00
RESEARCH FUND - HEALTH
PARTNERS INSTITUTE

\$12.00
COMMUNITY SHARES OF
MINNESOTA

CANCEL AND START OVER

Review & Submit Your Pledge

You will have one final chance to review your gift and designations.

Select whether your gift remains anonymous or grant permission to have your contact information shared with the charity you've supported.

Click FINISH to submit your pledge



Confirmation Email:

Within minutes of clicking "Finish," a pledge receipt will be emailed to you. You should keep a copy of that email for tax purposes.

The background of the image features a dark blue field with numerous coins scattered across it. The coins are out of focus, appearing as soft, glowing circles in shades of yellow, orange, and red. A semi-transparent purple rectangular box is overlaid on the right side of the image, containing the text.

PLEASE NOTE:

YOU MUST CLICK **FINISH
TO COMPLETE THE
GIVING PROCESS.**

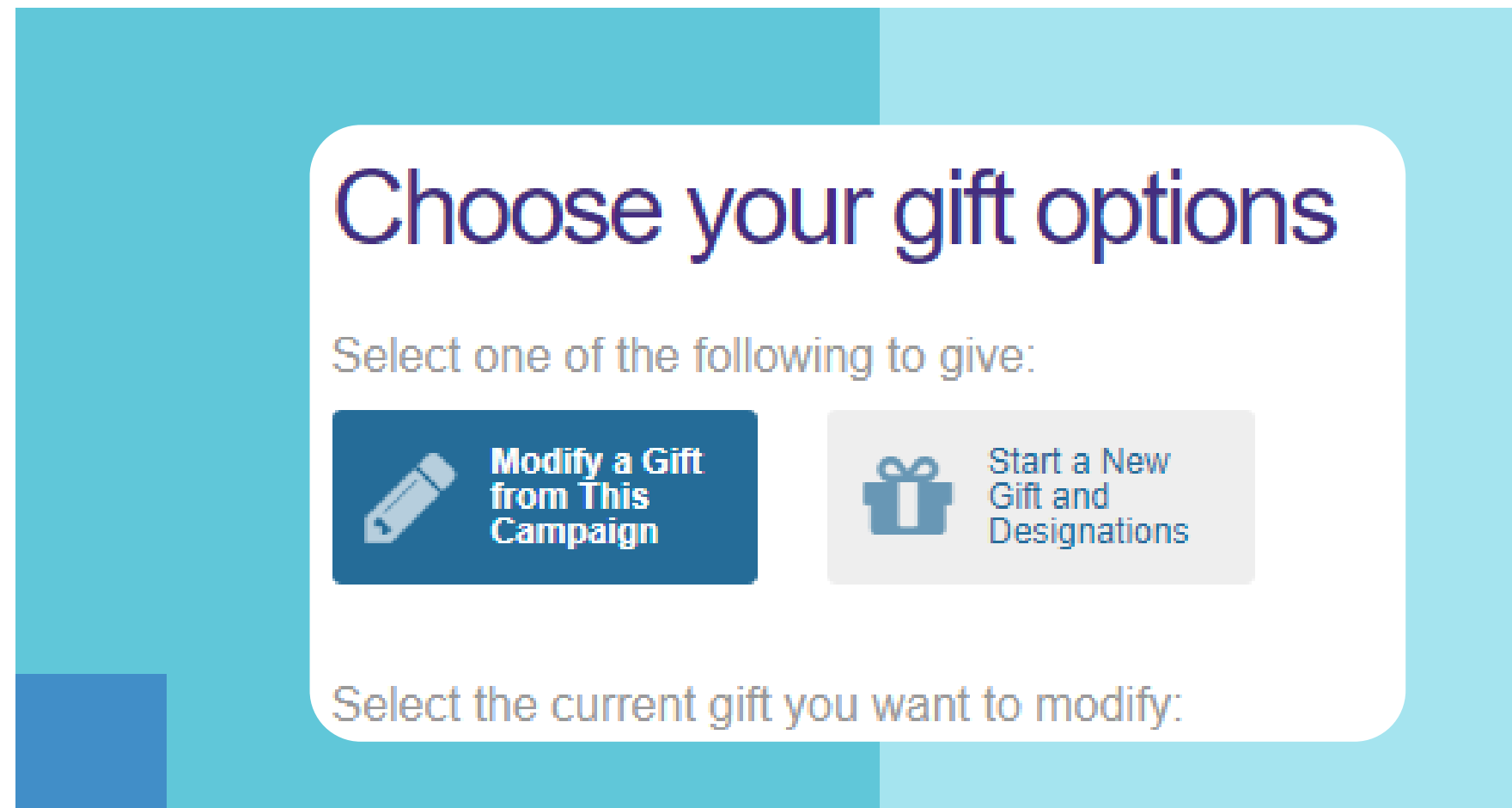
**OTHERWISE, YOUR DONATION WILL BE CONSIDERED
INCOMPLETE & WILL NOT BE PROCESSED**



Modify a Gift

OR MAKE ADDITIONAL DONATIONS

If you would like to make additional donations or edit your pledge, you may edit your payroll donations anytime during the Campaign enrollment period. Simply log into the pledge site and select the "Donate Now" button.



Please Note:

If you select “Modify a Gift,” you MUST complete all the steps and re-submit that gift.

Otherwise your gift will be incomplete and will not be processed.

NEED ASSISTANCE?



Email

healthpartners@charities.org

Donor Services Portal

www.charities.org/support



**ON BEHALF OF ALL
OF THE PARTICIPATING
NONPROFIT
ORGANIZATIONS**





**ON BEHALF OF ALL
OF THE PARTICIPATING
NONPROFIT
ORGANIZATIONS**

THANK YOU!