**MAKE A DONATION VIA EMPLOYEE SELF-SERVICE TO**

**ST. JOSEPH’S FOUNDATION:**

1. Go to  [**http://ess.dignityhealth.org**](https://www.dignityhealthphilanthropy.org/page.redir?target=http%3a%2f%2fess.dignityhealth.org&srcid=10932&srctid=1&erid=464352&trid=f4817d61-ff0c-4dff-aaf2-90c25932863e)
2. Click on **Bookmarks** in the upper left corner
3. Click **Employee Self Service** in the menu
4. Click **Employee Giving** in the menu
5. Click **ESS Employee Giving** in the menu
6. Click grey **Add Donation** button
7. Select the type of gift you would like to make
8. Select **St. Joseph’s Foundation of San Joaquin** from the menu
9. Enter the number of hours or dollar amount
10. Click grey **Confirm** button
11. Click grey **Continue** button
12. In the **Purpose Restriction** area (3rd box), enter what area or fund you would like your gift to support (i.e. Cancer Center, Fun Run)
13. Click grey **Update** button
14. A confirmation message on the screen will appear. You will also get an email confirmation.
15. Reminder: Your check stub acts as your official tax document for this donation. Issues making a gift? Contact us at (209) 467-6347 or SJFSJ@dignityhealth.org