

## **Employee giving is online and easy!**

1. **Go to the Dignity Health Employee Self Serve (ESS) site** <https://ess.dignityhealth.org>
2. Log in using your employee ID# (*which can be found on your pay check stub*) and your network password.
3. After you log in, click on the button at the upper left called “Bookmarks”
4. Hover over “Employee Self-Service” until you see additional options.
5. Hover over “Employee Giving” until you see additional options.
6. Next select “ESS Employee Giving”
  
7. **IF YOU ARE CURRENTLY A DONOR:**
  - a. If you are already a donor, your current giving will appear
  - b. If you wish to change your current giving amount, click on the foundation’s name
  - c. Alter your giving amount and select “Confirm” to update your giving details
  - d. When you have completed your giving details press “Update”
  - e. You will then be asked to accept the terms of your giving.
  - f. You will receive a confirmation email within a few minutes.  
Please print and save this email for your tax records.
  
8. **IF YOU ARE DONATING FOR THE FIRST TIME OR ARE MAKING AN ADDITIONAL GIFT:**
  - a. Select “Add a Donation”
  - b. Choose from one of the six listed giving methods
  - c. Select “Sequoia Hospital Foundation” from the drop-down menu
  - d. Choose your giving amount  
*If giving PTO, you must give in increments of .5 hours and must maintain at least 80 hours in your PTO bank.*
  - e. Select “Confirm” to update your giving details
  - f. You will then be asked to accept the terms of your giving
  - g. Within your giving details you may select:
    1. To give anonymously
    2. How you wish to be listed in any recognition opportunities
    3. If your gift being made in honor/memory of anyone
    4. How your gift is to be used (*write in Greatest Need, Oncology, Emergency, Birth Center, etc.*)
  - h. When you have completed your giving details press “Update”
  - i. You will receive a confirmation email within a few minutes.  
Please print and save this email for your tax records.
  
9. **Thank you for choosing to support Sequoia Hospital through a charitable gift to the Sequoia Hospital Foundation.** We will send you a letter confirming your gift and will provide a receipt for your giving to be used for your tax purposes.

**If you have questions, please call the Sequoia Hospital Foundation office at (650) 367-5657 or visit [www.sequoiahospitalfoundation.org/employeegiving](http://www.sequoiahospitalfoundation.org/employeegiving)**