

# 5 Steps to Donate & Buy *Foundation* Event Tickets



## Head to Lawson on the intranet

On the intranet under the Business Applications tab, choose Lawson



## Log in with your Employee ID

Log in using your employee ID number – Hover over bookmarks at the right hand top corner



## Self-Service

Head to employee self-service > Donate to the Foundation



## Choose from 3 options

- One-time gift, or
- Payroll deduction, or
- PTO donation
- Then, choose your designation



## CHOOSE YES!

Choose **Yes- Make Contribution.**

You will receive an automatic email thank you for contributing to iCare. iGive. This is your receipt for your ticket purchase

We can't wait to SEE YOU!