




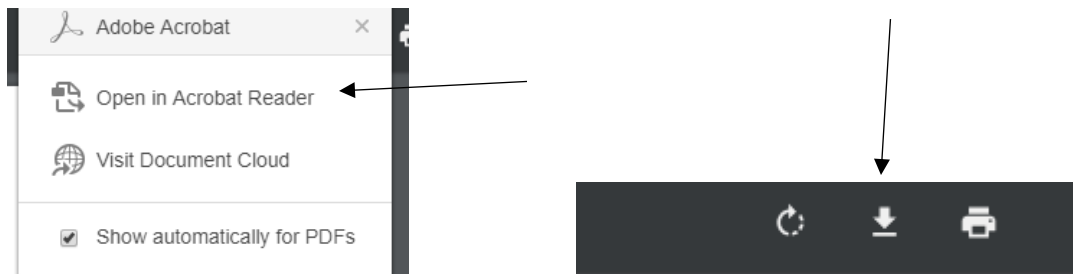
FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

How to send in your Employee Payroll Deduction Form

1. Go to <https://www.ymcamn.org/employeegiving> on the Google Chrome Browser.
 - a. Once you are here follow the directions for downloading the form. It should be a blue hyperlink that reads "download this form".

If you are a full or part-time employee and would like to donate through payroll deduction, [download this form](#) 

2. You should then be directed to a new page with the form loaded within your web browser, you will want to either select "Open in Acrobat Reader" or click the download icon in the top right, next to the print icon.

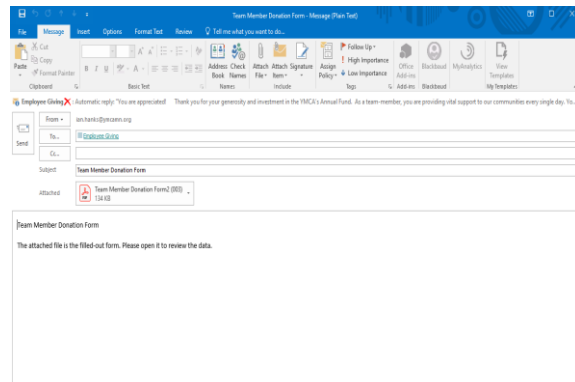
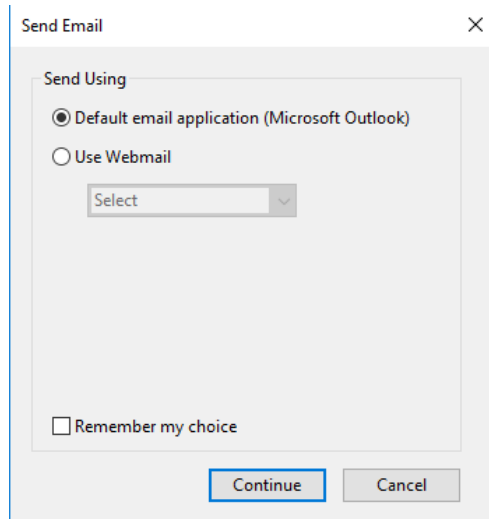


- a. If you select open in Acrobat Reader, it should open right away in Adobe Reader, which you will then be able to fill out the form.
 - b. If you select download, it will ask you to save it to your computer, it is recommended to save it to your desktop. Once you have saved it to your desktop you can open the document and it should open in Adobe where you can fill out the form.
3. Upon completion of your form click "Submit" on the bottom of the form. Please make sure you fill out the required blanks, otherwise the form will not allow you to submit.

THANK YOU FOR YOUR SUPPORT OF THE Y'S CAUSE!

SUBMIT

- Once you have clicked "Submit" a dialogue box will pop up. Select default email application (it should be Microsoft Outlook) and click "Continue". An email window should appear with your form already attached and hit "Send"



- Once you have hit send you should receive a thank you email from employee.giving@ymcamn.org, which thanks you for your gift and confirms that your payroll deduction form has been received.