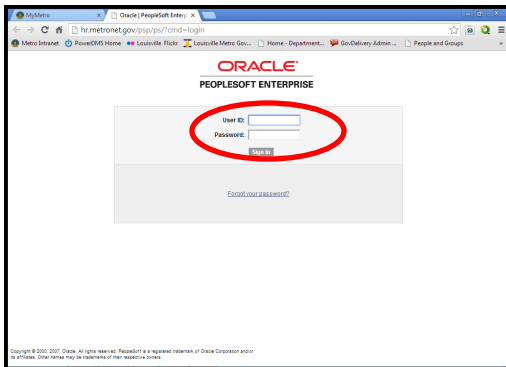
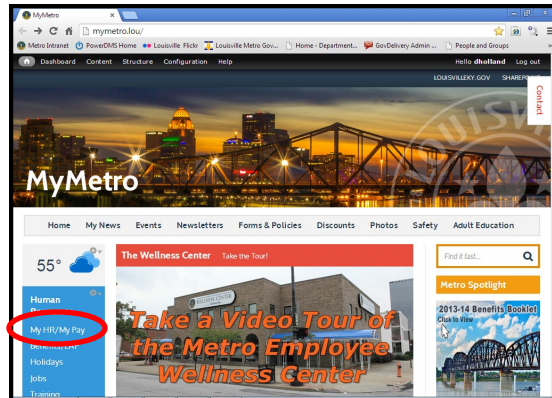




# Louisville Metro Employee Charitable Campaign

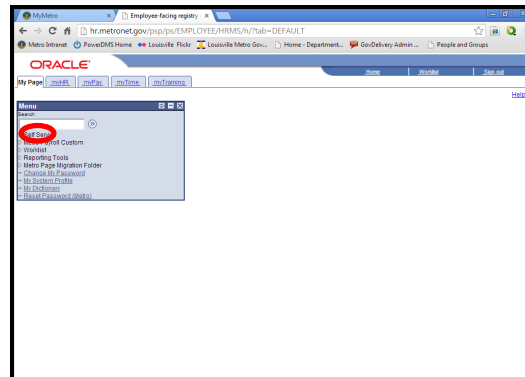
## How to Make Your On-Line Donation

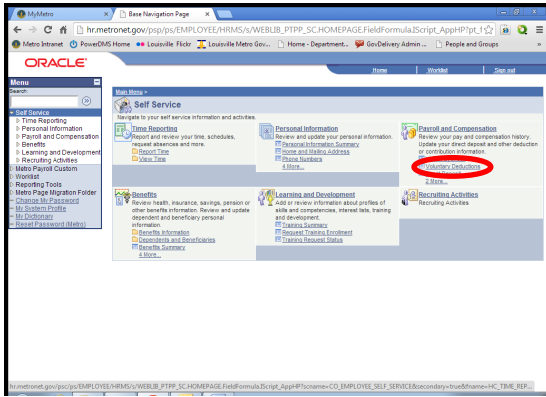
**Step 1: Go to MyMetro and click on "MyHR/MyPay."**



**Step 2: Log on to PeopleSoft by entering your username and password.**

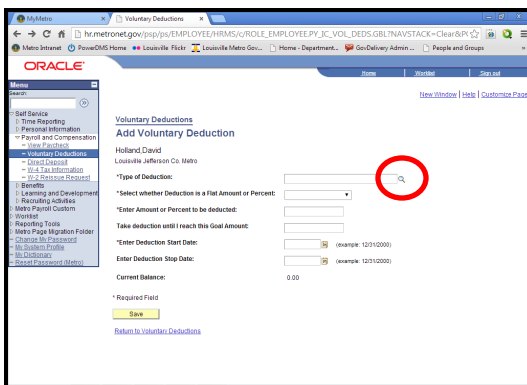
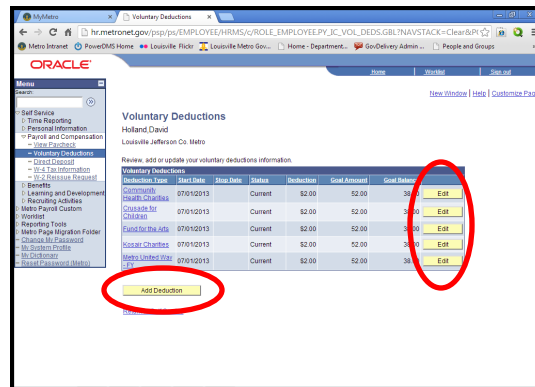
**Step 3: Click on "Self Service."**





**Step 4: Click on "Voluntary Deductions."**

**Step 5: Edit Your Current Deductions or Click on "Add a Deduction."**



**Step 6: To View a List of Groups You Can Donate To, Click the Magnifying Glass.**

**Step 7: Select a Charity from the List, Complete the Form and Save.**

**And remember, to create a donation that rolls over every year, leave the Goal Amount and End Date fields blank.**

