



## How to give through BMC payroll deduction

Giving through payroll deduction is an easy, convenient way to make a lasting impact for BMC programs, patients, and the community. Have any questions? Reach out to the Office of Development at [philanthropy@bmc.org](mailto:philanthropy@bmc.org).

**Step 1:** Access Workday through [mybmc.org](http://mybmc.org).

**Step 2:** Select “Benefits” under Applications.

**Step 3:** Under Change, select “Benefits.”

**Step 4:** In the Change Reason dropdown, select “Voluntary Donations to BMC.”

**Step 5:** Select the date you would like your payroll deduction to begin.

**Step 6:** Click “Submit.”

**Step 7:** Select the BMC program you would like to support and the donation amount. Make sure to change the blue button from “Waive” to “Select.” You will be able to enter your amount to the right of the program.

**Step 8:** Click “Confirm and Continue.” You will then be prompted to electronically sign, and your automatic donation from each payroll period will begin on the date you input during Step 5.