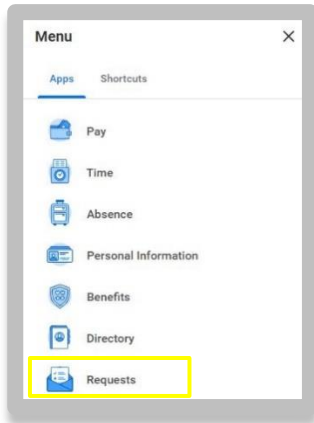
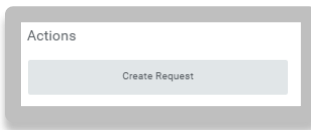


DONATE TO MASTERY'S FUND THROUGH PAYROLL DEDUCTIONS

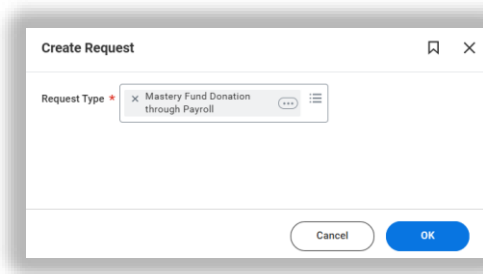
1. Navigate to the **Menu** icon in the left corner.
2. Click the **Requests** application on your **Home Page**.



3. Click **Create Request** under **Actions**.



4. Select **Request Type > All > Mastery Fund Donation through Payroll**



5. Click **OK**.

Read the description at the top of the page and enter the required information for each field.

6. Click **Submit**.

The **Request** is now pending Payroll approval. **Please Note:** Your election will be reflected within 1-2 pay periods of your submission date.