



Healthier Tomorrows Individual Giving Program

Quick Start Guide

The Healthier Tomorrows Individual Giving Program, bringing together Sobeys Capital Incorporated employees and employees of its franchisees to support Healthy Bodies and Healthy Minds by donating to participating charitable organization(s) across Canada.

HR has partnered with the Community Investment Team to develop an online form where Sobeys Capital Incorporated employees and employees of its franchisees can donate to a participating charitable organization(s) of choice. This includes -Backstage, RSC, and Retail.

Once you've navigated to the **People Portal** landing page:

1. Enter your **Employee ID** and **Password**.
2. Click **Log In**.

FRANÇAIS

Welcome to your People Portal

We are a family nurturing families

EMPLOYEE ID
Your employee ID

PASSWORD
After 5 failed attempts, your account will be locked and a call to the IT Service Centre is required. The password assistant can reset your password but cannot unlock your account.

LOG IN

Your gateway to tools and information about our people programs and processes, all in one place.

If you haven't logged in to the People Portal before, click the "Forgot Password?". For technical difficulties, please contact the Solution Centre at 1-877-425-1845.

Forgot password? / Mot de passe oublié?

Sign up today and together we can fuel healthier tomorrows.

Visit healthiertomorrow.ca to learn more.



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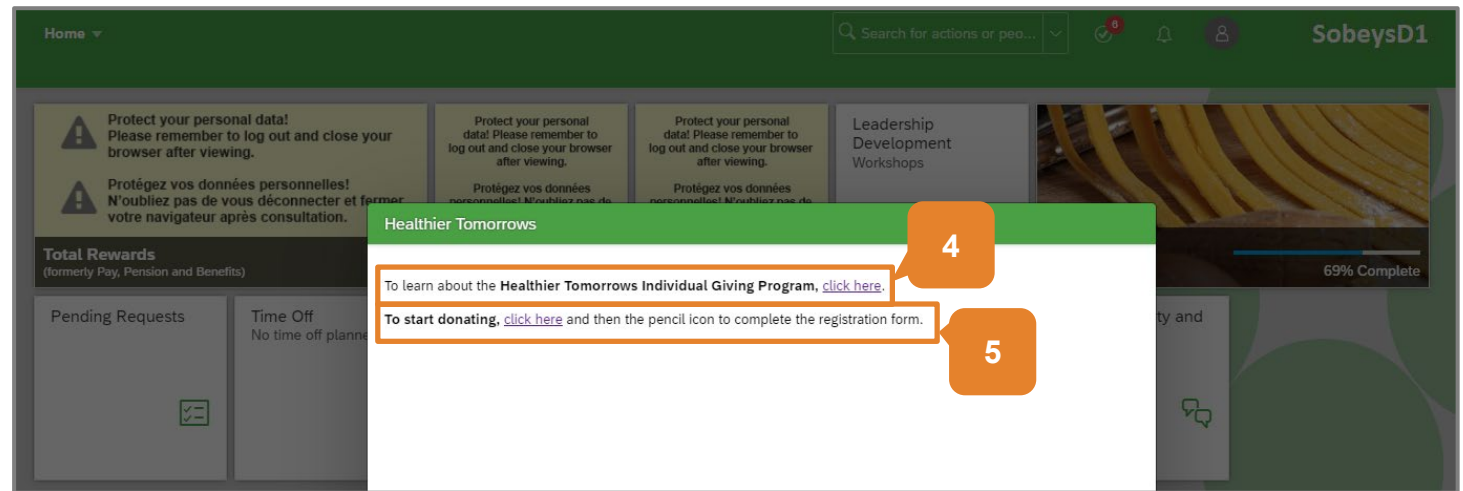
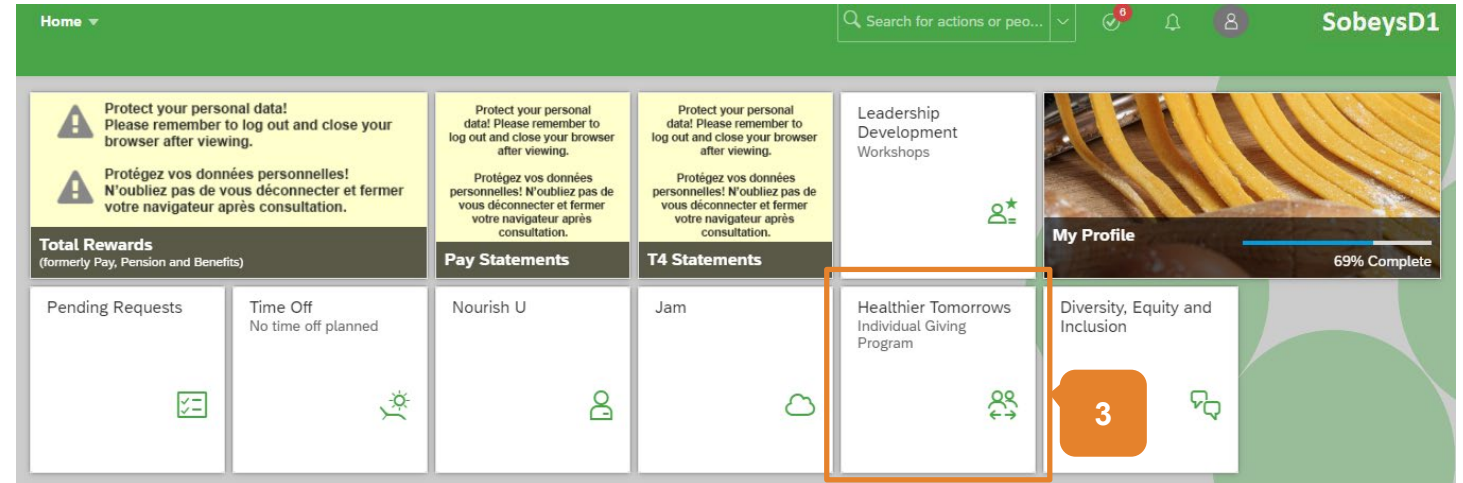
We've made it simple to select where and when you donate.

- Sign up April 5 – May 6 and Sobeys Inc. will donate \$10 for every donation made by Sobeys Capital Incorporated employees and employees of its franchisees (to a maximum of \$200,000).

Sign up today and together we can fuel healthier tomorrows.

Visit healthiertomorrow.ca to learn more.

3. Click the **Healthier Tomorrow Individual Giving Program** tile on the Homepage.
4. **To learn more about the Healthier Tomorrows Individual Giving Program**, click the link in the first sentence. This will open-up the Healthier Tomorrows Individual Giving Program website.
5. **To start donating**, click the link in the second sentence. This will open-up your Employee Profile where you can complete the registration form. See the next slide for the next steps.





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We've made it simple to select where and when you donate.

- How much you donate is your choice.

Sign up today and together we can fuel healthier tomorrows.

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6. Click on the pencil to create a **Donation Record**.

The screenshot shows the user profile page for Brice Jefferson. At the top, there is a green navigation bar with 'Profile' and a search bar. Below the navigation bar is a header image of bananas. The main content area shows a section for 'Healthier Tomorrows Individual Giving Program' with a pencil icon next to the title, which is highlighted by an orange callout box with the number '6'. Below this section, it says 'No data'.

The screenshot shows the 'Healthier Tomorrows Individual Giving Program' form. The form has a green header with the program name. Below the header, there is a 'Date*' field with a calendar icon and the value '09 Feb 2022'. Underneath is a section titled 'Donation' with a dropdown arrow. This section contains several fields: 'Province*' with a dropdown menu showing 'No Selection'; 'Charitable Organization Option(s)*' with a dropdown menu showing 'No Selection'; 'Donation start date*' with a calendar icon and the value '01 Jun 2022'; 'Frequency of Donation*' with a dropdown menu showing 'No Selection'; and 'Donation Amount*' with an empty input field. At the bottom of the form is a 'Start/Stop*' field with a dropdown menu showing 'No Selection'.



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We've made it simple to select where and when you donate.

- Choose from a list of over **30 charities** addressing hunger and child and youth mental health—including charities in **your community**.

- Your donation will be **applied to your T4** at the end of the year.

Sign up today and together we can fuel healthier tomorrows.

Visit healthiertomorrow.ca to learn more.

Note: All fields with an asterisk are required fields.

7. **Click** the drop-down arrow on the **Province** field.
8. **Select Province**.
9. **Click** the drop-down arrow on **Charitable Organization Options** field.
10. **Select Charitable Organization**.

Note:
Every province has different **Charitable Organization Options**.

The screenshot shows the 'Healthier Tomorrows Individual Giving Program' form. At the top, there is a green header with the program name. Below the header, the form contains several fields:

- Date ***: A date picker showing '09 Feb 2022'. A callout '7' points to the drop-down arrow on the right side of the date field.
- Donation**: A section header with a downward arrow.
- Province ***: A dropdown menu currently showing 'No Selection'. A callout '8' points to the drop-down arrow on the right side of the menu.
- Charitable Organization Option(s) ***: A dropdown menu currently showing 'No Selection'. A callout '9' points to the drop-down arrow on the right side of the menu.
- Donation Start/Stop Date ***: A date picker showing '01 Jun 2022'. A callout '9' points to the drop-down arrow on the right side of the date field.
- Frequency of Donation ***: A dropdown menu currently showing 'No Selection'.
- Donation Amount ***: A text input field.

Below the main form, two expanded dropdown menus are shown:

- Province ***: A list of provinces with 'Ontario (ON)' selected and highlighted by a callout '8'. The list includes: Ontario (ON), Nova Scotia (NS), Nunavut (NU), Prince Edward Island (PE), Québec (QC), Saskatchewan (SK), and Yukon (YT).
- Charitable Organization Option(s) ***: A list of charities with 'Children's Health Foundation(D020)' selected and highlighted by a callout '10'. The list includes: Children's Health Foundation(D020), CHEO Foundation(D019), Feed Ontario(D021), McMaster Children's Hospital(D022), SickKids Foundation(D023), and Special Olympics Ontario(D024).



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We've made it simple to select where and when you donate.

- Make a donation from your paycheque whenever it works for you – a one time donation or a regular deduction of **your choice**.

Sign up today and together we can fuel healthier tomorrows.

Visit healthiertomorrow.ca to learn more.

11. **Click** on the calendar icon to select a **Donation start date**. (Select 01 June 2022 or a date of your choice after June 01.)

12. **Click** the drop-down arrow, and choose one of the two options for the **Frequency of Donation**.

Note: One time donations do not need to be stopped.

Donation Start/Stop Date *

01 Jun 2022

Frequency of Donation *

One time donation (One time donation) ✓

Bi-weekly (Bi-weekly)

One time donation (One time donation)

Donation start date *

01 Jun 2022

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
22	30	31	1	2	3	4	5
23	6	7	8	9	10	11	12
24	13	14	15	16	17	18	19
25	20	21	22	23	24	25	26
26	27	28	29	30	1	2	3



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We've made it simple to select where and when you donate.

- Choose your own donation amount \$2 or more.
- You can support charities in your province or outside of where you live.

Sign up today and together we can fuel healthier tomorrows.

Visit healthiertomorrow.ca to learn more.

13. Enter Donation Amount.

Donations must be \$2.00 minimum.

Note:

An **Error** message will pop-up if the \$ sign is included when entering the donation amount.

An **Error** message will pop-up for donations less than \$2.

Note:

A message will pop-up to validate donations greater than \$100.

If Donation Amount entered is correct, click **Proceed**.

If Donation Amount entered is incorrect, click **Correct** to edit the amount.

Donation

Province* Ontario (ON) Charitable Organization Option(s)* Children's Health Foundation(D020) Donation Start/Stop Date* 01 Jun 2022

Donation Amount* 10

Error

Invalid Value \$10 for field Donation Amount in object cust_childEmployeeCharitableDonationProgram

Close

Error

Please maintain minimum \$2

Close

Employee Required Sign-Off

A Donation amount over \$100 has been keyed. Please confirm

Correct Proceed



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We've made it simple to select where and when you donate.

- Opt in, and opt out when it works for you.

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14. **Select Start** to start deduction.

15. **Click Save** and you're done!

Province* Ontario (ON) Charitable Organization Option(s)* Children's Health Founda... Donation start date* 01 Jun 2022

Donation Amount* 10

Start/Stop* Start (Start)

Start (Start)

Stop (Stop)

Add Donation

14

Charitable Organization Option(s)* Children's Health Foundation(D020) Donation Start/Stop Date* 01 Jun 2022 Frequency of Donation* Bi-weekly

Start/Stop* Start

Cancel Save

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- Make a donation from your paycheque whenever it works for you – a one time donation or a regular deduction of **your choice**.

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Note: To Stop a **Bi-Weekly Donation**, follow these steps.

16. **Select** the donation record you wish to stop for a Bi-weekly donation.
17. **Choose** the date you wish to stop the deduction from the Donation Start/Stop Date.
18. **Select Stop** from the **Start/Stop** field.
19. **Click Save**.

16

▼ **Donation**

Province* Québec
Charitable Organization Option(s)* Montreal Children's Hospital Fndn(DO...
Donation Start/Stop Date* 29 Sep 2022
Frequency of Donation* Bi-weekly
Donation Amount* 125

Start/Stop* Stop

Cancel Save

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Start/Stop*

Stop

Start

Stop

18

Donation Start/Stop Date*

29 Sep 2022

< September 2022 >

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
35	29	30	31	1	2	3	4
36	5	6	7	8	9	10	11
37	12	13	14	15	16	17	18
38	19	20	21	22	23	24	25
39	26	27	28	29	30	1	2

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We've made it simple to select where and when you donate.

Did You Know?

You can make donations to more than one Charitable Organization.

Have Questions? Contact

1-800-295-3348

or

hrrservicecentre@sobeys.com

Sign up today and together we can fuel healthier tomorrows.

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20. **Click Add Donation** button to create another donation record if you want to donate to more than one **Charitable Organization**.

Note:

All current records will be seen.

This completes the steps for making donations through the **Healthier Tomorrows Individual Giving Program**.

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▼ **Donation**

Province*	Charitable Organization Option(s)*	Donation start date*	Frequency of Donation*	Donation Amount*
Québec (QC) ▼	Montreal Children's Hospital Fn... ▼	01 Jun 2022	Bi-weekly (Bi-we... ▼	10

Start/Stop*

Start (Start) ▼

20

Add Donation

Cancel Save

Add Donation