

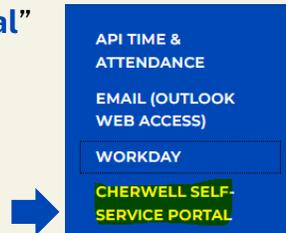


# HOW TO: Stop Donations to the BEN (Basic Employee Needs) Fund

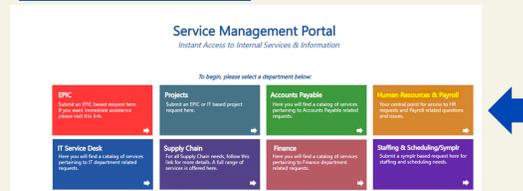
Step 1: Navigate to the **Methodist Pulse homepage**. If this isn't your landing page, navigate to: <https://pulse.mhd.com>. Select **“Quick Links”**



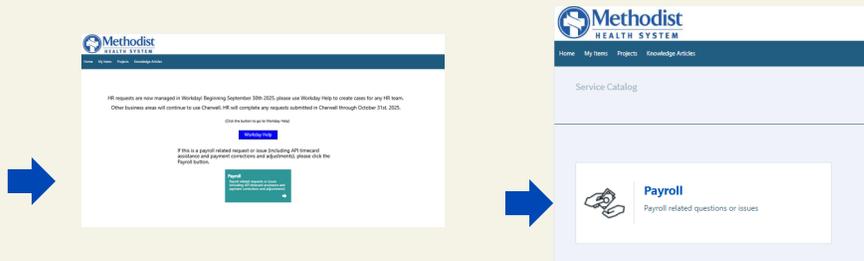
Step 2: Select **“Cherwell Self-Service Portal”**



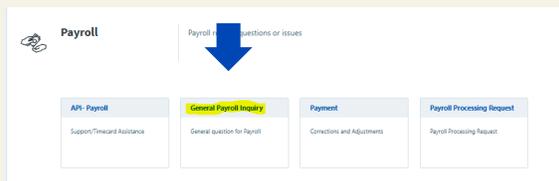
Step 3: Select **“Human Resources & Payroll”**



Step 4: Select **“Payroll”** then **“Payroll”** from the next screen



Step 5: Select **“General Payroll Inquiry”**



Step 6: Select **“Payroll Deductions”**. Complete the form asking that your BEN Fund Donations be stopped. Submit the form.

