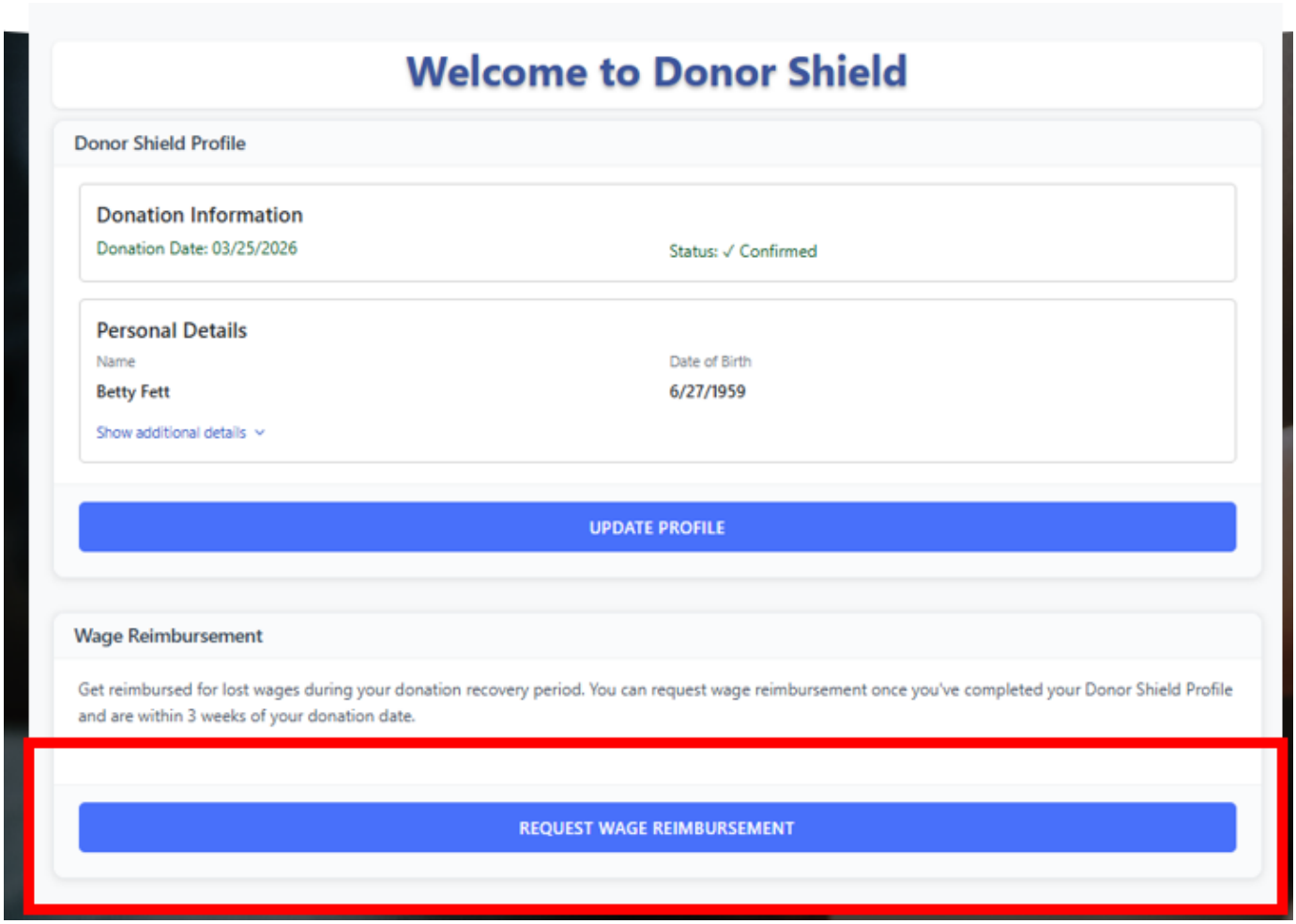
Donor Shield Lost Wage Reimbursement Guide – Liver

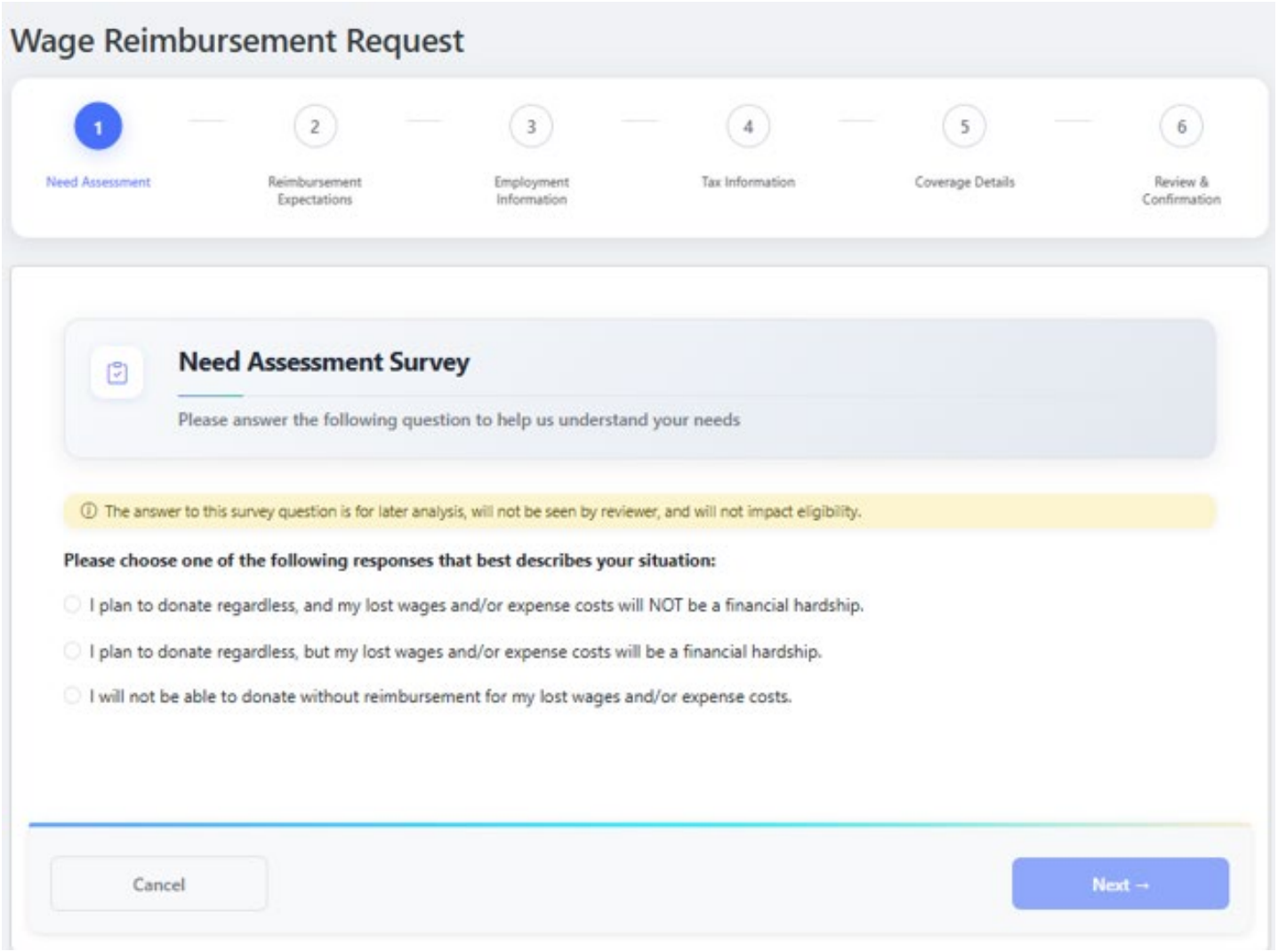
Document Last Revised: 6/18/2026

Requesting Lost Wage Reimbursement

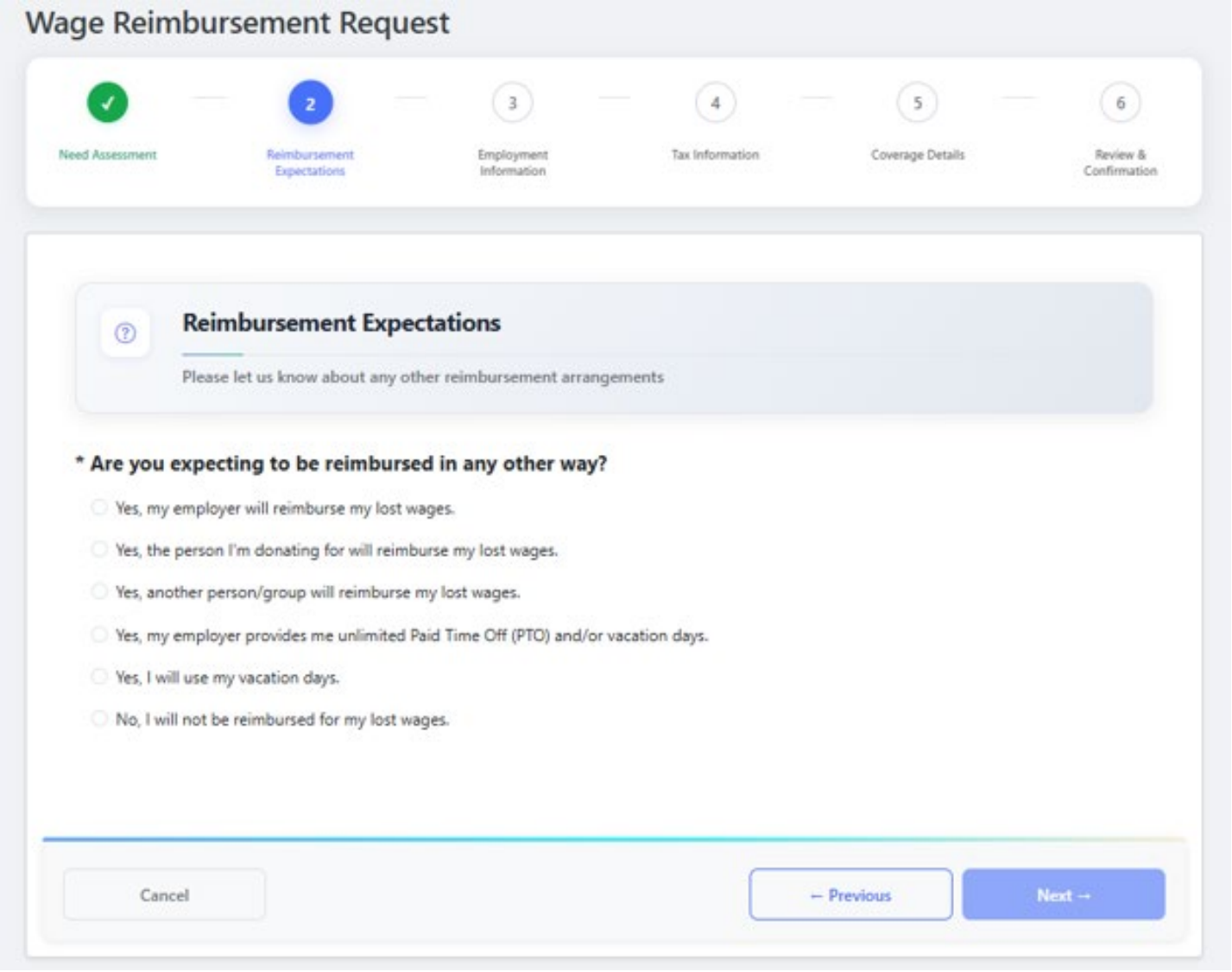
1) **Wage Reimbursement Request:**
   a. Select "Request Wage Reimbursement."



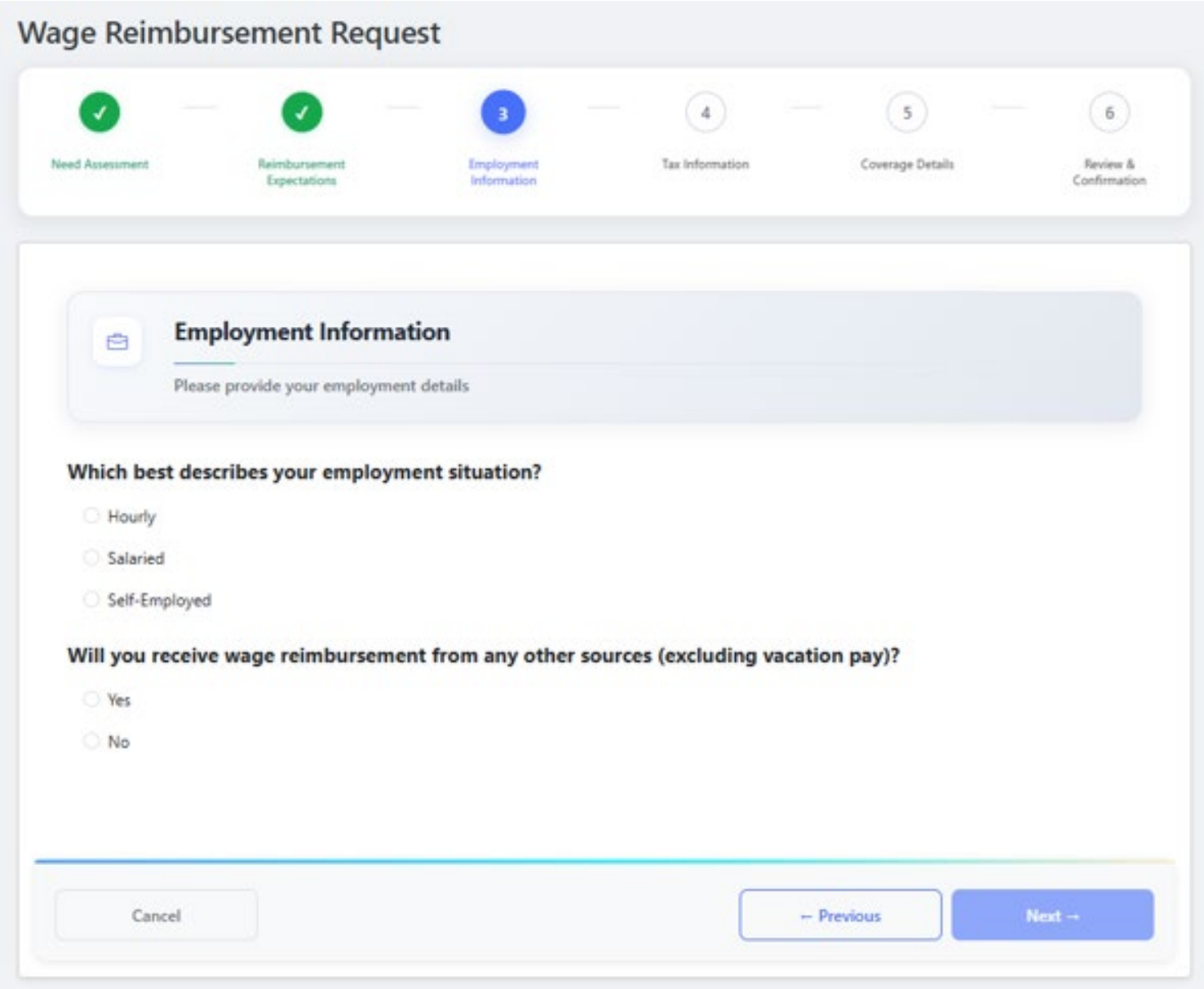
b. Answer survey question #1.



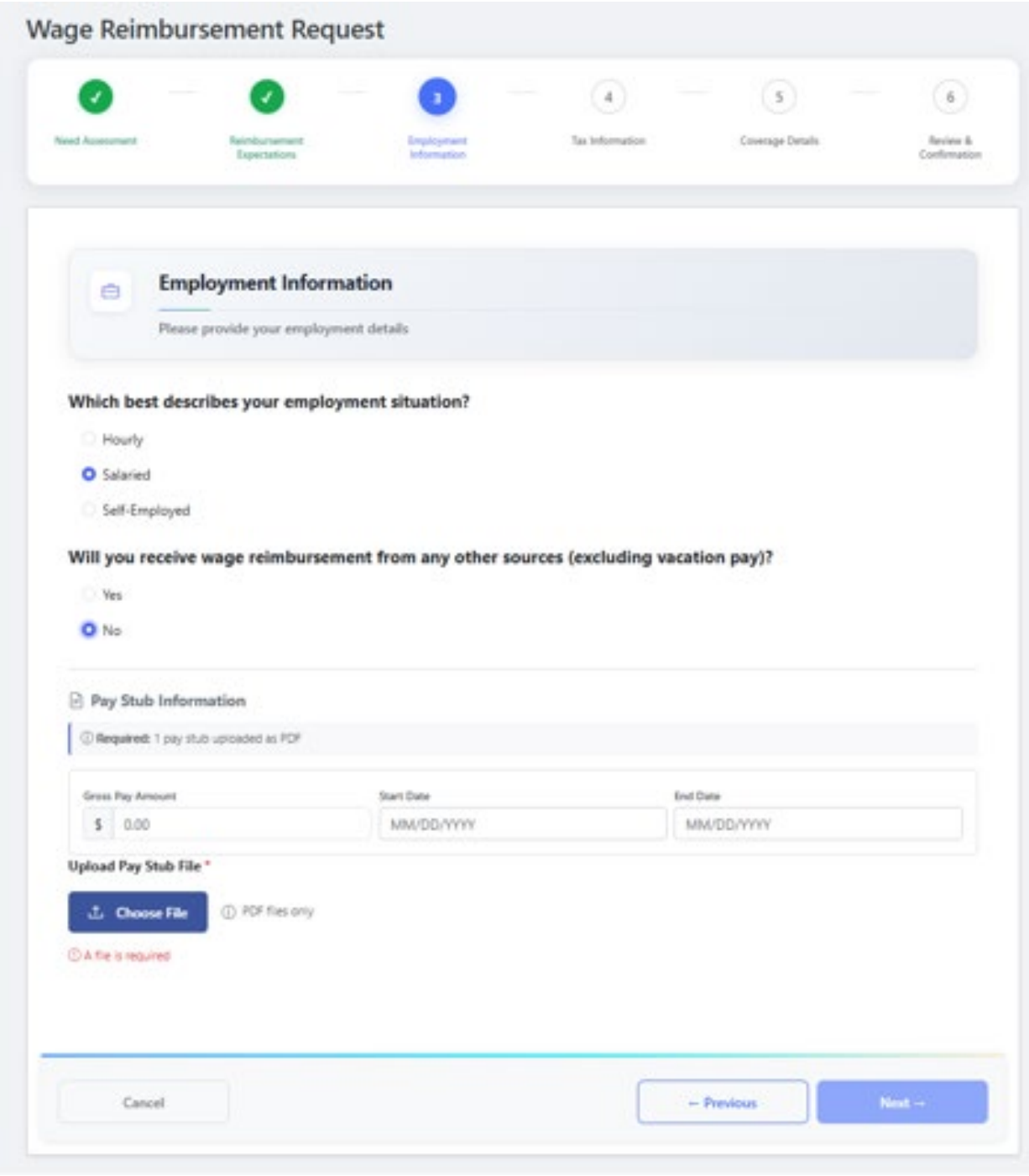
c. Answer survey question #2.



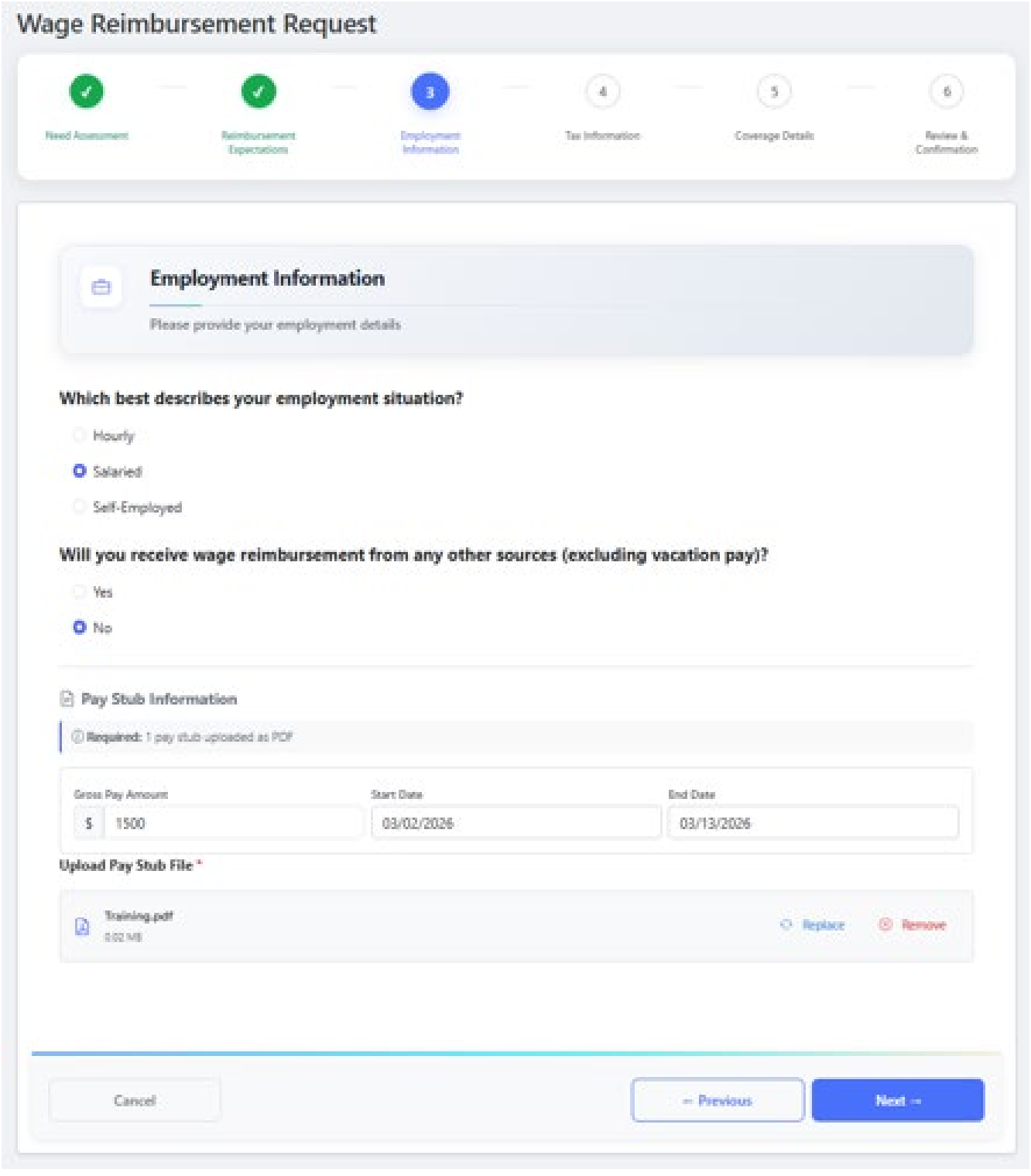
d. Answer survey questions #3 and #4. *Note: If you are receiving other sources of reimbursement, you must enter them later on page 12.



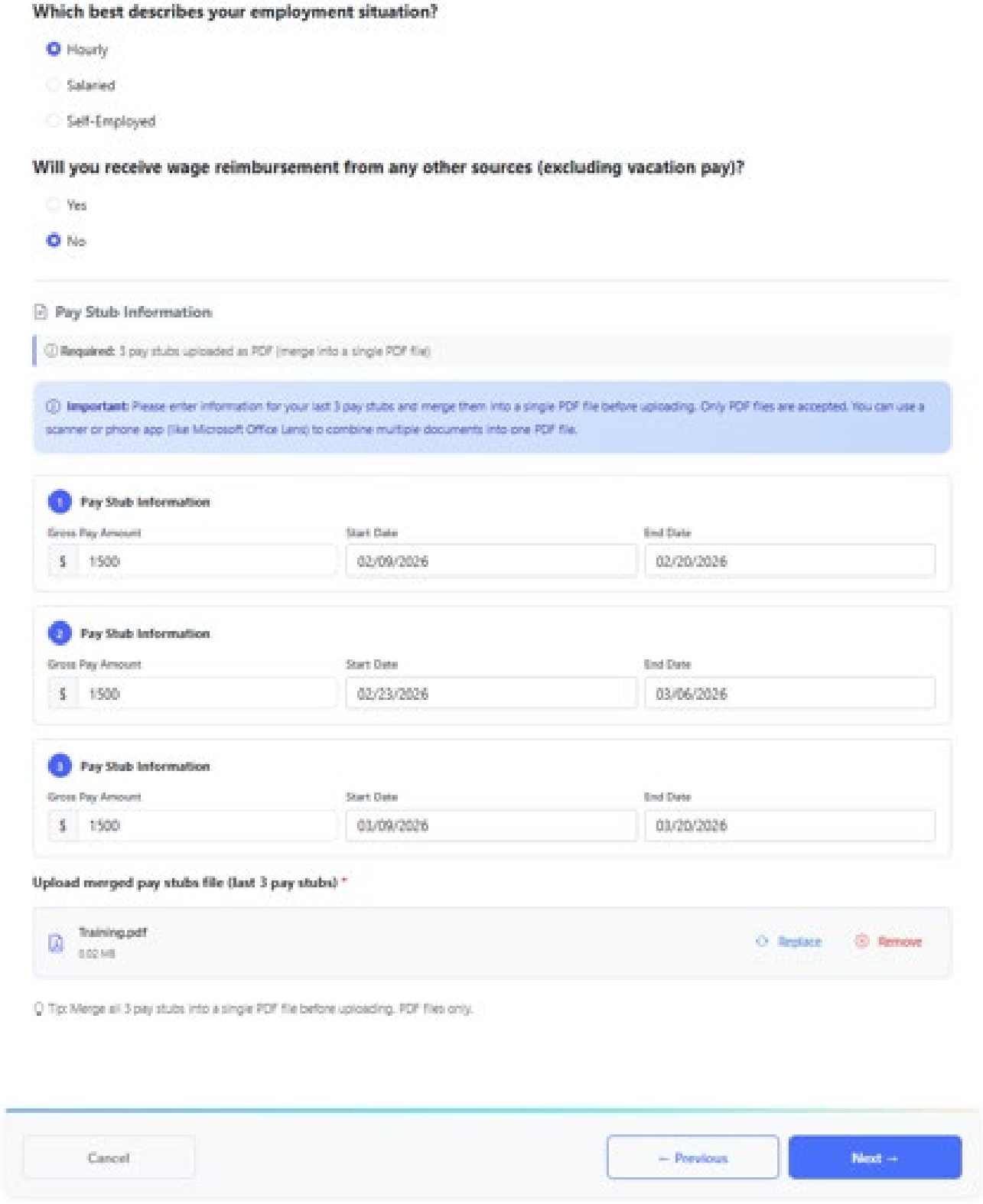
e. After question #4, you will be prompted to enter pay stub information and upload example. *Tip: Date ranges are very important. If you input the wrong dates, it may affect your wage reimbursement.



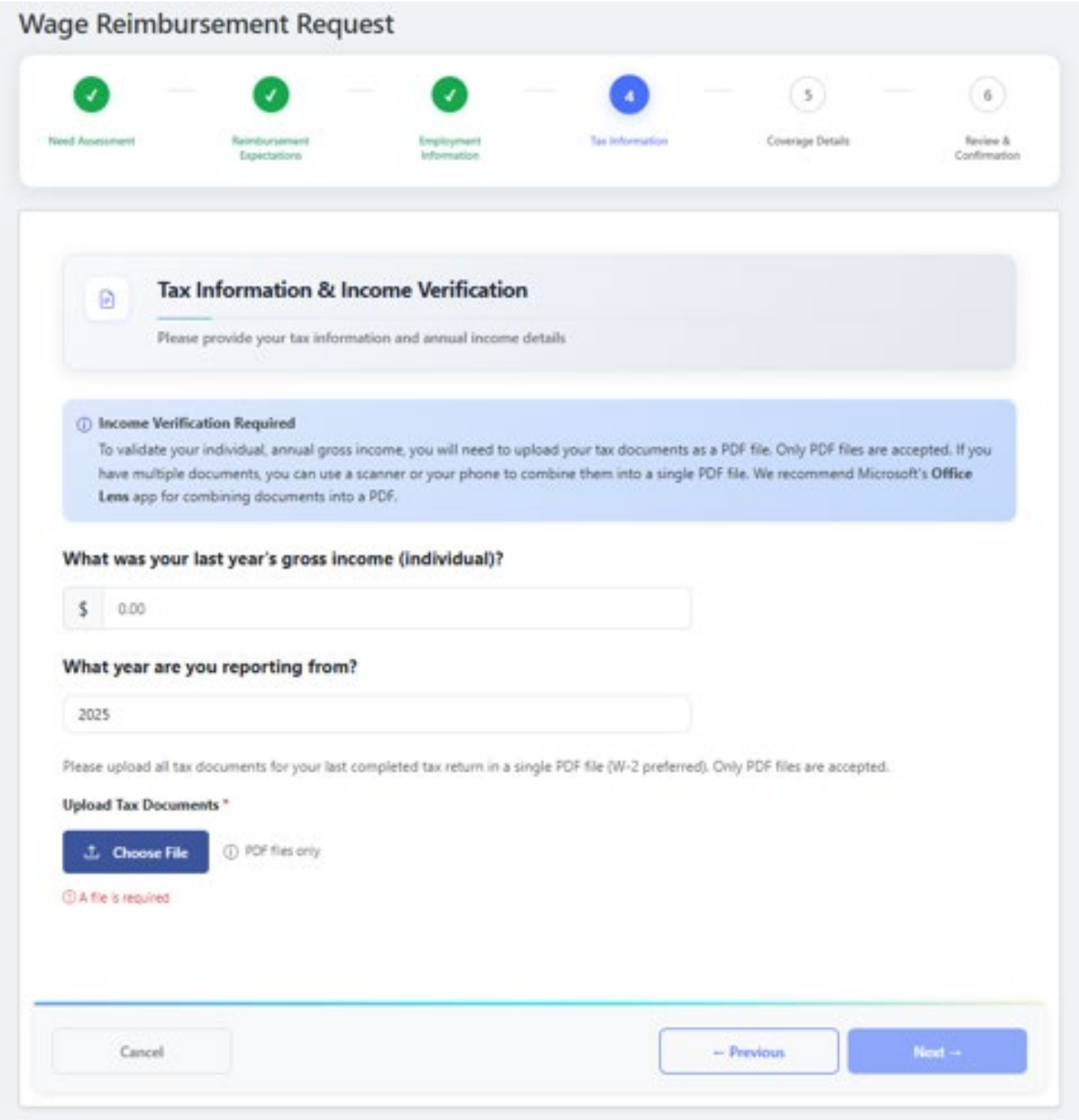
f. Salaried employees only require their most recent pay stub. Files must be uploaded before you can proceed to the next page. *All files must be in PDF format and 10 MB or less.



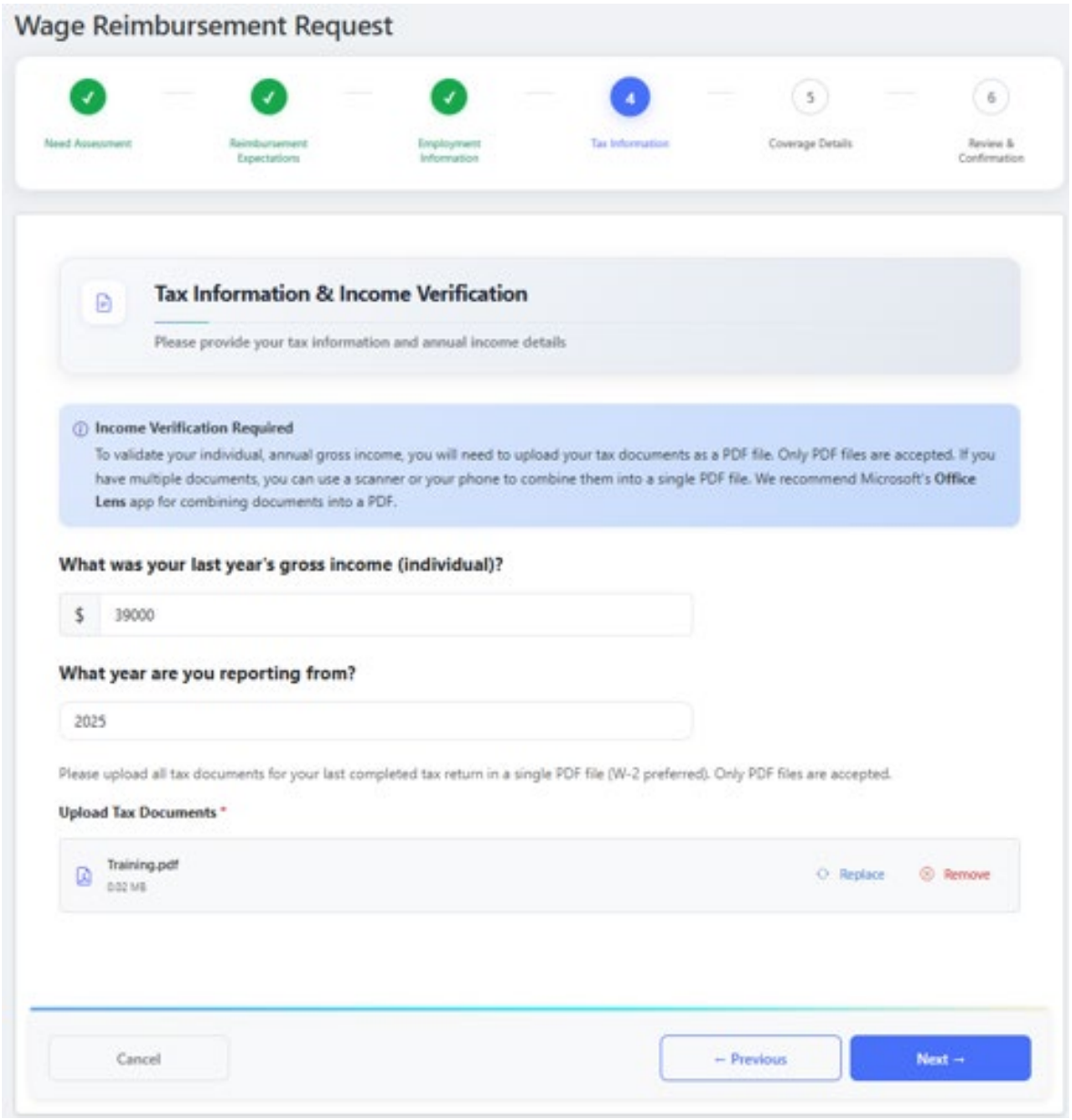
g. Hourly employees must submit their three most recent pay stubs. Please merge all three onto a single PDF prior to uploading. *Tip: This can be done in the IPhone notes app, the Lens app, or on your home computer. *Tip: Date ranges are very important. If you input the wrong dates, it may affect your wage reimbursement.



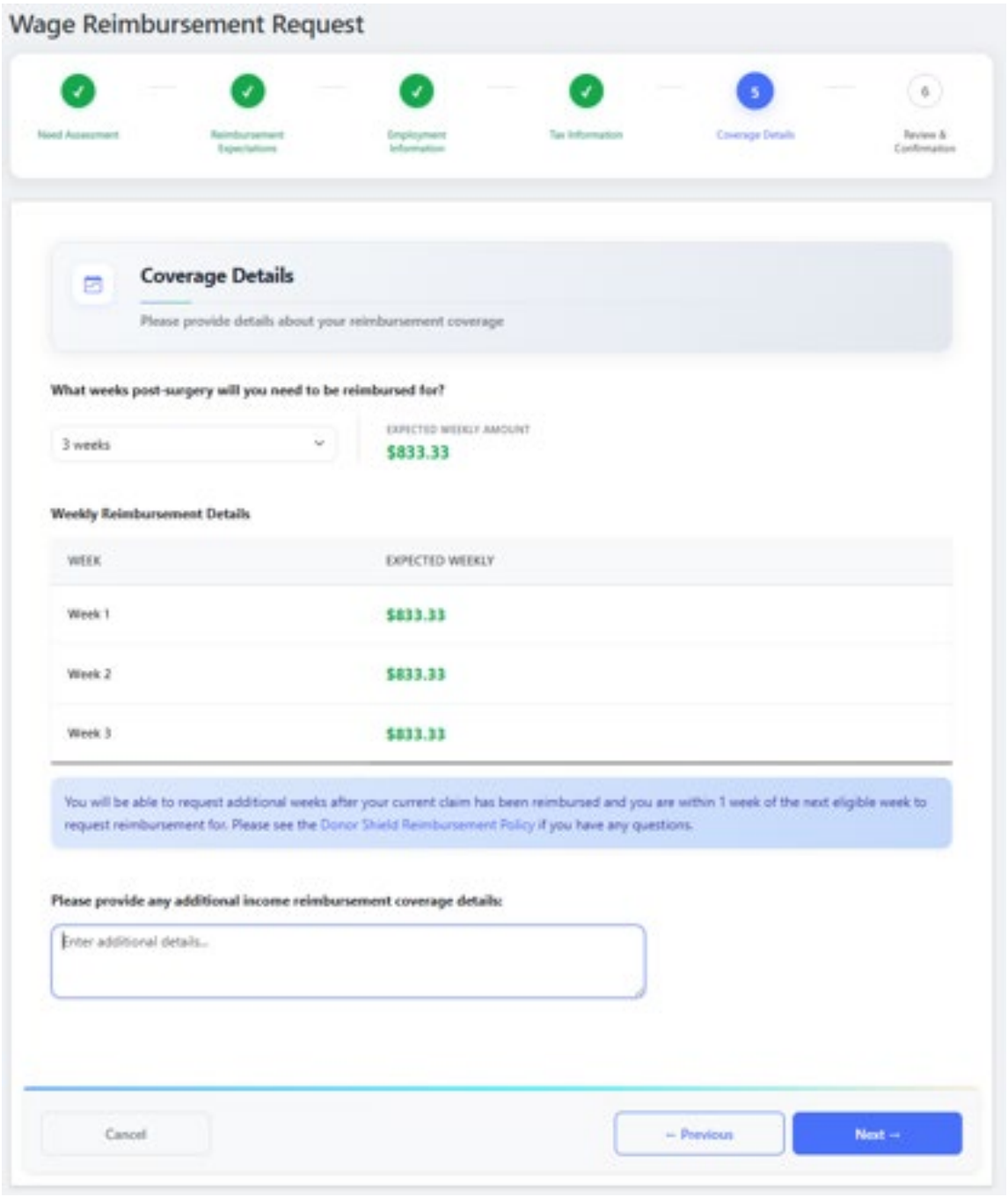
h. Enter your gross wages and upload tax document.



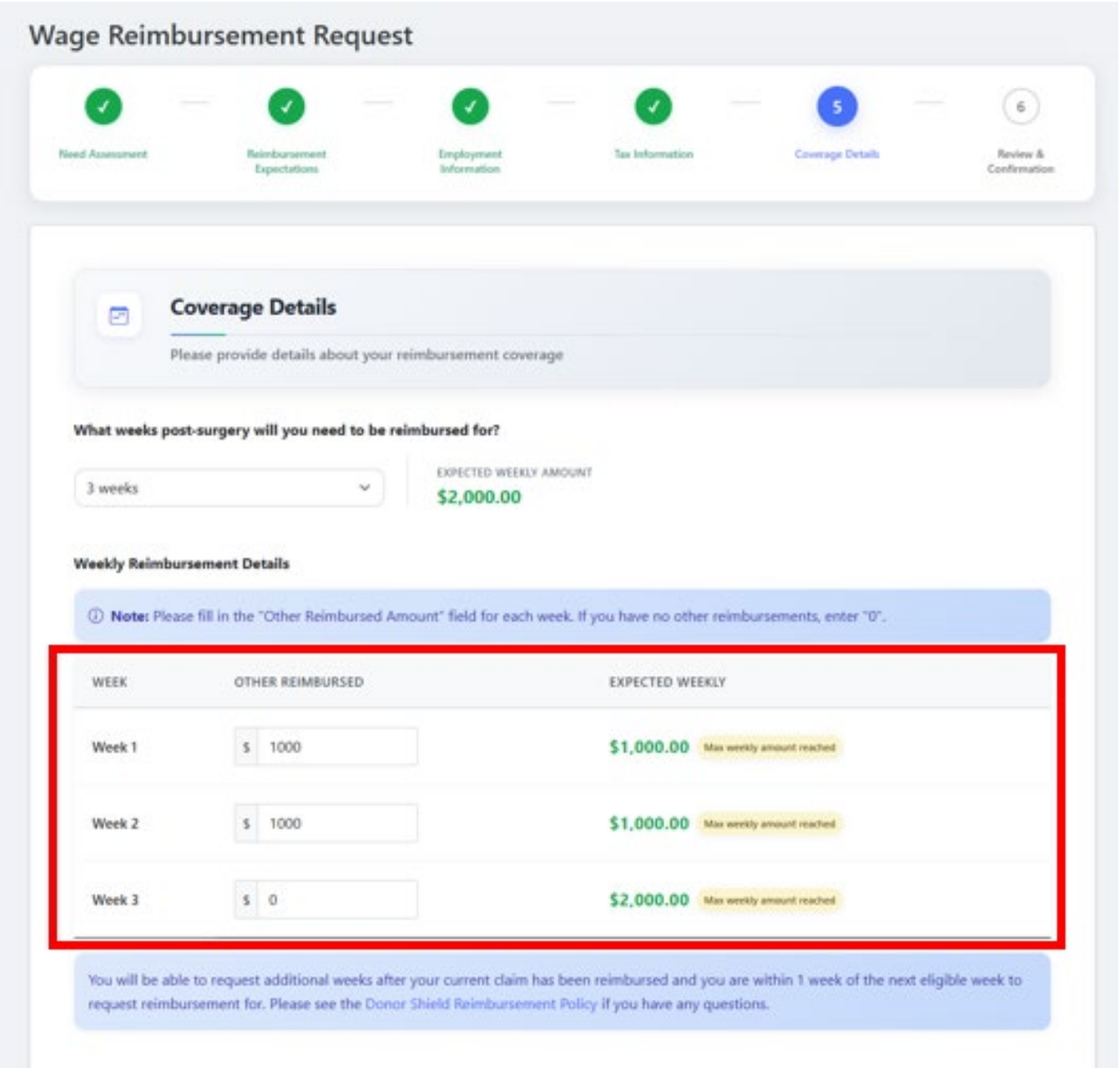
i. You will not be able to proceed to the next page until a PDF has been uploaded.



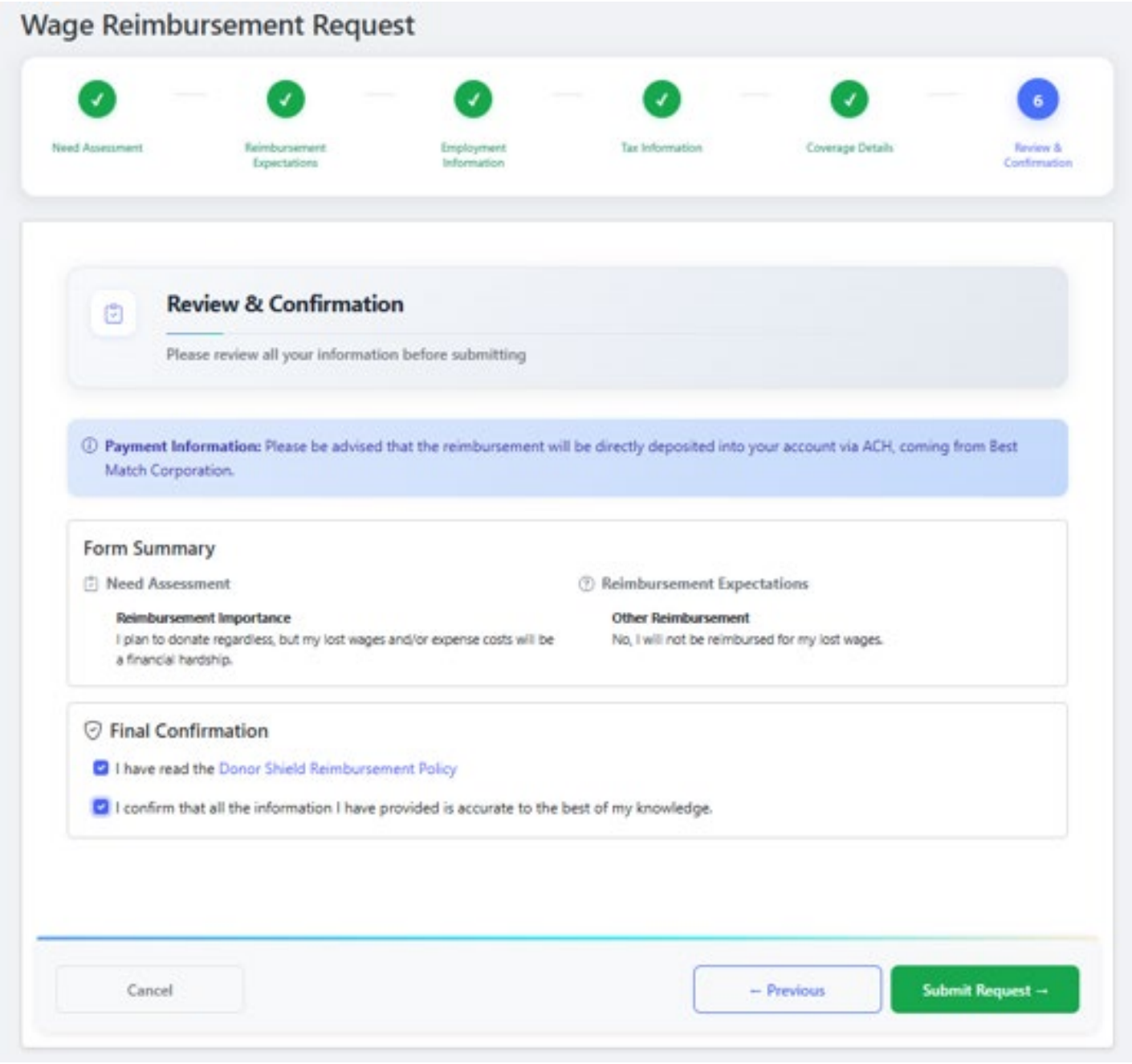
j. Select the number of weeks for which you are seeking wage reimbursement.



k. If you are receiving reimbursement from other sources, enter it here. You will see your adjusted expected weekly reimbursement.



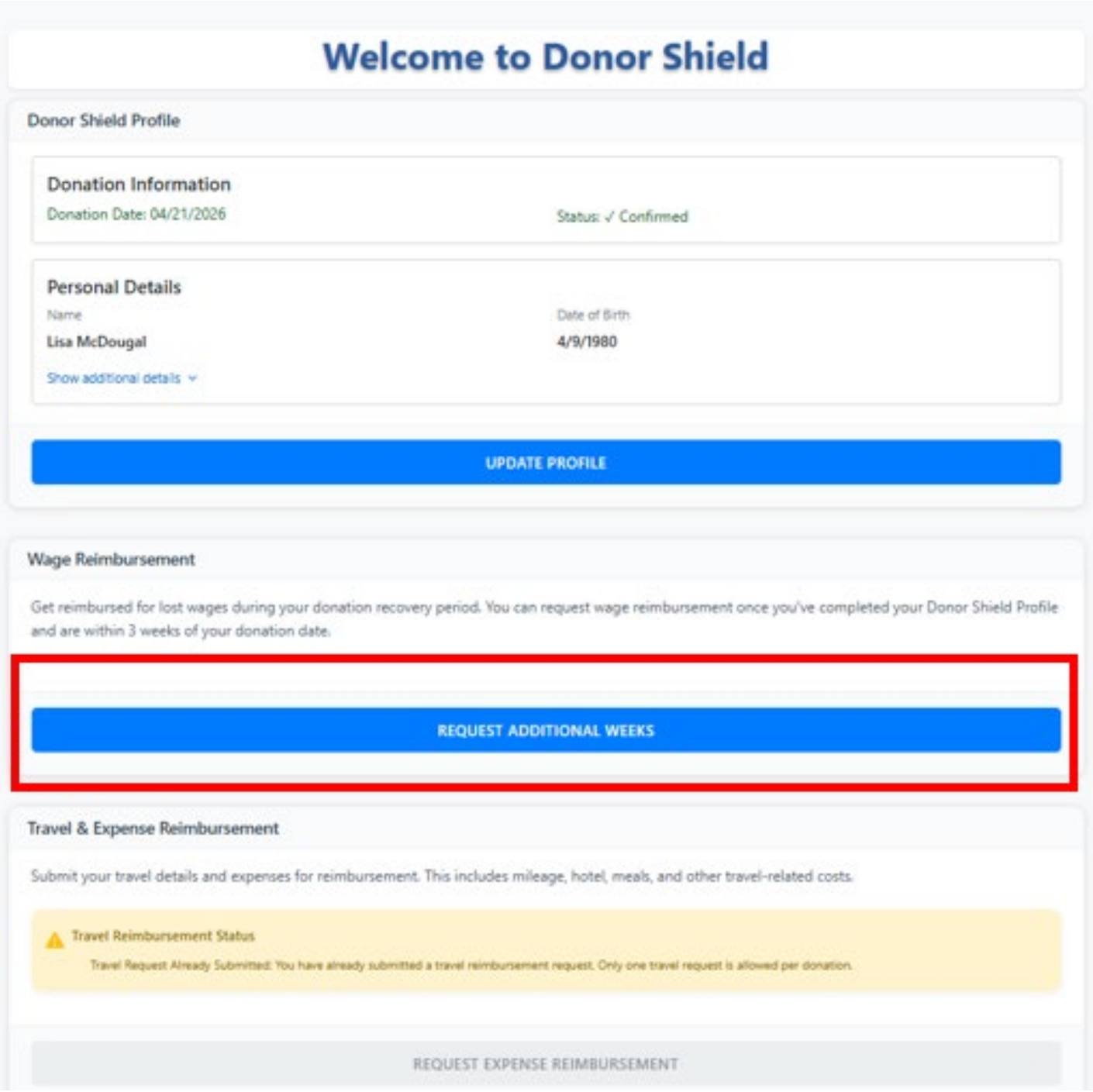
l. Please read and save the Donor Shield Reimbursement Policy and confirm that you have provided accurate information.



m. Your lost wage reimbursement request is now submitted. If the Donor Shield team has any questions or identifies any typos or inaccuracies, they may deny your claim until these issues can be corrected or clarified. You will be notified via email if this occurs.

2) **Requesting Additional Weeks**:

a. After your initial six weeks of lost wage reimbursement, you must request additional weeks one at a time. You can do this by going to your Donor Shield profile and clicking “Request Additional Weeks.”



b. Once you click on “Request Additional Weeks,” you will be led to this page, which shows all weeks of reimbursement. *Note: Once you submit, your center must approve your additional weeks based on manual labor job or prolonged recovery period. *Note: “Compensation from another source” applies only if you are receiving reimbursement from any source other than Donor Shield. If Donor Shield is your only source of lost wage reimbursement, leave this section blank.