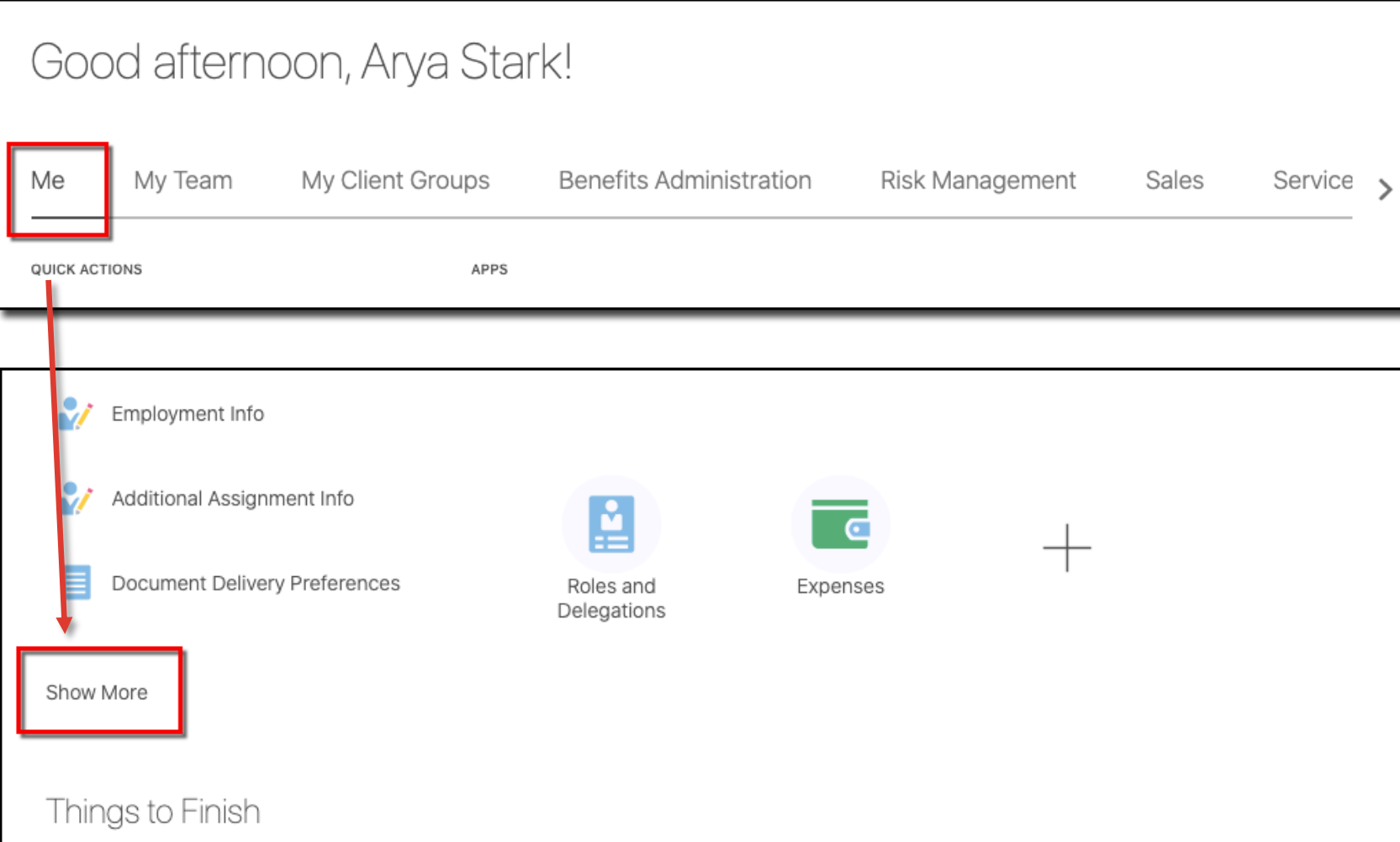


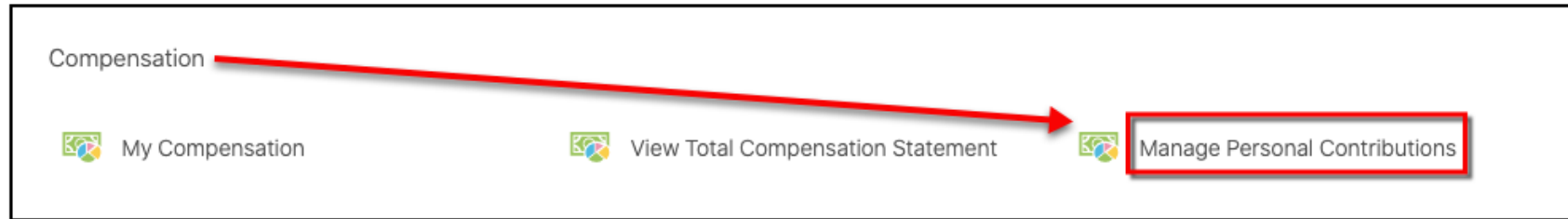
Note: This only applies to 459 Members

1. Select **Me** to display your employee functions

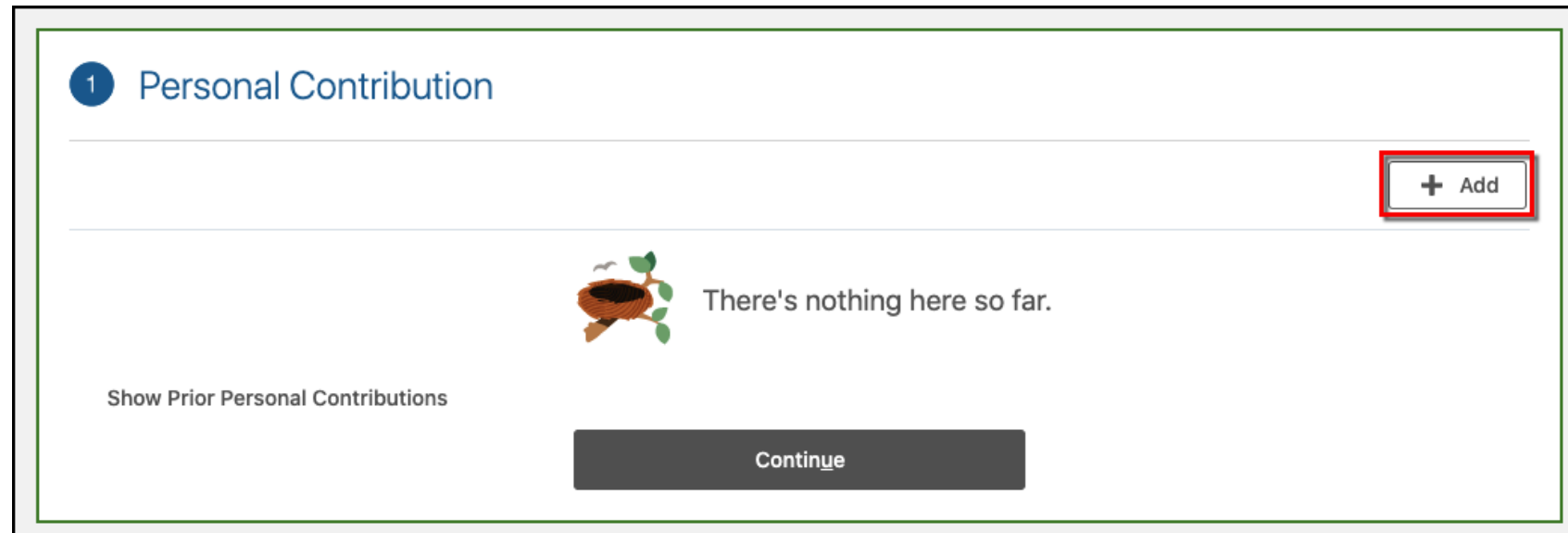
2. Scroll down and click **Show More** under the **Quick Actions** list

The screenshot shows the ESS dashboard interface. At the top, a greeting reads 'Good afternoon, Arya Stark!'. Below this is a horizontal navigation bar with several tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' tab is highlighted with a red rectangular box. Below the navigation bar, the dashboard is divided into two main sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section contains a list of items: 'Employment Info', 'Additional Assignment Info', and 'Document Delivery Preferences'. Each item has a small icon to its left. At the bottom of this list is a button labeled 'Show More', which is also highlighted with a red rectangular box. A red arrow points from the 'Me' tab down to the 'Show More' button. To the right of the 'QUICK ACTIONS' list is the 'APPS' section, which features three large circular icons: 'Roles and Delegations' (a person icon), 'Expenses' (a wallet icon), and a plus sign (+) indicating more apps. Below the 'QUICK ACTIONS' and 'APPS' sections, the text 'Things to Finish' is visible.

3. Click **Manage Personal Contributions** under the **Compensation** heading



4. Click **Add**



5. Select **Reimbursements Insurance Rider** for the **plan**
6. Select **Insurance Rider Policy** for the **Option**
7. Enter the **State**
8. Enter the **Amount**
9. Enter the **Insurance Policy**
10. Review the **Plan Info**
11. Click **OK**

1 Personal Contribution

OK

Cancel

Plan

Reimbursements Insurance Rider

Option

Insurance Rider Policy

Start Date

11/4/2020

State

MI

Amount

Hide Plan Info

The maximum reimbursement in the year is \$300.00.

All Requests should include the evidence of the Insurance Rider.

*Periodicity

Periodically

Insurance Policy

*Reporting Unit

None

Continue

12. Click **Continue**

1

Personal Contribution

+ Add

Reimbursements Insurance Rider
Insurance Rider Policy
11/4/2020

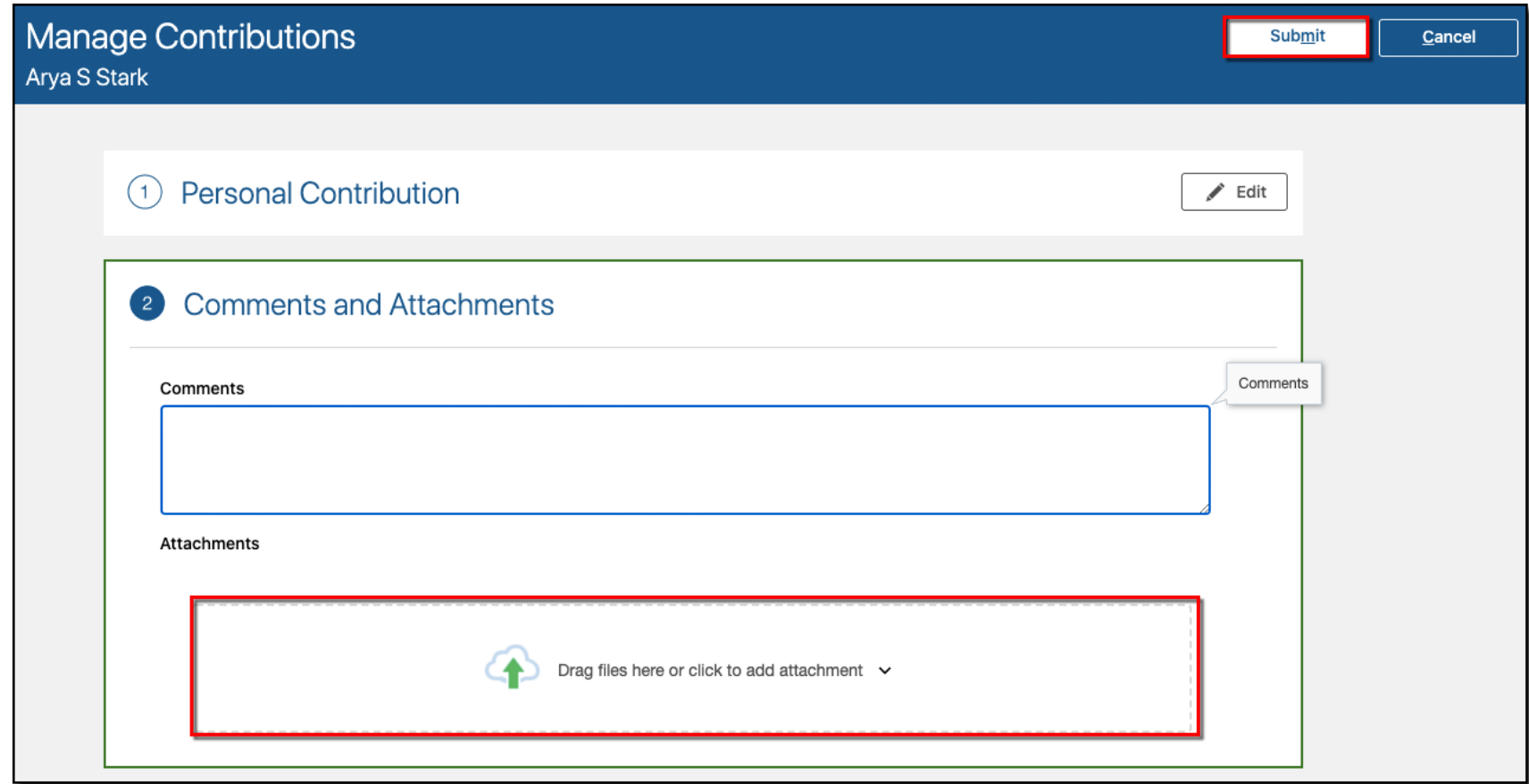
USD | Once

Show Prior Personal Contributions

Continue

13. Drag or click to upload evidence of the Insurance Rider

14. Click **Submit**

The screenshot shows a web form titled 'Manage Contributions' with the user name 'Arya S Stark' in the top left. In the top right, there are 'Submit' and 'Cancel' buttons, with 'Submit' highlighted by a red rectangle. The form has two main sections: '1 Personal Contribution' and '2 Comments and Attachments'. The 'Personal Contribution' section has an 'Edit' button. The 'Comments and Attachments' section contains a 'Comments' text area and an 'Attachments' area. The 'Attachments' area is highlighted with a red rectangle and contains a cloud icon with an upward arrow and the text 'Drag files here or click to add attachment'. A 'Comments' tooltip is visible next to the text area.

Manage Contributions

Arya S Stark

Submit Cancel

1 Personal Contribution Edit

2 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

15. Navigate back to the **Manage Contributions** page

16. View the **Approval Chain**

Note: You can only have 1 contribution request in progress at a time

An additional request can't be made until the initial one has been approved or rejected

End of Procedure

Manage Contributions

Arya S Stark



Warning

Approval in Progress

Approval Chain



Assigned to CMHA_Compensation Manager Custom.

11/3/2020 6:04 PM



Submitted by Arya Stark.

11/3/2020 6:04 PM