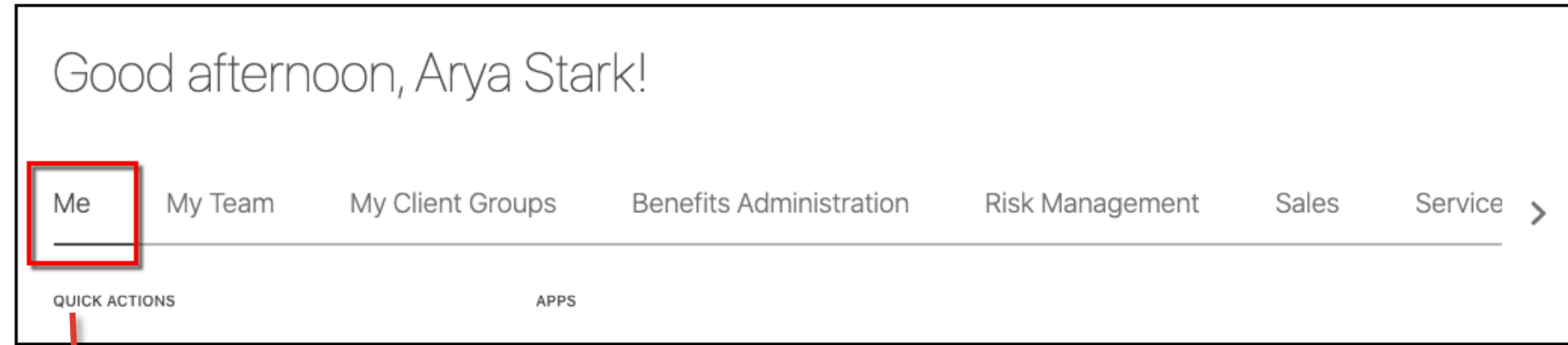


1. Select **Me** to display your employee functions

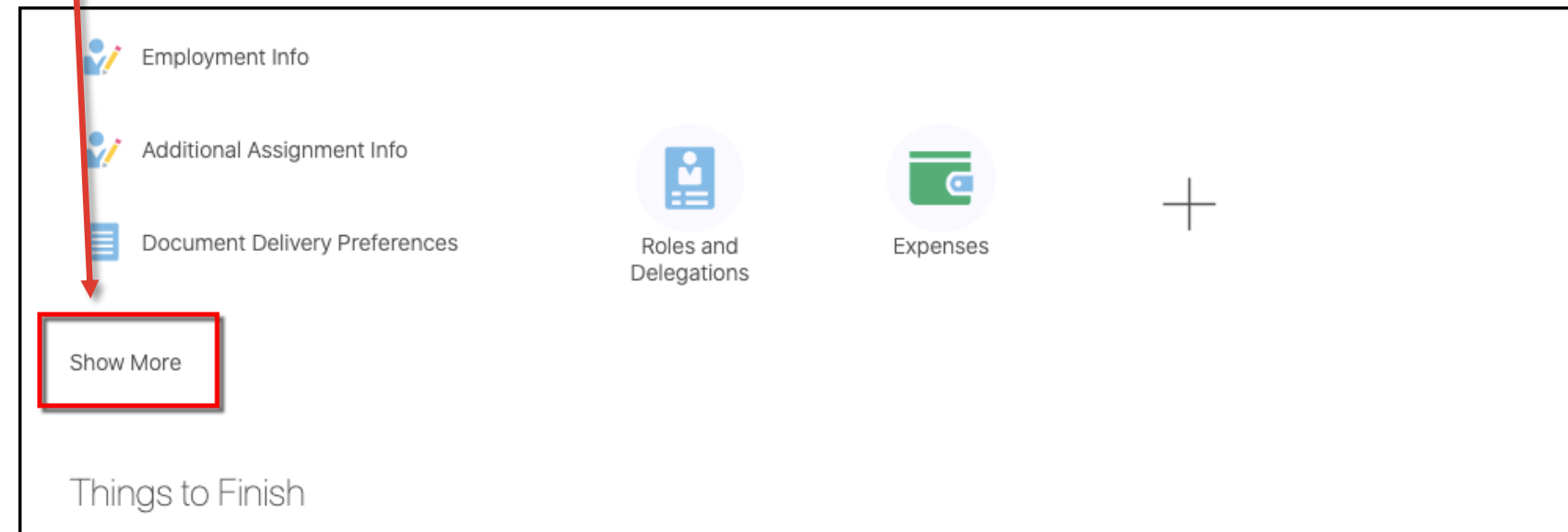


Good afternoon, Arya Stark!

Me My Team My Client Groups Benefits Administration Risk Management Sales Service >

QUICK ACTIONS APPS

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



Employment Info

Additional Assignment Info

Document Delivery Preferences

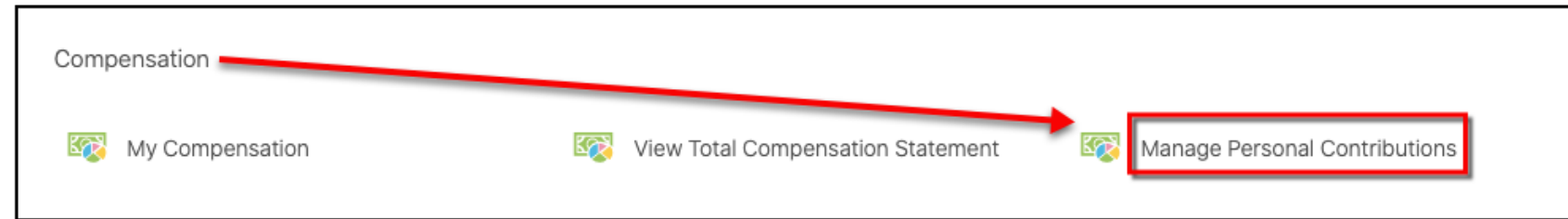
Roles and Delegations

Expenses

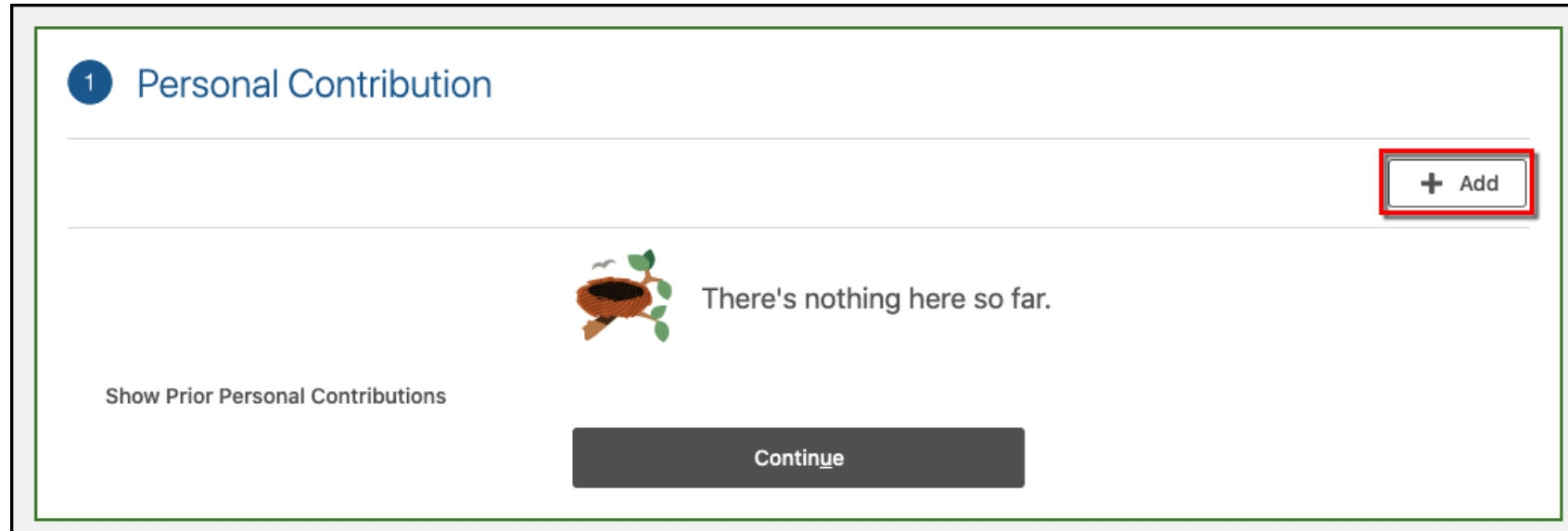
Show More

Things to Finish

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



4. Click **Add**



5. Select **Reimbursement Professional Licenses** for the plan
6. Select **Professional Licenses** for the Option
7. Enter the **State**
8. Enter the **Amount**
9. Enter the **License Type**
10. Review the **Plan Info**
11. Click **OK**

1 Personal Contribution

OK Cancel

**Plan**  
Reimbursement Professional Licenses

**Option**  
Professional Licenses

**Start Date**  
11/4/2020

**State**  
MI

**Amount**  
125.00

**\*Periodicity**  
Periodically  
Hide Plan Info

**\*License Type**  
Test License

**\*Reporting Unit**  
None  
Full-Time Equivalent  
No

All Request must include copy of the License and Certificate.

Continue

## 1 Personal Contribution

+ Add

Reimbursement Professional Licenses  
Professional Licenses  
11/4/2020

125.00 USD | Once



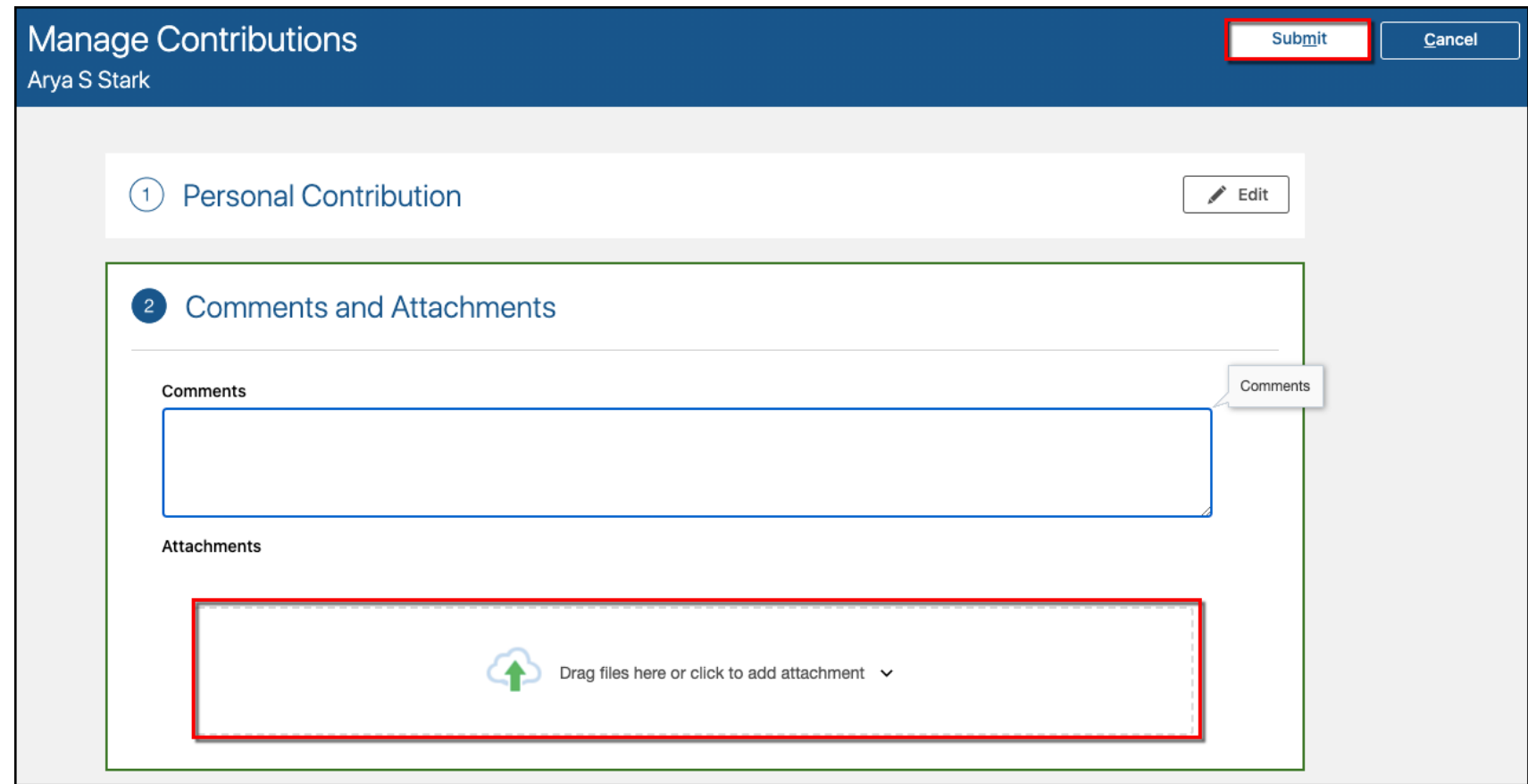
Show Prior Personal Contributions

Continue

12. Click **Continue**

13. Drag or click to upload a copy of the license or certification

14. Click **Submit**



The screenshot shows a web interface for 'Manage Contributions' by Arya S Stark. At the top right, there are 'Submit' and 'Cancel' buttons. The main content area is divided into two sections: '1 Personal Contribution' and '2 Comments and Attachments'. The 'Comments and Attachments' section contains a 'Comments' text area and an 'Attachments' area with a red dashed border and a red border. The attachment area includes a green upload icon and the text 'Drag files here or click to add attachment'. A red box highlights the 'Submit' button in the top right corner.

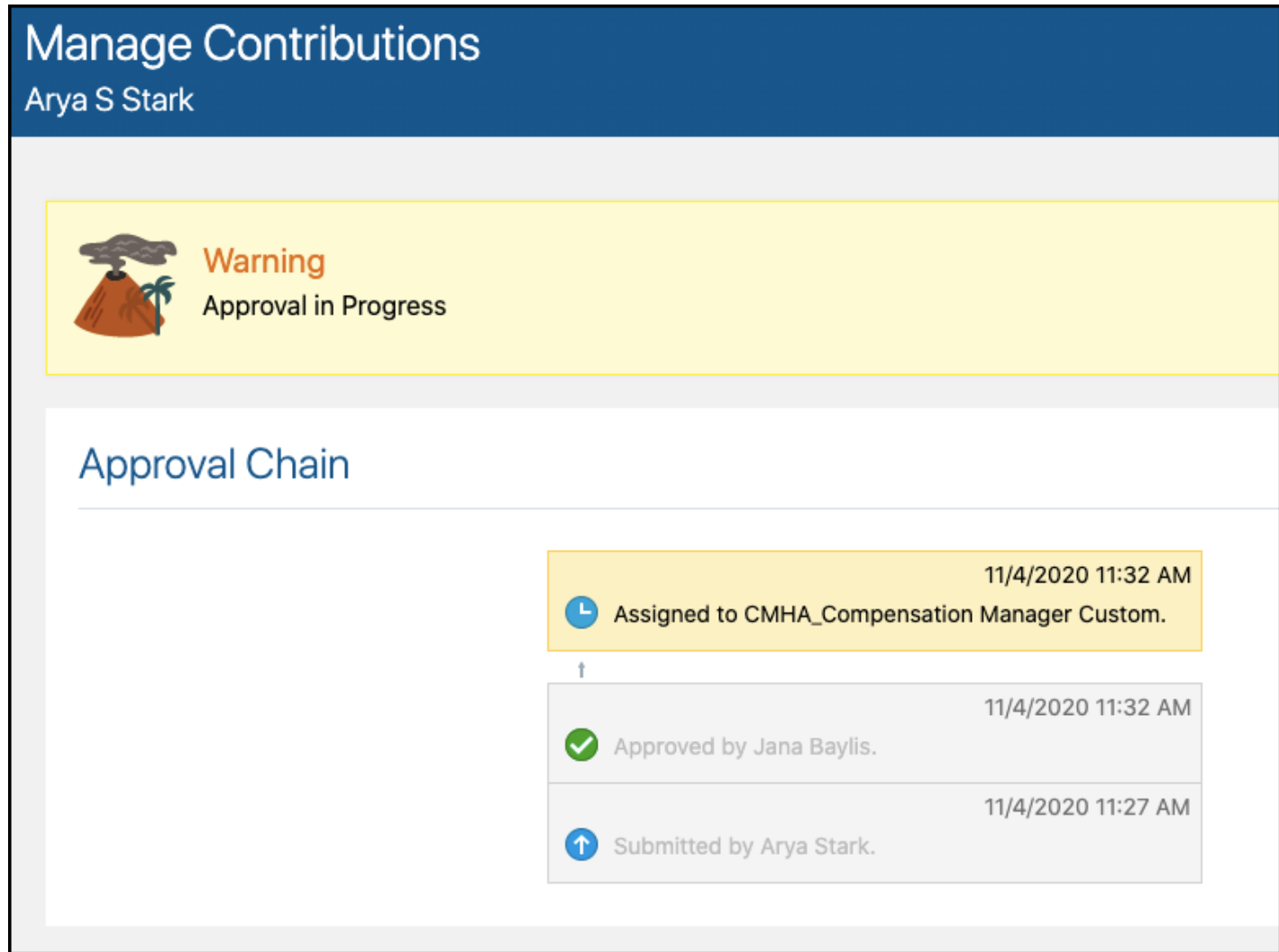
15. Navigate back to the **Manage Contributions** page

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.	11/4/2020 11:32 AM
Approved by Jana Baylis.	11/4/2020 11:32 AM
Submitted by Arya Stark.	11/4/2020 11:27 AM