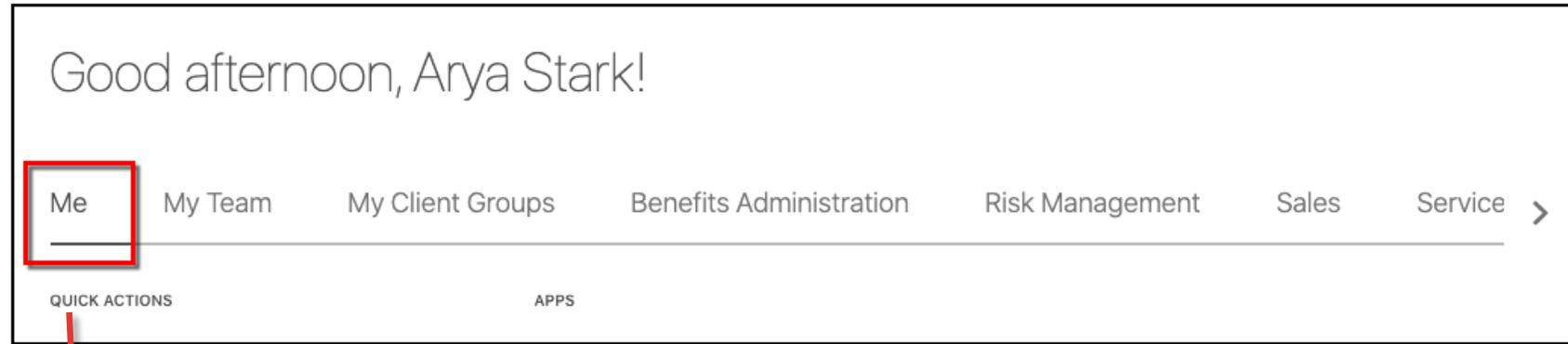


1. Select **Me** to display your employee functions



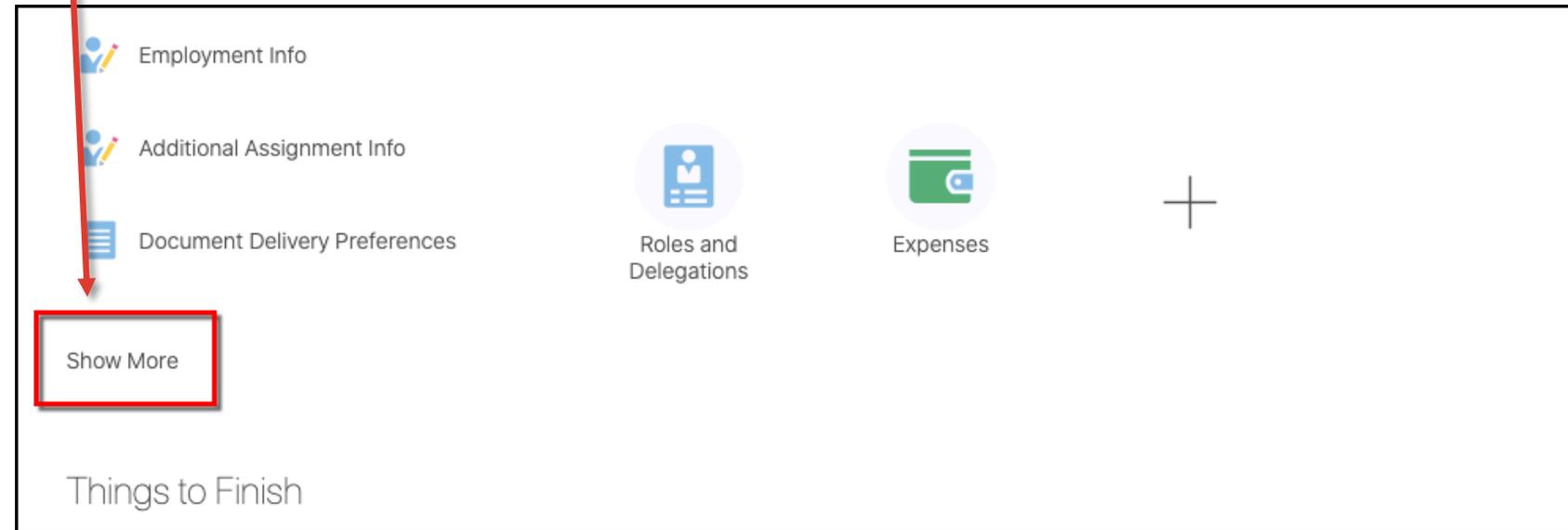
Good afternoon, Arya Stark!

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

QUICK ACTIONS APPS

The image shows a navigation bar with a greeting 'Good afternoon, Arya Stark!' and a series of menu items: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' item is highlighted with a red box. Below the menu items are two sections: 'QUICK ACTIONS' and 'APPS'.

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



Employment Info

Additional Assignment Info

Document Delivery Preferences

Roles and Delegations

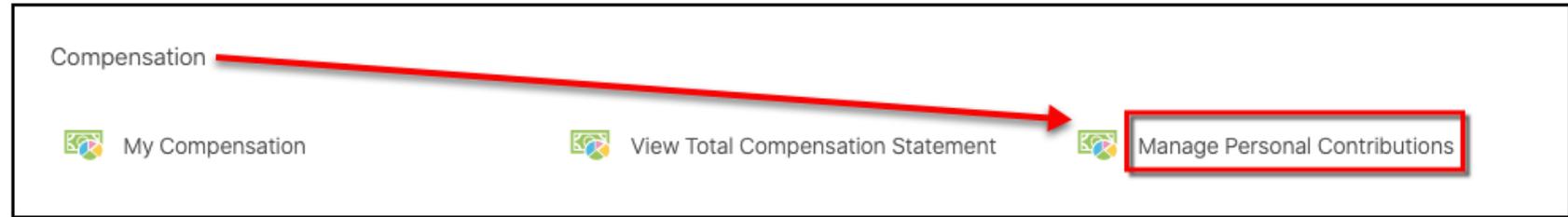
Expenses

Show More

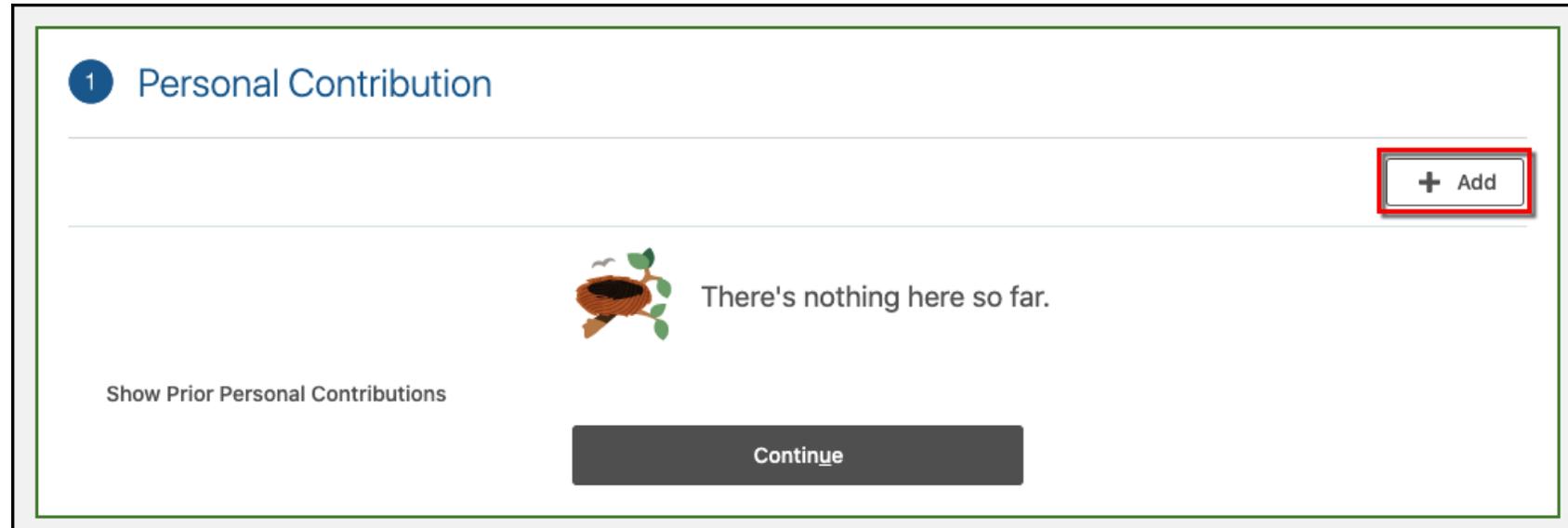
Things to Finish

The image shows a list of 'QUICK ACTIONS' with icons and text labels: 'Employment Info', 'Additional Assignment Info', and 'Document Delivery Preferences'. To the right are 'APPS' with icons and labels: 'Roles and Delegations', 'Expenses', and a plus sign. A 'Show More' button is highlighted with a red box. Below the list is the text 'Things to Finish'. A red arrow points from the 'Me' button in the previous image to the 'Show More' button.

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

***Periodicity**
Periodically

Insurance Policy

***Reporting Unit**
None

Hide Plan Info

The maximum reimbursement in the year is \$300.00.

All Requests should include the evidence of the Insurance Rider.

Continue

12. Click **Continue**

1 Personal Contribution

[+ Add](#)

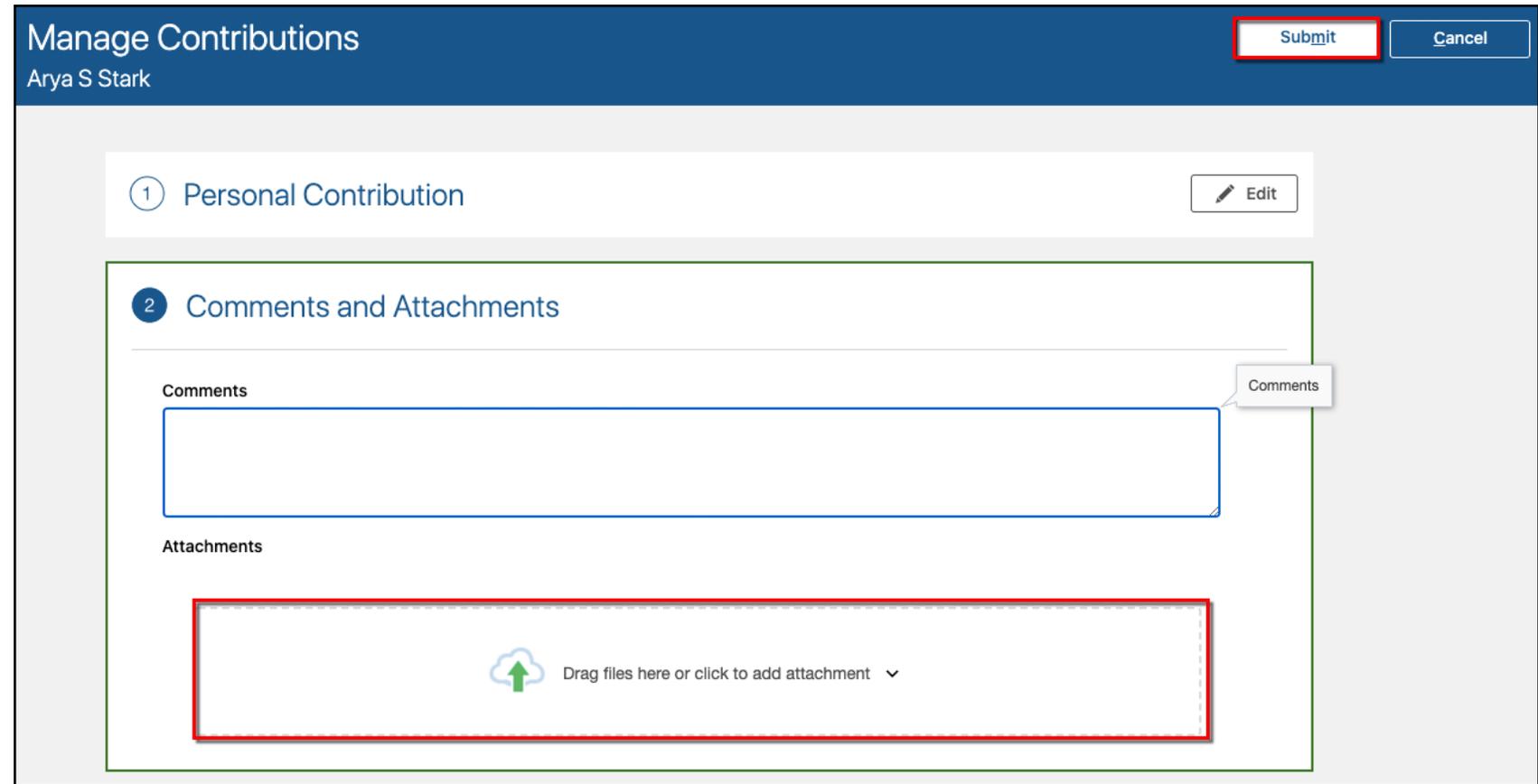
Reimbursements Insurance Rider Insurance Rider Policy 11/4/2020	USD Once	
-----------------------------------------------------------------------	------------	-------------------------------------------------------------------------------------

Show Prior Personal Contributions

[Continue](#)

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

14. Click **Submit**



Manage Contributions

Arya S Stark

Submit Cancel

1 Personal Contribution Edit

2 Comments and Attachments

Comments

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