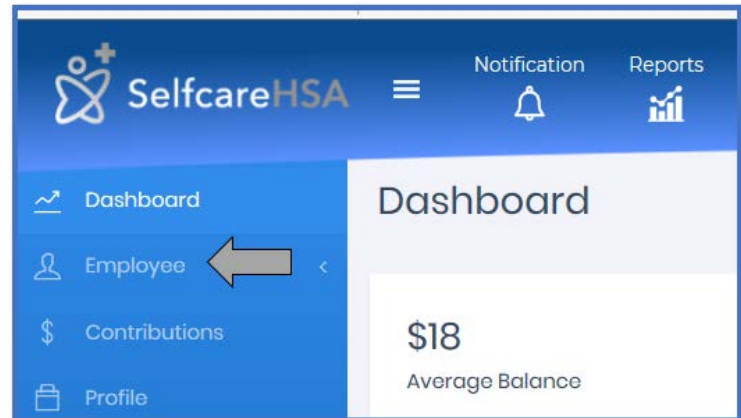


# HOW TO:

## Add an Employee via Template

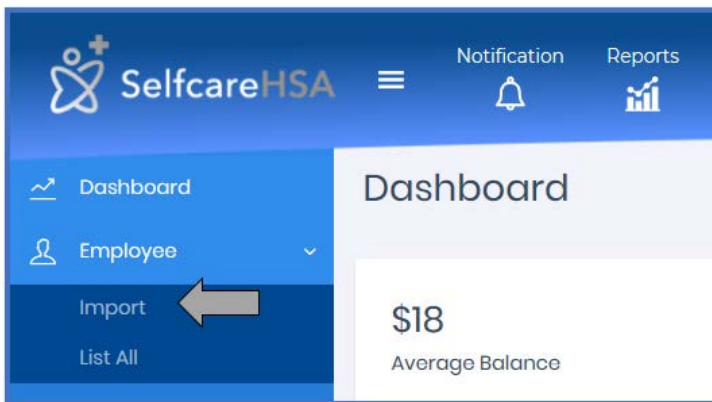
### Step 1:

After you have logged into your portal you will select Employee from the left-hand menu.



### Step 2:

Select import to upload an entire file.



### Step 3:

Complete and upload template. SelfcareHSA will do the rest.

