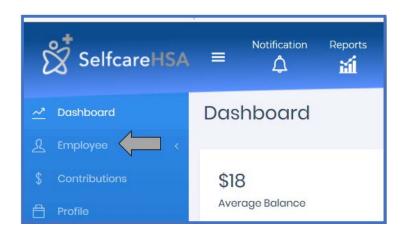


HOW TO:

Add an Employee via Template

Step 1:

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



SelfcareHSA = Notification Reports SelfcareHSA = Notification Reports Motification Rep

Step 2:

Select import to upload an entire file.

Step 3:

Complete and upload template. SelfcareHSA will do the rest.

