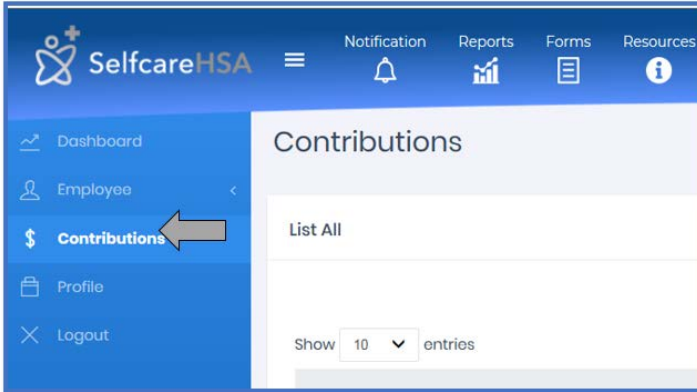


# HOW TO:

## Add Contribution

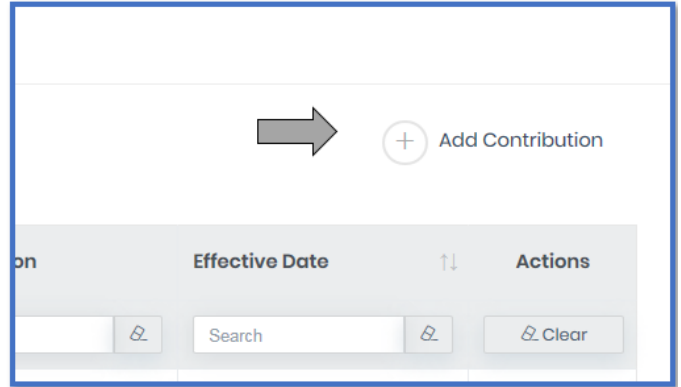
### Step 1:

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



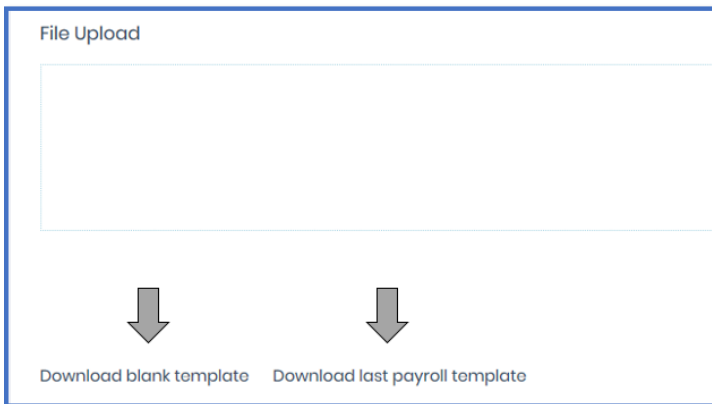
### Step 2:

Select Add contribution



### Step 3:

Complete and upload a new or previous template.



### Step 4:

Select an effective date, drag and drop your template, and let SelfcareHSA do the rest.

\*Remember the effective date is the date SelfcareHSA will begin to process the contributions.

\*Employees will see the contributions in their account within 3-4 business days.

