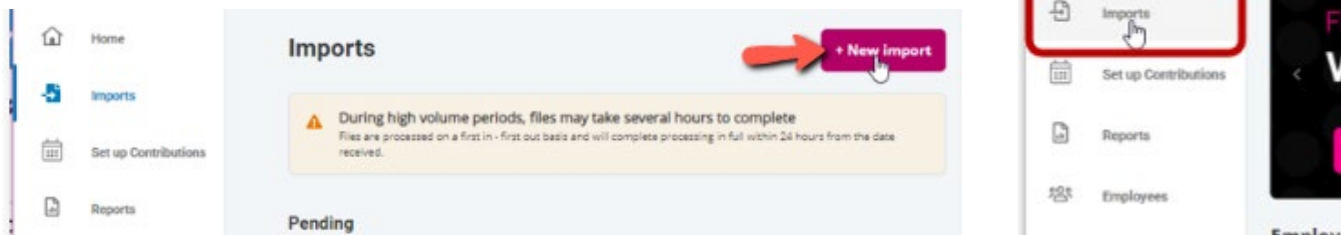


isolved's one-stop portal gives you the tools you need to better support your employees in the management of their pre-tax benefit plans such as Flexible Spending Accounts (FSAs) and Health Reimbursement Arrangements (HRAs). Below you will find the steps on Completing and Uploading Contributions via the Employer Portal.

After logging into the Employer Portal, select the **Imports** tab on the isolved Employer Portal.

Select **+ New Import**, on the top right side of screen.



Select the **Contributions** option and download the corresponding template.

You will see the below columns:

	A	B	C	D	E
1	EmployeeIdentifier	ContributionDate	ContributionDescription	ContributionAmount	PlanName
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

- **Column A:** participant social security number with no hyphens to separate.
- **Column B:** contribution date (MM/DD/YYYY Format).
- **Column C:** either Payroll Deduction or Employer Contribution.
- **Column D:** deduction amount (100.00 format – no \$).
- **Column E:** Health Savings Account.

Save the spreadsheet. (.xls, .xlsx, .csv)

Uploading the Spreadsheet via the isolved Employer Portal

- Go to the **Imports** tab.
- Once again, select New Import > Contributions. Click on **Next** from the Download Template screen.
- Drag and drop your spreadsheet.
- Click on **Import**.