

Guide to Creating a Recurring Contribution Schedule

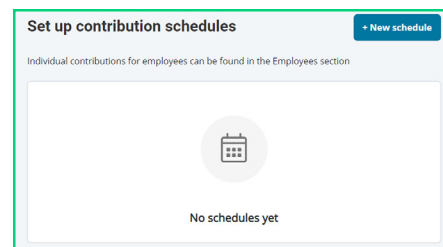
FSA, HSA & COMMUTER CONTRIBUTIONS

Aptia offers the ability for employers to set up a recurring Contribution File through the employer portal. Simply log in to your employer portal and follow the steps below.

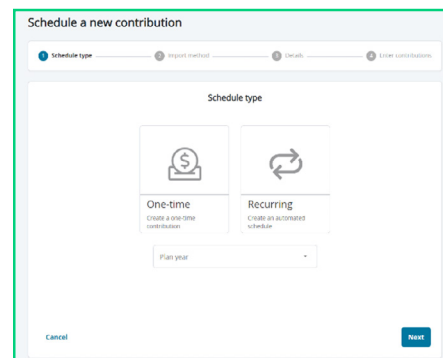
Please note:

- The plan start date must have occurred for a recurring contribution schedule to be set up.
- Only one recurring schedule can be setup for each type of Flexible Spending Account (FSA) and Commuter plan.
 - For example, one schedule can be created for a Dependent Care FSA and another for the Medical FSA.
 - If a schedule is already setup for a plan, it will be grayed out in the contribution amounts section.
 - You may update a previously created recurring contribution schedule by going to the [Set Up Recurring Contributions](#) link and clicking [Update](#) behind the schedule you'd like to update.

Step 1: From the homepage, select the [Set Up Contributions](#) tab.



Step 2: On the following screen, click the [+ New Schedule](#).



Step 3: Next, select if you would like to set up a one-time or recurring contribution, the plan year and click Next.

Guide to Creating a Recurring Contribution Schedule, continued

Setting Up a One-time Contribution

Choose between entering the contribution manually or importing from a file.

Import method

Enter manually
Enter contributions in portal

Import a file
Upload a file with contributions

Cancel Back Next

Complete the contribution details and select Next.

Contribution details

Contribution schedule

Effective date

Cancel Back Next

You will be brought to the screen below to manually type in contributions and click Submit.

Enter contributions

Schedule
One-time contribution
Effective date: 4/30/2021
[Update schedule](#)

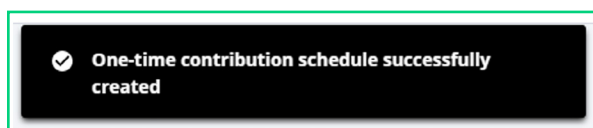
Parking Account*
Doe, Jane
Status: Active (11/1/2019)
Identifier: xxx-xx-0000

Payroll deduction: \$0.00
Employer contribution: \$0.00

Total payroll deductions: \$0.00
Total employer contributions: \$0.00

Cancel Back Submit

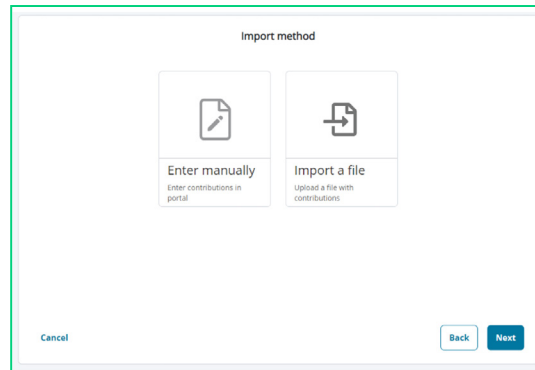
Once complete, you will get the following notification:



Guide to Creating a Recurring Contribution Schedule, continued

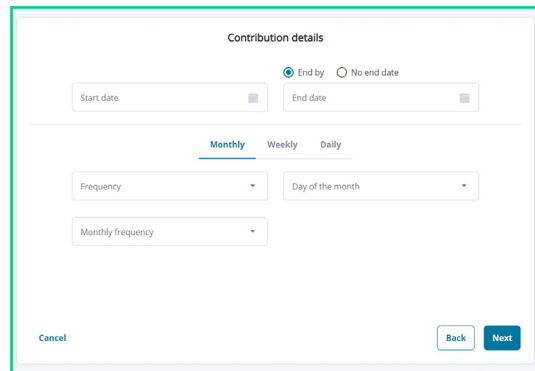
Setting Up a Recurring Contribution Schedule

Choose between entering the contribution manually or importing from a file.



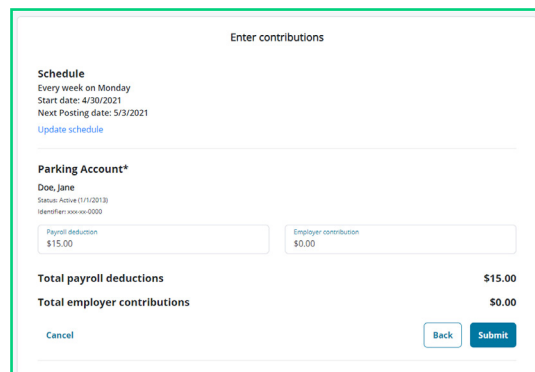
The 'Import method' screen offers two options: 'Enter manually' (with a document icon) and 'Import a file' (with a file upload icon). The 'Enter manually' option includes the subtext 'Enter contributions in portal', and the 'Import a file' option includes 'Upload a file with contributions'. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

Complete the contribution details and select Next.



The 'Contribution details' screen features a 'Start date' and 'End date' selector, with radio buttons for 'End by' (selected) and 'No end date'. Below this are tabs for 'Monthly', 'Weekly', and 'Daily'. Under the 'Monthly' tab, there are dropdown menus for 'Frequency', 'Day of the month', and 'Monthly frequency'. 'Cancel', 'Back', and 'Next' buttons are at the bottom.

You will be brought to the screen below to manually enter contributions and select Submit.



The 'Enter contributions' screen displays a summary of the schedule: 'Every week on Monday', 'Start date: 4/30/2021', and 'Next Posting date: 5/3/2021'. It identifies the 'Parking Account*' for 'Doe, Jane' with status 'Active (1/1/2013)'. Two input fields show 'Payroll deduction' at \$15.00 and 'Employer contribution' at \$0.00. A summary table at the bottom shows 'Total payroll deductions' as \$15.00 and 'Total employer contributions' as \$0.00. 'Cancel', 'Back', and 'Submit' buttons are at the bottom.

Total payroll deductions	\$15.00
Total employer contributions	\$0.00

Once complete, you will get the following notification:

