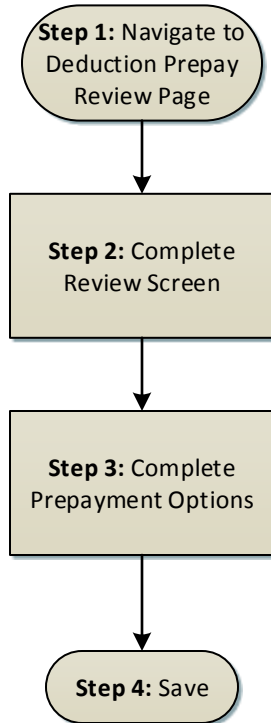


Manually Setup Prepay Deductions



IMPORTANT STEPS	KEY POINTS	REASONS
What you need to do.	How you do it.	Why you do it that way
1. Navigate to Deduction Pre-Pay Review Page	<ul style="list-style-type: none"> Benefits>Manage Automated Enrollment>Events>Deduction Prepay>Deduction Prepay Review Page 	<ul style="list-style-type: none"> To navigate to Deduction Prepay Review Page
2. Complete Deduction Pre-Pay Review Screen	<ul style="list-style-type: none"> Add a New Value Tab Complete All Fields (name can be left blank) Prepay Source = LOA 	<ul style="list-style-type: none"> To bring up the correct employee record
3. Complete Employee Deduction Pre-payment Options	<ul style="list-style-type: none"> Enter Plan Type Enter # of months deductions will be taken OK to Process Checkbox Selected Plus Button to add more Plan Types 	<ul style="list-style-type: none"> To have the correct plan deduction taken To determine how many pre-pay deductions should be taken To ensure deductions process To take deductions for more than one plan type
4. Save Your Work	<ul style="list-style-type: none"> Click the Save Button at the bottom of the page 	<ul style="list-style-type: none"> So Prepays process