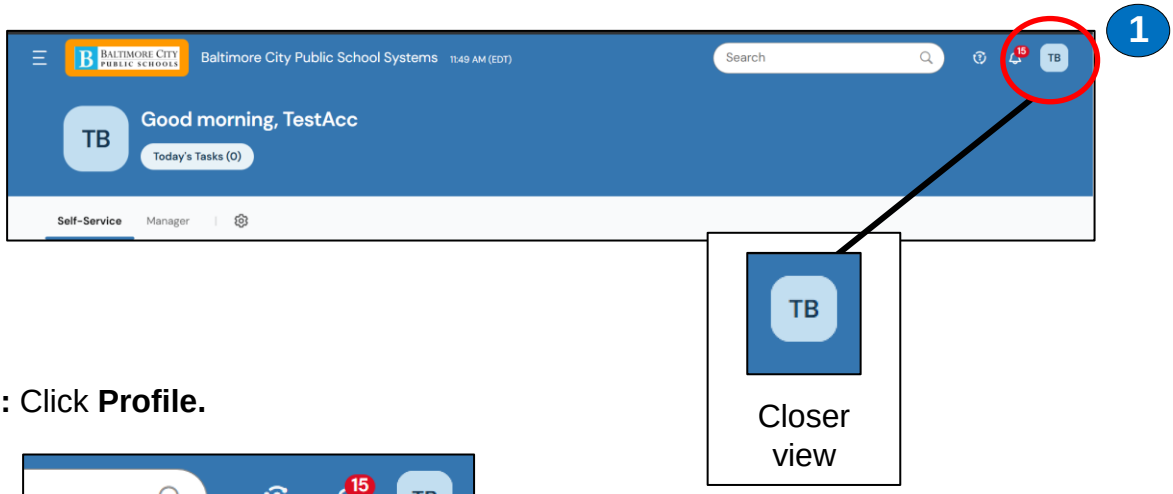
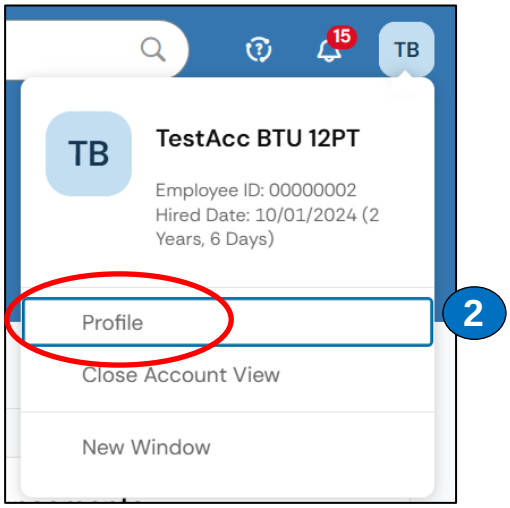
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Navigating to Employee Profile

Step 1:Click the **initials** at the top right corner of the screen.

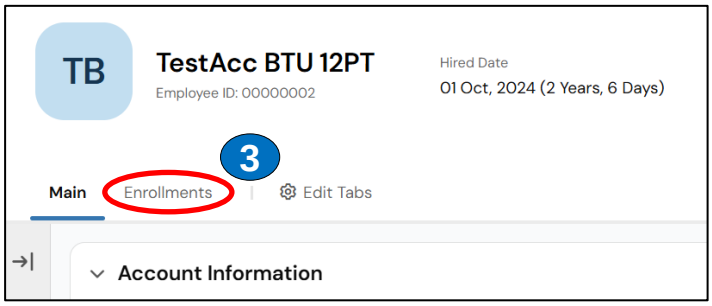


Step 2: Click **Profile.**



Enrollment

Step 3: Click **Enrollments** tab.

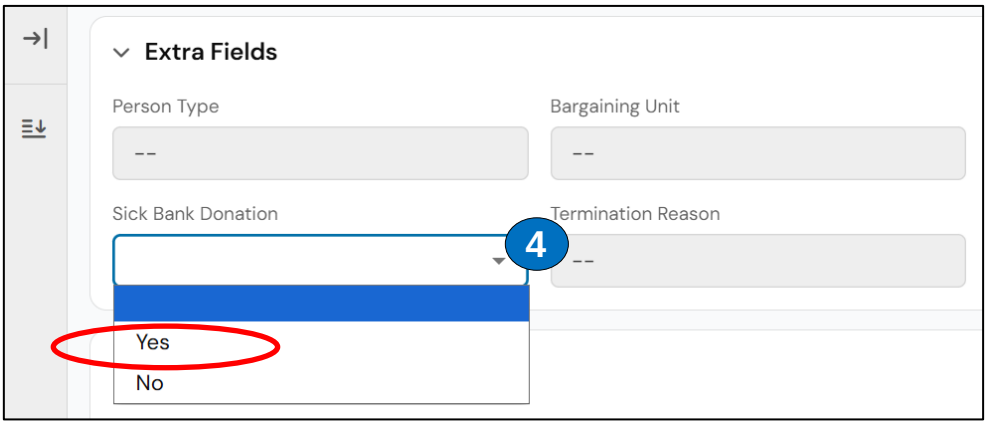


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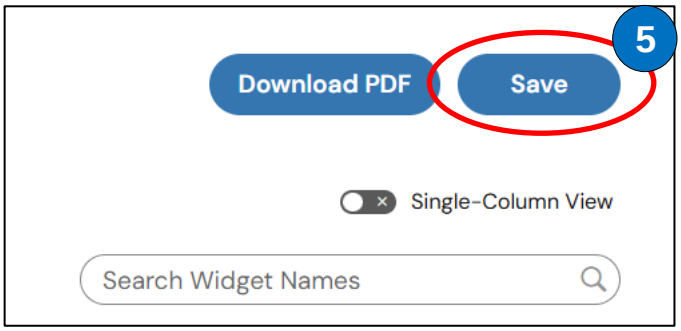
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Step 4: Click the **Sick Bank Donation** dropdown. Select **Yes**.



Note- Accrual balance information is also displayed on this tab.

Step 5: Click **Save**.



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