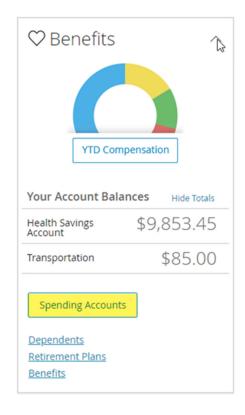
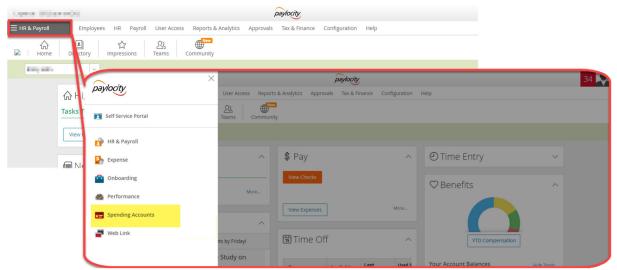
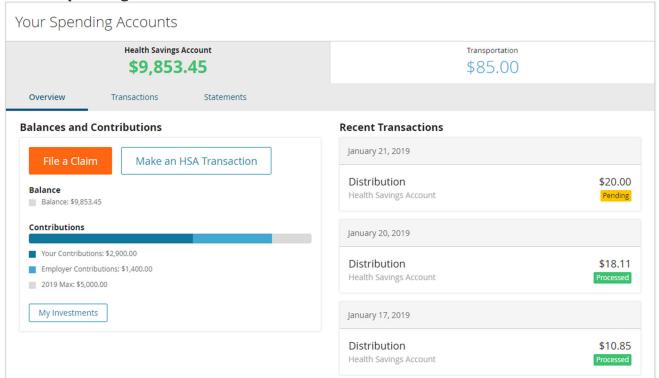
Access Spending Accounts via Employee Self Service

- 1. Navigate to the self service portal.
- 2. Review the **Benefits** tile for account and balance information.
- Select Spending Accounts to display Overview tab of Your Spending Accounts. Or navigate to Spending Accounts from the main menu.





4. Review Spending Accounts Overview.



5. Click on the link below to access a video that provides assistance with managing your **Spending Accounts** through the Self Service Portal.

https://docs.paylocity.com/webpay/admin/videos/paylocity_spending_account_portal.mp4