

FBP Declarations Status

Using this screen, processor can send remainder to employees who have not submitted the declaration and who have saved but not submitted the declaration and can export the declarations of employees who all have submitted.

Go to **Transactions** menu >> Under **Flexible Benefits** >> Click on **Declarations Status**

Not Submit Employee:

Names of those Employees who have Declared their FBP from their respective ESS logins but not submitted the corresponding documents /bills will appear here.

Not Saved Employee:

Names of those Employees who have not at all Declared their FBP will appear here.

- The Admin / User needs to select those Employees from the list who have not submitted their Claims and click the “**Send Remainder**” tab; then a mail will trigger to these Employees to submit their claims.
- If the Admin / User clicks the “**Export Declarations**” tab, then an excel sheet showing “**FBP Opted**”, “**Claimed**” and “**Bills Submitted**” will be

generated at their end.

FBP Not Declared and Not Saved Employee List

Not Submit Employee

<input type="checkbox"/>	Code	Name
<input checked="" type="checkbox"/>	1	Kanuma Rajasekhar
<input checked="" type="checkbox"/>	2	Mary Catherine
<input checked="" type="checkbox"/>	10	10
<input checked="" type="checkbox"/>	11	3
<input checked="" type="checkbox"/>	12	4
<input checked="" type="checkbox"/>	13	5
<input checked="" type="checkbox"/>	18	PT4
<input checked="" type="checkbox"/>	DT02	DT02

1 2 3

Not Saved Employee
No Records

[Send Reminder](#) [Export Declarations](#)