

Access Spending Accounts via Employee Self Service

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

Benefits

YTD Compensation

Your Account Balances [Hide Totals](#)

Health Savings Account	\$9,853.45
Transportation	\$85.00

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Time Off

Study on

4. Review **Spending Accounts Overview**.

Your Spending Accounts

Health Savings Account \$9,853.45	Transportation \$85.00
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Overview Transactions Statements

Balances and Contributions

[File a Claim](#) [Make an HSA Transaction](#)

Balance
Balance: \$9,853.45

Contributions

Your Contributions: \$2,900.00
Employer Contributions: \$1,400.00
2019 Max: \$5,000.00

[My Investments](#)

Recent Transactions

January 21, 2019	Distribution Health Savings Account	\$20.00 Pending
January 20, 2019	Distribution Health Savings Account	\$18.11 Processed
January 17, 2019	Distribution Health Savings Account	\$10.85 Processed

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