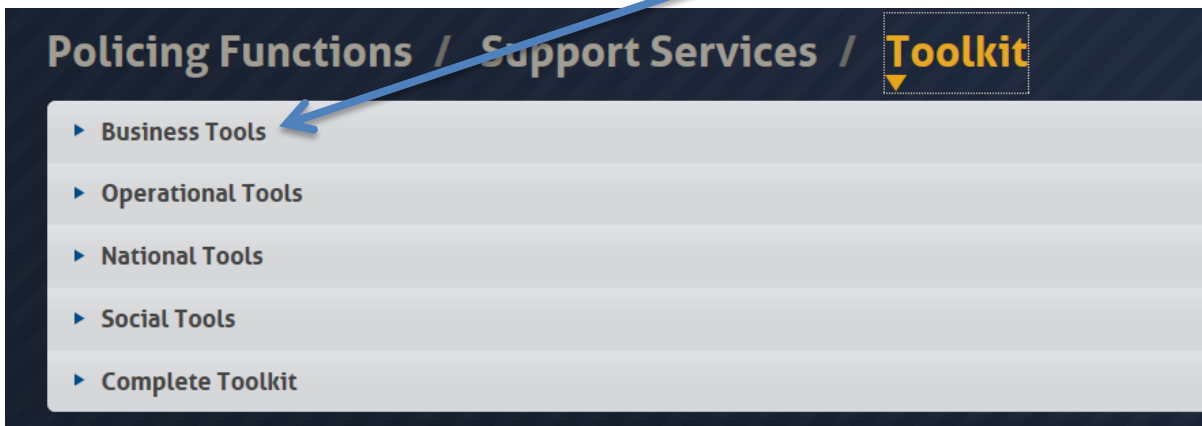


Eye Test and Glasses Contribution Guide

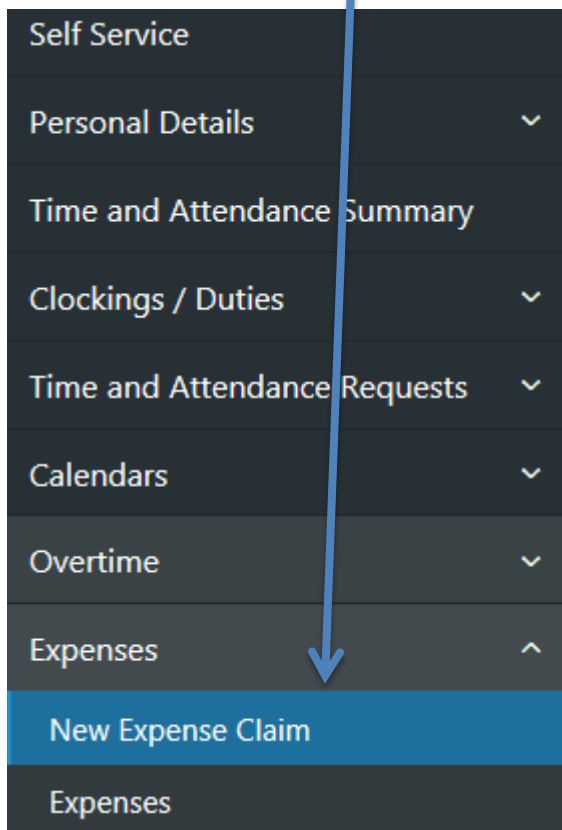
Go to the intranet and select Business Tools from the TOOLKIT



Choose HR Self Service and sign into the system



Choose New Expense Claim



From the expense claim form go to OTHER EXPENSES and choose MEDICAL FEES from the drop down menu

