

Import FBP Declarations

Using this option the admin user can import FBP Declarations for bulk employees, if in case employees are unable to do so from their ESS login.

Note: *Please ensure that FBP Declaration Importer is used only at the time of setting up FBP.*

To do the import of FBP Declarations

Go to **Transactions** menu >> Under **Flexible Benefits** >> Click on **Import FBP Declarations**.

Select month and Generate template

Fill in the values in generated excel template and import the same file