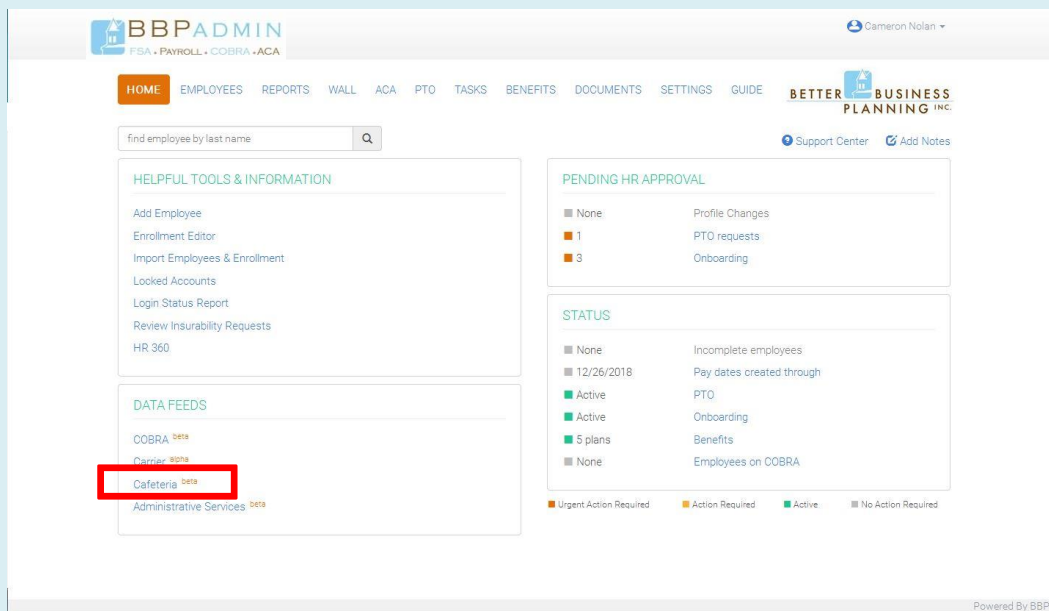




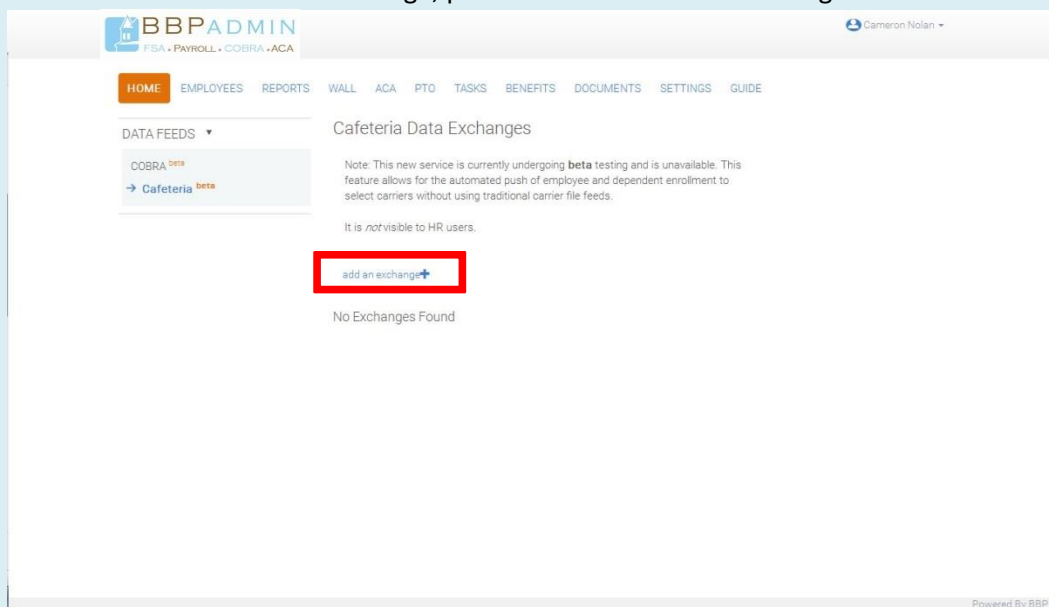
## Setting Up A Cafeteria Data Exchanges With Better Business Planning

Thank you for your interest in setting up a Cafeteria data feed with our company through the Navigator system. Below are step-by-step instructions for you to get the process started.

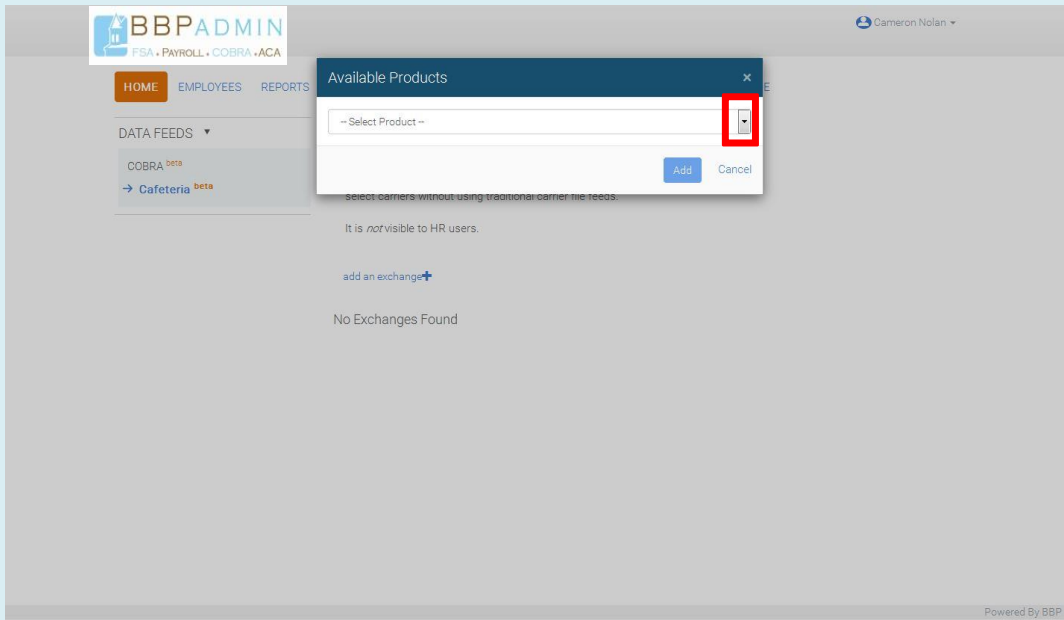
1. Please click the “Cafeteria” link under “Data Feeds” for the company you wish to set up the data feed for (Shown in the red box). This will bring you to the “Cafeteria Data Exchanges” page.



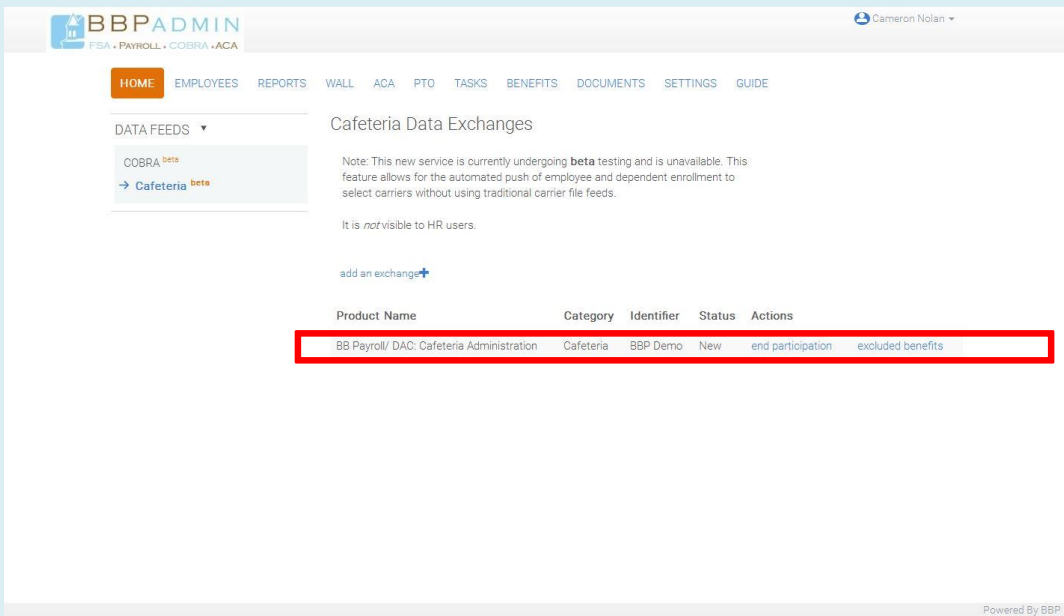
2. To add the Cafeteria Data Exchange, please click the “add an exchange +” button.



3. You will be brought to a dropdown where you can then select our service “BB Payroll/DAC: Cafeteria Administration. Click “Add” once you’ve selected our company.



4. Once you click “Add”, you can see the service you selected.



5. After you select our service, we will receive an email telling us you have selected our company. At this point we will reach out to you in order to continue our setup process.

**Thank you for choosing Better Business Planning to handle your Cafeteria Exchanges!**