

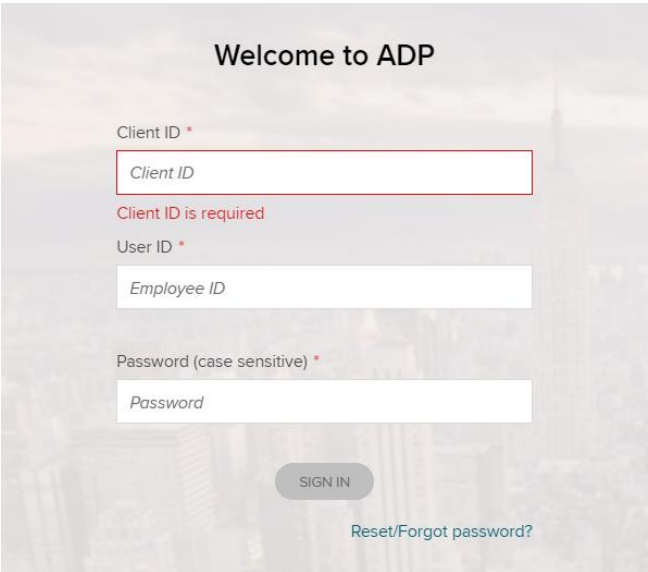
# ESS User Manual for Proofs Submission

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Log on ESS Portal by using credentials provided to you by your administrator.

In the browser, type URL <https://www.ess.adp.in/ess4>

- Enter Client ID as REALPAGEINDIA
- Enter User ID- it is your employee ID (RPIPLXXXX)
- Enter Password and click SIGN IN



Forgot password:

You can reset the password by clicking “Reset/Forgot Password” link on the SIGN IN page.

Submit your clint id, employee id and your registered email id. This will trigger an email containing the link to reset your password.

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## Investments Proof Submission

Click “Tax Submission” tab to view the following screen in which you can see the values which you have already declared while in the year beginning.

Payroll

Manage Company Info

Tax Submission

Claims Submission

Declarations

Flexi

Your Selection: Old Tax Regime (FY 2023 - 2024)

TAX SUBMISSION

ADD COMPONENTS

View

Components Added

Please click "Submit" to consider the newly added components for tax computations.

COMPONENT	TYPE	SECTION	AMOUNT (₹)	ACTIONS
House Property	Actual (Proof)	24 80 C	-103,423 136,253	
Child Tuition Fee	Actual (Proof)	80 C	36,500	

SUBMIT

Now, edit each line item one after another and modify the amounts to match with your actual proof documents.

Make sure to click “**Actual (Proof)**” button from “Declaration” mode since you are submitting actual proofs.

Fill all the required particulars, upload proof document(s) and click **SAVE ACTUAL** button to complete upload proof documentation process.

If you wish to submit any additional investments which was not declared earlier, you can do so.

Click “Add Components” to view the following screen.

Payroll

Manage Company Info

Tax Submission

Claims Submission

Declarations

Flexi

My Profile

Your Selection: Old Tax Regime (FY 2023 - 2024)

TAX SUBMISSION

ADD COMPONENTS

Components Submitted

Component submitted will be considered for tax computations and will be validated.

COMPONENT	SECTION
House Property	24 80 C
Child Tuition Fee	80 C

Approved / Auto approved   Pending / Partially Approved   Rejected

Available Components

Show Section

COMMONLY USED

HRA   House Property   Life Insurance   ULIP   Deposits   PPF   Medclaim   Child Tuition Fee

OTHER COMPONENTS

Pension Plan   ELSS   NPS   NSC   NSCF   SSY   Self Disability   Dependent Disability   Education Loan   Loan on Electric Vehicles

Select the icon as you wish and click to view the following screen.

Life Insurance (80 C)

Total Declarations for 80 C: ₹ 172,753 | Proofs Approved: ₹ 0

Declaration

Actual (Proof)

Projection

Relationship with Beneficiary \*

Select

Policy/Doc Reference No \*

Policy Number

Amount \*

Amount

I will not terminate the Insurance contract within two years of it's commencement. In the event of termination, I agree to pay the entire tax liability for the period and revise my tax return immediately

Drag & drop your files here \*

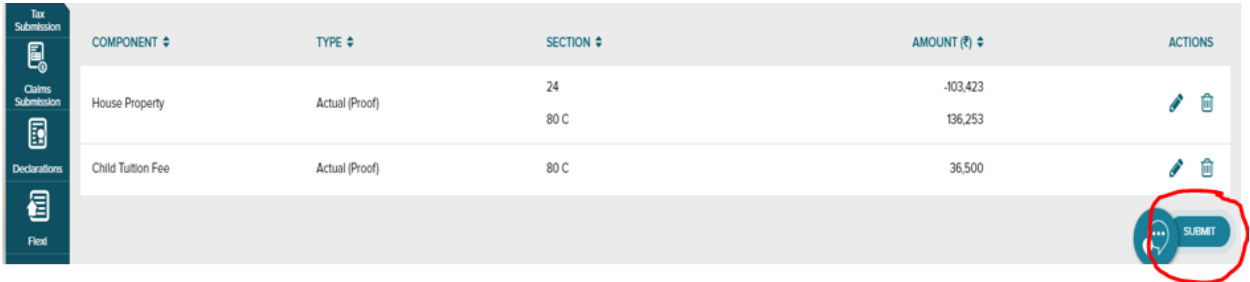
Upload Attachments

Ensure to click the radial button of “**Actual (Proof)**”, then only you will be able to see “upload attachment” option to upload the proofs.

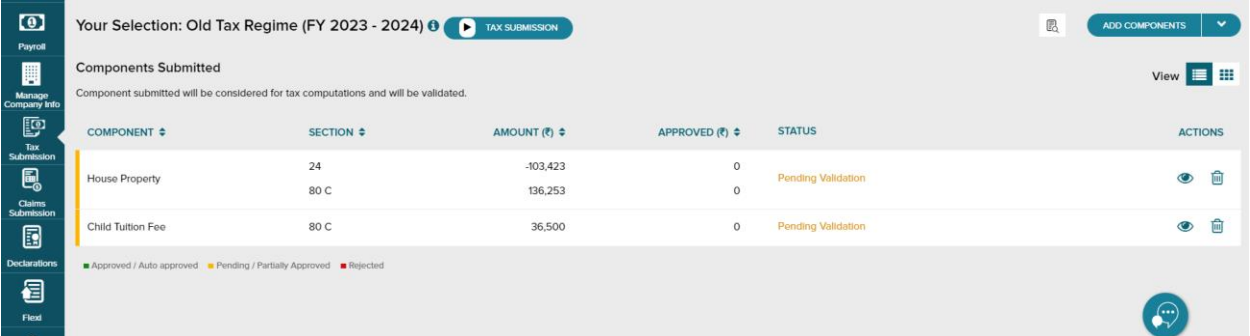
Once you fill all the required information, click **SAVE ACTUAL** button to complete upload proof documentation process.

Important Note

Once you add all components click **SUBMIT** button, then only your entries will be considered for tax exemption.



After your Submission, you will receive an email from ADP as a proof of submission and the screen appearance will change to the below image in which you can see the status is “Pending Validation”.



After proofs validation by ADP, status will change to “Approved / Partially approved / Rejected”. You will be notified by ADP after proofs validation so that you can raise a query if you are not agreed with any entry.

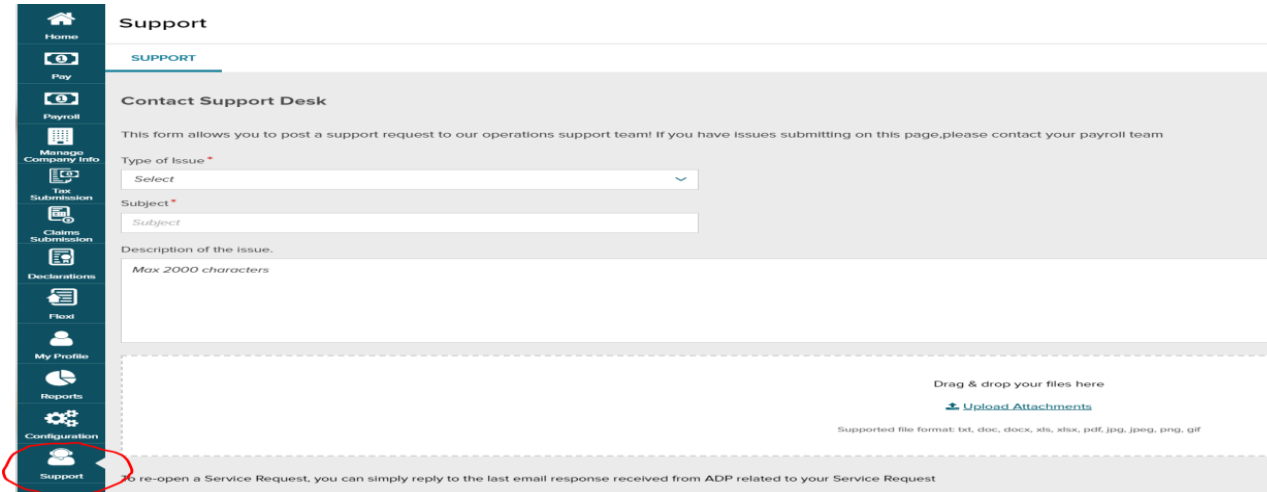
You can reach out to ADP with proper documentation to establish that what you have submitted was valid.

If ADP feels that your re-submission is appropriate then ADP gives tax benefit, else it will be rejected.

Please note queries through ESS portal will only be addressed by ADP.

**Note:** At this point of time, you can’t submit new entries which will not be considered for tax exemption.

Click “Support tab” to raise a query.

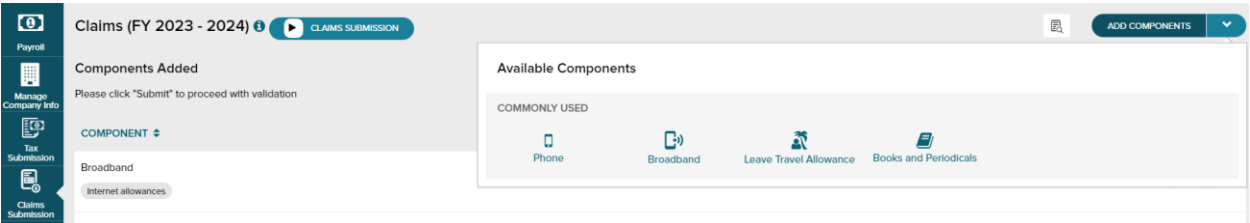


## Flexi Reimbursements Proof Submission

This page serves you for flexi proofs submission.

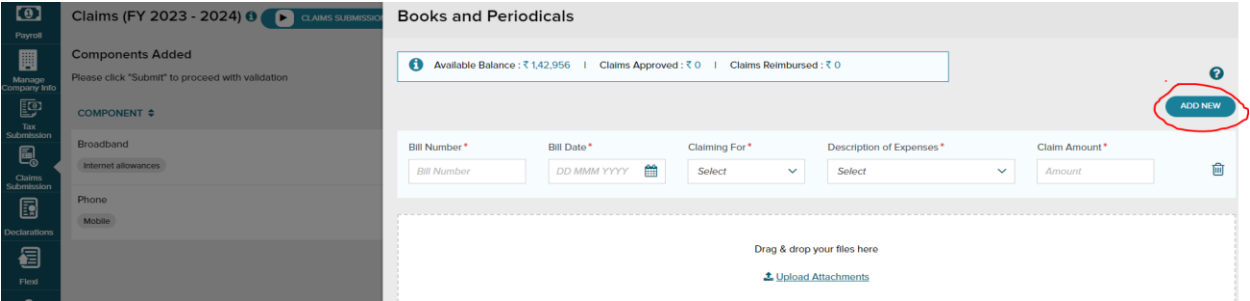
Click “Claims Submission” tab and then click “Add Components” tab to view the following screen in which you can see all the flexi icons.

**Please note** If you didn’t opt for flexi, you will not see any icons on this page.



Now, click each icon one after another and fill the required particulars matching with your actual proof submission and then click **SAVE CLAIMS** button.

### Sample Reimbursement screen



If you have more bills to keyIN (E.g. internet bills), click **ADD NEW** button to insert for more line additions.

You may use “**phone**” for “**mobile purchase reimbursement**” and “**Broadband**” for “**internet bills reimbursement / mobile postpaid bills reimbursement**”.

After saving all flexi reimbursements, click **SUBMIT** button to complete the process of uploading proof documentation.



**Please note** hitting SUBMIT button is quite essential to view and validate your flexi proofs by ADP to give the tax exemption.

**Remember to provide the password in the event of the attached document being password protected by clicking the key icon.**

Once ADP validate the flexi proofs, status will change to “Approved / Partially approved / Rejected”. You will be notified by ADP after proofs validation so that you can raise a query if you are not agreed with any entry.

You can reach out to ADP with proper documentation to establish that what you have submitted was valid.

If ADP feels that your re-submission is appropriate then ADP gives tax benefit, else it will be rejected.

**Please note** queries through ESS portal will only be addressed by ADP.

**Note:** At this point of time, you can’t submit new entries which will not be considered for tax exemption.