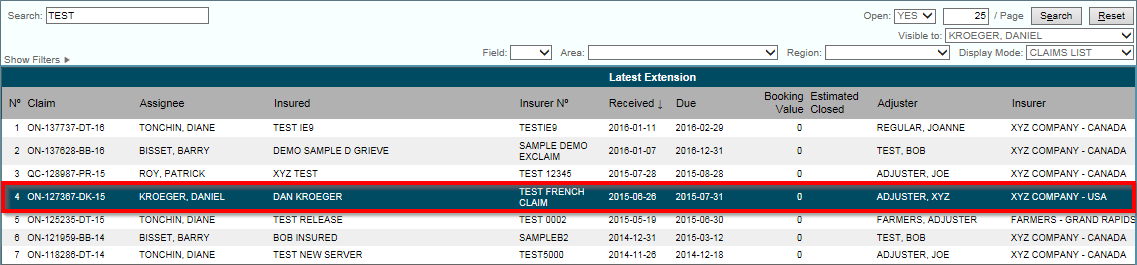
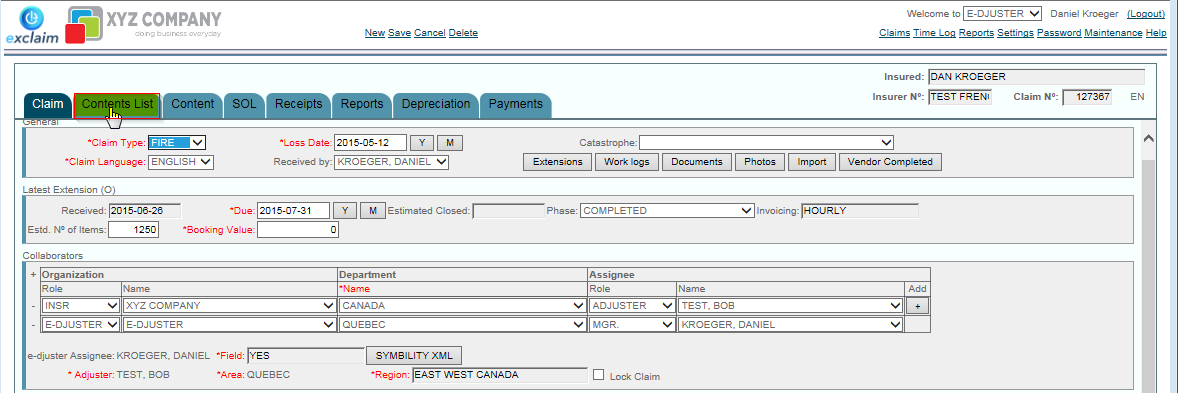
### How to Create Bundles

\*\*\* Note that only the most recent batch can be deleted from the system, any receipts entered within the batch (if any) would have to be reentered into the previous batch\*\*\*

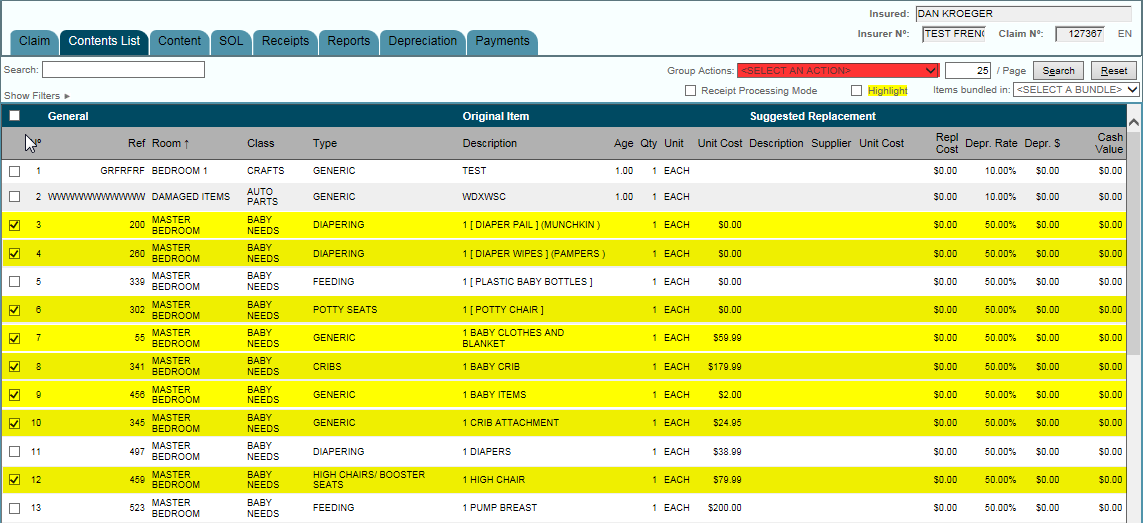
1. Enter e-xclaim
2. Enter according claim



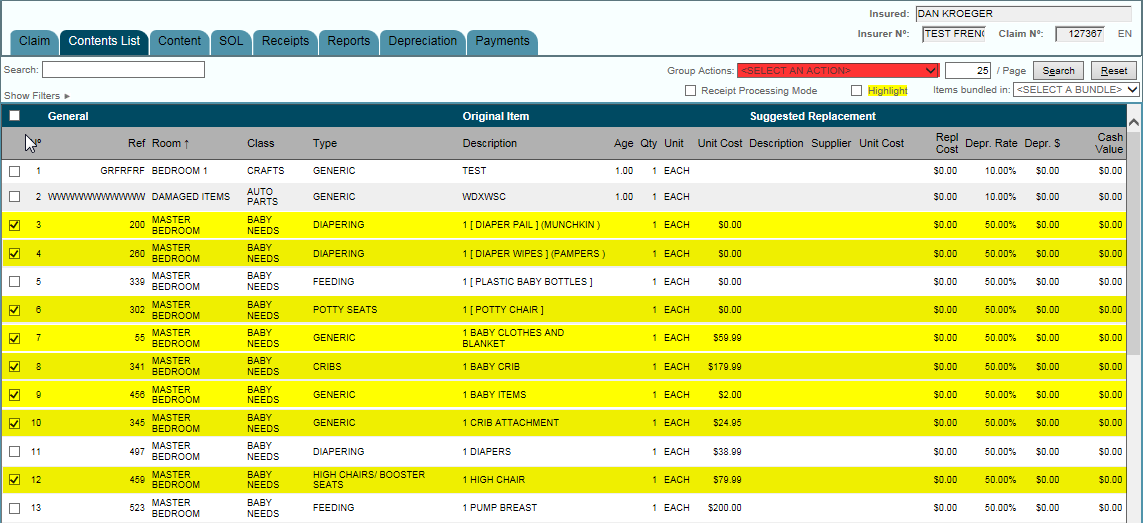
1. Select “Contents List” Tab



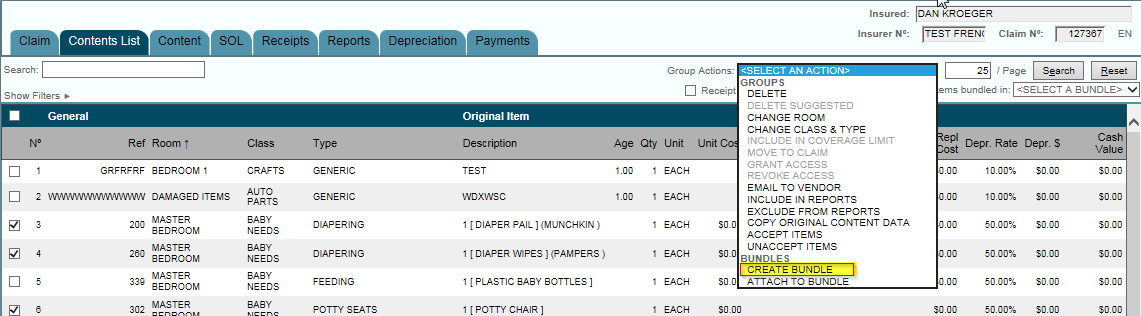
1. Once in the Contents list Select all the items you wish to batch together by selecting the checkbox next to the item. (Highlighted in yellow)



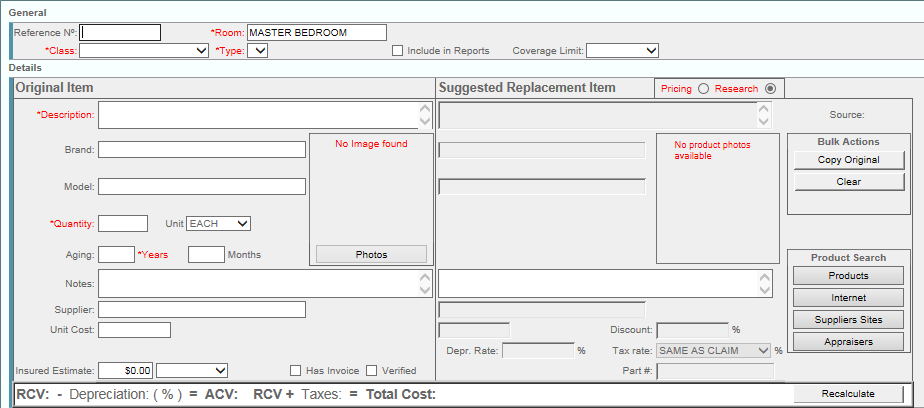
1. Select Action at top of Page. (Highlighted in RED)



1. Select Create bundle from the drop down menu



1. Fill out next screen with details based on the bundle.



1. Hit Save