

## How to configure "Five Social Insurance and One Housing Fund" for crew

Users can log in to the website of OLSaaS, and operate in "Crew Cost → Crew Insurance → Five Social Insurance and One Housing Fund" interface according to the following steps 1-5:

1. Click in turn to enter "Crew Insurance" interface

2. Click "Configure"

3. Click to add insurance configuration (If you are configuring the house fund, you can click here to set the contribution base and contribution ratio for the house fund)

4. Click to add insurance configuration

5. You can fill in "Generation Date of next month's insurance" manually

3. Click this icon on the right side of each insurance to set the contribution base, unit and individual contribution ratio.

**Note:** It is generally recommended to set the next generation date as the end of the month. If it needs to be modified in the middle, the modified date should be after the date of modification, otherwise the insurance cannot be generated automatically and needs to be added manually.