

PLEASE READ

It is important that you load accurate contribution files since money will actually be moved from your company's bank account into individual HSAs based on the information you provide.

Before beginning the upload process please review your contribution files for missing information, add new employees and remove terminated employees prior to upload.

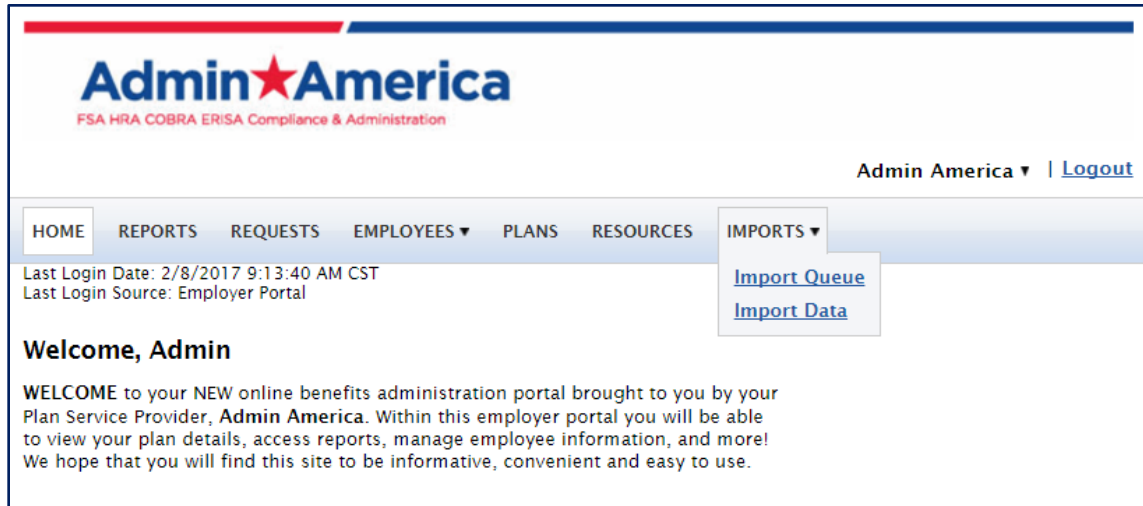
Please import at least 2 business days prior to when you want the funds on the card and please enter a contribution date at least 1 business day prior to when you want the funds on the card.

Import Process Section

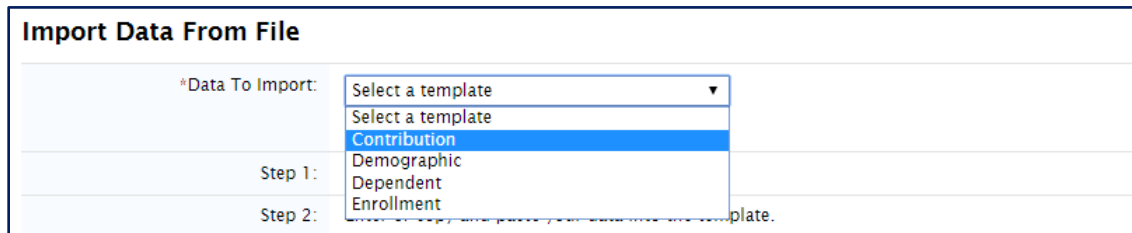
Logon to the Employer Portal via www.adminamerica.com or directly via <https://adminamericaemployer.lh1ondemand.com/>

Please call 1-800-366-2961 if you need assistance with this step

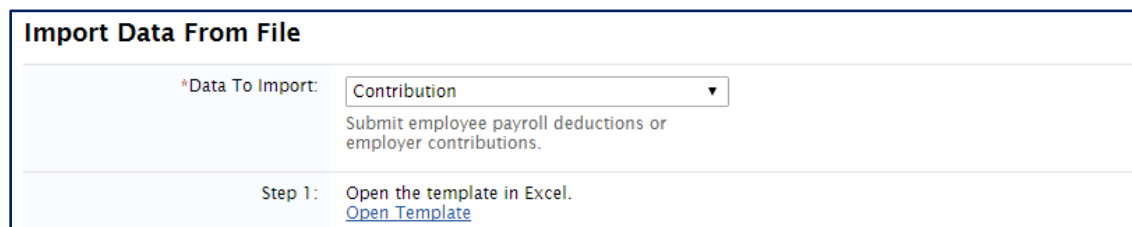
1. Hover your cursor over the Imports tab, and select [Import Data](#)



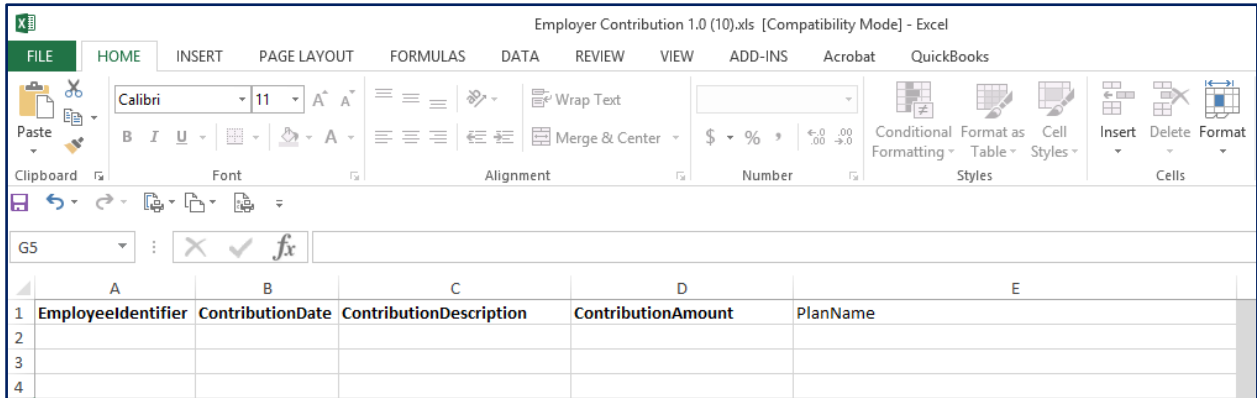
2. Select Contribution from the dropdown supplied



3. Open the [Employer Contribution 1.0 spreadsheet](#) supplied to you by Admin America or select [Open Template](#)



- The spreadsheet has the columns listed below. Each cell you click on will bring up a popup description of that box.

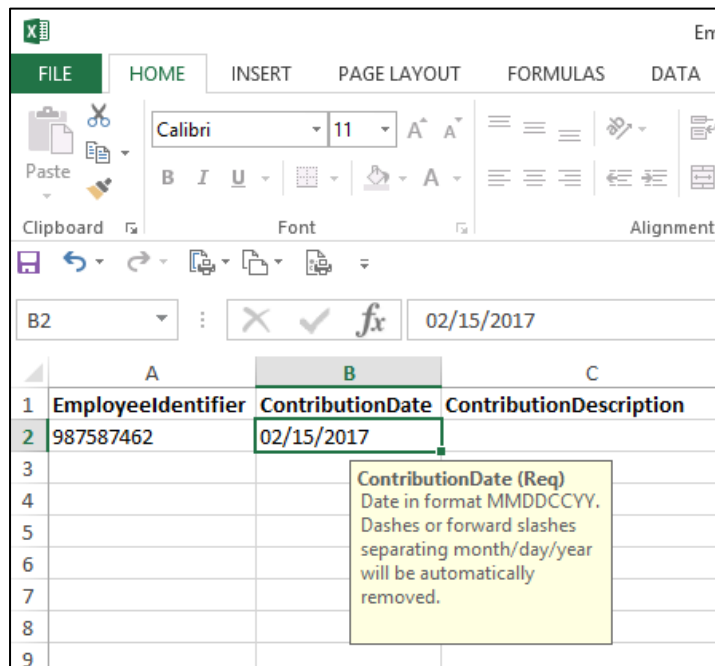


- Enter the participant’s Social Security Number in the **EmployeeIdentifier** field.
Note: This must contain 9 digits. Do not enter dashes.

Enter the Contribution Date in the **ContributionDate** field.

Note: This must contain 8 digits and must be in format MM/DD/YYYY.

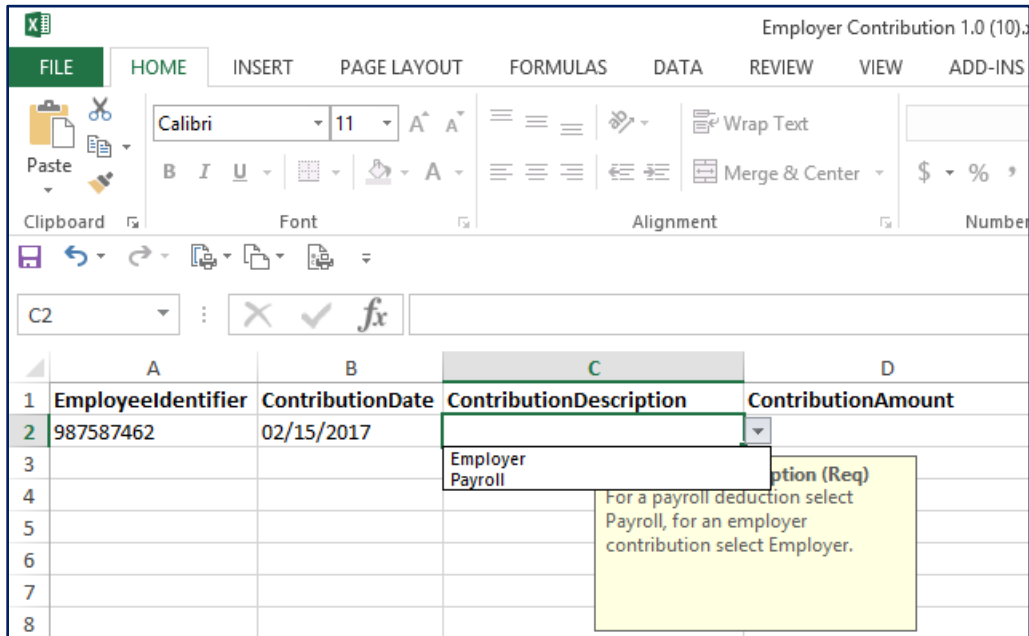
Note: Please import at least 2 business days prior to when you want the funds on the card and please enter a contribution date at least 1 business day prior to when you want the funds on the card.



6. Enter the Contribution Description in the **ContributionDescription** field.

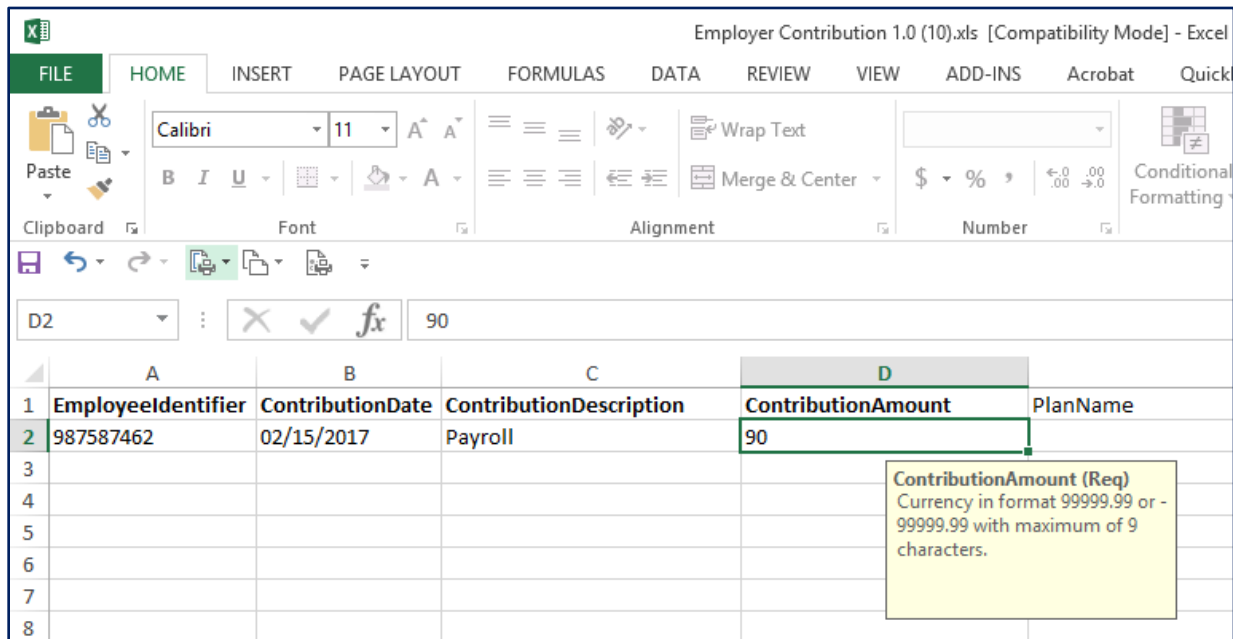
Note: Selecting Employer will enter the contribution as an Employer contribution.

Selecting Payroll will enter the contribution as an Employee contribution.



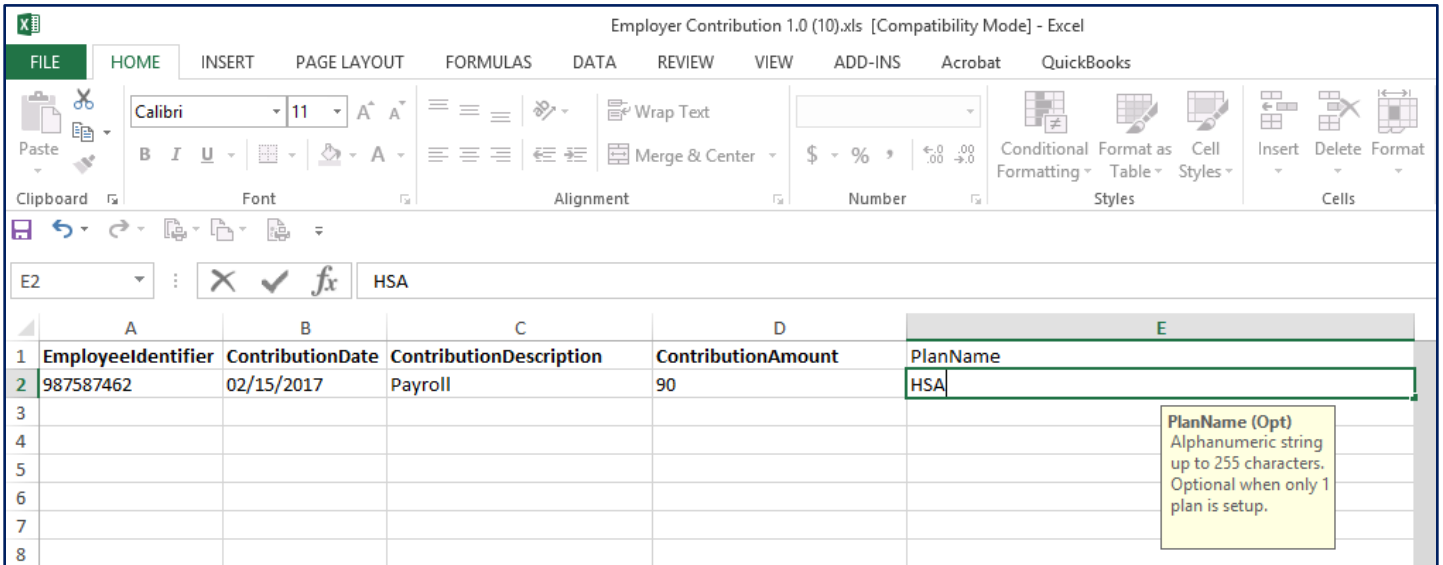
7. Enter the Contribution Amount in the **ContributionAmount** field.

Note: Formulas entered into this spreadsheet or symbols, such as \$, may cause the import to fail.

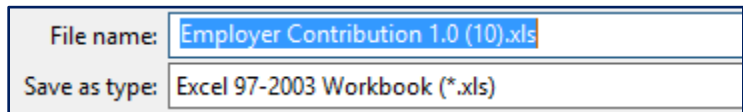


8. Enter the Plan Name in the **PlanName** field.

Note: The Plan Name is HSA. Does it keep changing to HAS? See the tip at the end of this guide for assistance.



9. Save your file to your computer. Keep the file in its original **XLS** format.



10. Go to the **Employer Portal**. Hover over the **Imports tab** and select **Import Data**




11. Select **Contribution** from the dropdown if you did not previously select it in step 2.

12. Scroll to the bottom of the screen and Click . Find the XLS just created and Click Open. Once the file is listed on the screen (as shown below), Click .

Import Data From File	
*Data To Import:	<input type="text" value="Contribution"/> <input type="button" value="v"/> Submit employee payroll deductions or employer contributions.
Step 1:	Open the template in Excel. Open Template
Step 2:	Enter or copy and paste your data into the template.
Step 3:	Certain fields must match information setup by your administrator. If the field does not match the setup data, the record you're attempting to import will fail. View Setup Data
Step 4:	Save a copy of the file: Select File >> Save As Add a File Name Select to save the file as .xlsx, .xls, or .csv Save the file to a location you can remember Select Save Note: If you need to make edits after submitting a file, you should edit the master copy and when completed with your edits, re-save a new file.
* Upload File:	<input type="text" value="HSA Contribution Import Template.xls"/> <input type="button" value="Browse..."/> <input type="checkbox"/> Synchronize Locate the file you saved in step 4, containing the data you wish to import.
* Required field	<input type="button" value="Import Data"/> Cancel


13. You will receive a **green box** that makes it look like everything went through perfectly, but you're not done just yet! **There is still one more step!**

Import Queue

 **Import Submitted**
You have successfully added a file to the import queue. Your file will appear in the Pending status below, where you can monitor its progress.
Data Import Type: Contribution
File Name: Holidays Inc Contribution 2014-11-01.csv
Date Received: 11/10/2014 2:27 PM

14. **Wait about 10-15 min** to allow the file time to go through the system. Then go back to the Employer Portal. **Note: the file can take up to 24 hours to process, but this occurs in very rare cases; 10-15 min is usually sufficient.**

15. Hover over the Import tab again. This time select [Import Queue](#) .



FSA HRA COBRA ERISA Compliance & Administration

Admin America ▾ | [Logout](#)

HOME REPORTS REQUESTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾

Last Login Date: 2/8/2017 9:13:40 AM CST
Last Login Source: Employer Portal

Welcome, Admin

WELCOME to your NEW online benefits administration portal brought to you by your Plan Service Provider, **Admin America**. Within this employer portal you will be able to view your plan details, access reports, manage employee information, and more! We hope that you will find this site to be informative, convenient and easy to use.

[Import Queue](#)
[Import Data](#)

16. Scroll down to the **Completed / Canceled** section. The file listed at the top is the most recent file entered.

You want to see **0 of X in the Failed Records column** (where X stands for how many entries you entered on the import).

If there are Failures or if your Import is on HOLD, see the Import Issues Section.

HOME REPORTS REQUESTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/9/2017 7:29:09 AM CST
Last Login Source: Employer Portal

Import Queue

Date Received:

Date Processed:

File Name: | [View All](#)

[Import Data From File](#)

Pending (0 Files)

	Date Received	File Name	Status	Failed Records	Actions
No records to display.					

⚠ Failed / On Hold (0 Files)

	Date Received	File Name	Status	Failed Records	Actions
No records to display.					

In Process (0 Files)


	Date Received	File Name	Status	Failed Records	Actions
No records to display.					

Completed / Canceled (160 Files)

	Date Received	File Name	Status	Failed Records	Actions
▼	2/9/2017 1:32 PM	ADMINAMERICA_HSA.CSV	Complete	80 of 83	<input type="button" value="View Errors"/>
▼	1/25/2017 11:43 AM	ADMINAMERICA_HSA.CSV	Complete	3 of 83	<input type="button" value="View Errors"/>

Import Issues Section

Q1. How do I know if there is a HOLD/FAILED status on my Import?

If there is a **HOLD** or **FAILED** status on your Import, it will be in the  section.

Q2. How do I determine why there is a HOLD/FAILED status on my import?

1. Click on the triangle ▼ in the leftmost column. This will expand the details.

 **Failed / On Hold (1 Files)**

	Date Received	File Name	Status	Failed Records	Actions
▲	2/15/2017 9:44 AM	JSL Contribution Wrong File Upload.xls	Failed	0 of 0	<input type="button" value="Cancel"/>

 One or more records have produced errors. View the [Exception Report](#) for more information.

 This file import has failed for the following reason: Imported template does not match the template configured for the Employer. Technical Service has been notified of this failure.

Date Received:	2/15/2017 9:44:40 AM (Version 1)	View History
File Name:	JSL Contribution Wrong File Upload.xls	View File
Date Processed:		

Record Type	Total Records	Added	Updated	Pending	Errored
Total:	0	0	0	0	0

- Click the [Exception Report](#) to view details on the **HOLD** or **FAILURE**. This will open a spreadsheet or PDF depending on the rejection reason. Click through all tabs on the spreadsheet and read the rejection reasons or view the rejection reasons on the PDF.

Consumer Data Exchange Error Report		
Employer Code:	JSL	
Date Received:	2/15/2017 9:44:40 AM	
File Name:	JSL Contribution Wrong File Upload.xls	
Error Severity	Field Name	Error Description
Error		Imported template does not match the template configured for the Employer.

The above example failed because the Import entered was not identical to the Import template. If you receive this error, please refer to Step 2 of the **Import Process Section**. Make sure you do not alter the template in any way.

Q3. How do I correct a HOLD/FAILED status on my import?

Click the [Cancel](#) button to clear the **HOLD/FAILURE**. Make changes based on the Exception Report (see **Q2** of this section), and then Import the file again (start from Step 10 of the **Import Process section**).

Q4. How do I know if there are Failed Records on my Completed Import?

If there are Failed Records they will be listed in the **Failed Records column** of the [Completed / Canceled](#) section, and a [View Errors](#) button will be available under the **Actions column**.

Failed Records	Actions
3 of 26	View Errors

Q4. How do I determine why there are Failed Records on my Completed Import?

1. Click on the triangle ▼ in the leftmost column. This will expand the details.

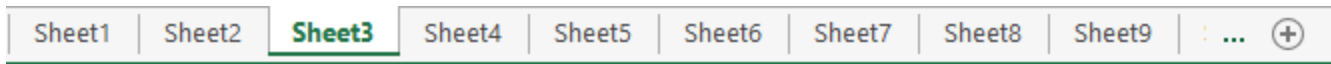
Completed / Canceled (31 Files)

Date Received	File Name	Status	Failed Records	Actions	
2/15/2017 7:50 AM	JSL Contribution HSA not in System ID not R	Complete	3 of 26	View Errors	
<p>⚠ One or more records have produced errors. View the Exception Report for more information.</p> <p>⚠ View the Open Ended HSA Imported Contribution Report for summary and detailed information about contributions received on the file.</p>					
<p>Date Received: 2/15/2017 7:50:30 AM (Version 1) View History</p> <p>File Name: JSL Contribution HSA not in System ID not Recognized Upload.xls View File</p> <p>Date Processed: 2/15/2017 8:13:00 AM</p>					
Record Type	Total Records	Added	Updated	Pending	Errored
Contribution	26	0	23	0	3
Total:	26	0	23	0	3
View Errors					

2. Click the [Exception Report](#) to view details on the **Failed Records**. This will open a spreadsheet. The spreadsheet column descriptions follow:

Column Name	Description of Column
Severity	Lists if it is a Warning or an Error
Row Number	List the entry line number on the import uploaded that is producing the error or warning
Employee Identifier	Lists the EmployeeIdentifier (as applicable) from the import uploaded
First Name	Lists the first name in the Admin America system associated with the Employee Identifier
Last Name	Lists the last name in the Admin America system associated with the Employee Identifier
Field Name	Lists the field(s) from the import uploaded that is producing the error or warning
Error	Lists a description of why the field specified is producing an error or warning
Error Data	Lists the actual data from the import itself that is producing the error or warning

3. Click through all tabs on the spreadsheet and read the rejection reasons as listed.



4. Common rejection reasons are listed below:

Error Description by Category	Further Information	How to Correct
PLAN NAME ERRORS		
Plan Name HSA not found	The employee does not have an HSA setup in the Admin America System. This may be due to an employee who has not been added to the Admin America system or due to an employee who has not been enrolled in the HSA	If this is a new employee, send the enrollment information to Admin America or enroll the employee online and send the HSA Activation email (please request this from Admin America)
Plan Name HAS not found	Excel autocorrected HSA to HAS	See Tips Section to remove this autocorrection
Plan Name Health Account not found	The Plan Name must be HSA	Use HSA in the Plan Name column and reimport
PARTICIPANT ID ERRORS		
Participant 23456789 cannot be found	The EmployeeIdentifier Field must contain 9 digits	If this ID starts with 0 add it back in before reimporting. If the ID is only 8 digits, add the 9th digit into the ID and then reimport
Participant with Id 123-45-6789 cannot be found	The EmployeeIdentifier Field cannot contain dashes	Remove the dashes and reimport
Participant with Id 123456789 cannot be found	The employee is not listed in the Admin America system	1. Double check the ID and make sure it is correct. If it is incorrect, update the import ID field for this participant and reimport. 2. If this is a new employee, send the enrollment information to Admin America or enroll the employee online and send the HSA Activation email (please request this from Admin America).
DATE FORMAT ERRORS		
Invalid Format - Date must be formatted as [MMDDCCYY]	The date on the import must be in format MM/DD/YYYY	Update the ContributionDate field and reimport
DUPLICATE CONTRIBUTION ERRORS		
MMDDCCYY already posted for that participant	The HSA contribution has already been accepted by the Admin America system for this contribution date	1. If you made corrections and reimported a file, the system is letting you know that the correct entry lines from the original import have been accepted and have been processed. This feature is letting you know that entries that did not previously produce an error or warning will not be double applied to the employees accounts. 2. If you are reimporting the same file every time, make sure you updated the date to the proper contribution date. If the file contains the same date from your prior upload, correct the date to that which you are trying to import for and reimport the file.
EMPLOYEE STATUS ERRORS		
Contribution for participant with status Terminated must have a date prior to last contribution process date	The employee is listed with a Terminated status in the Admin America system. Contributions cannot be posted for employees after their termination date.	If the employee should not receive the funds, you do not need to do anything further. If the employee needs to receive the funds, contact Admin America for assistance.

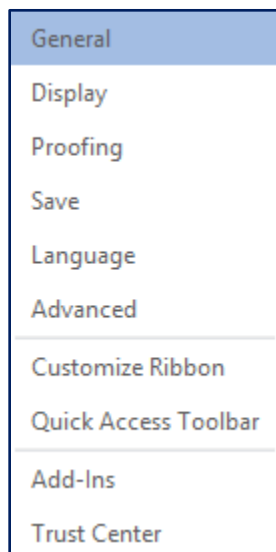
Tips Section

★ Please import at least 2 business days prior to when you want the funds on the card and please enter a contribution date at least 1 business day prior to when you want the funds on the card.

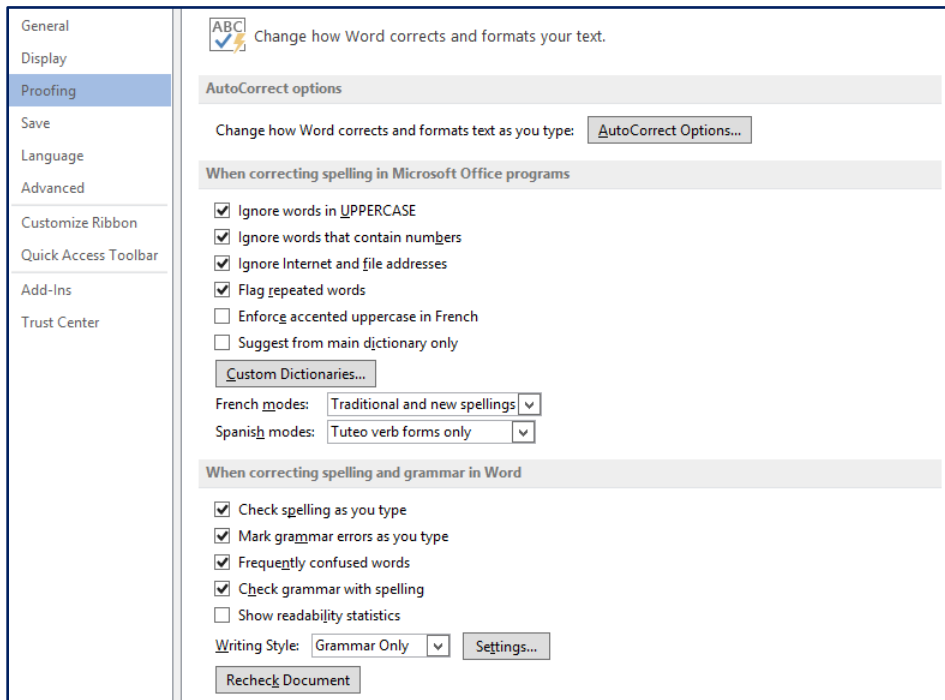
★ You can use the same spreadsheet the following pay period. Just save the document with a new contribution date and include any changes within the document. It is very important that you keep track of any changes that occur between pay periods. If an employee were to be terminated and a contribution was included in the upload showing contributions they did not make, they would receive money from the company that they are not entitled to.

★ Remove the HSA to HAS Auto correction to ease HSA maintenance

1. Open Microsoft Word, Outlook, or another Microsoft Office program.
2. Select **FILE** and then select **Options**
3. Select **Proofing** from the left hand panel



4. Select the **AutoCorrect Options...** button



5. Search for "hsa" in the scroll box. Select the row to highlight the auto correction. Click **Delete** and then Click **OK**

