This Training Reviews the Employer Portal In-Depth

Further Questions? Email employersupport@adminamerica.com or Call 770-992-5959

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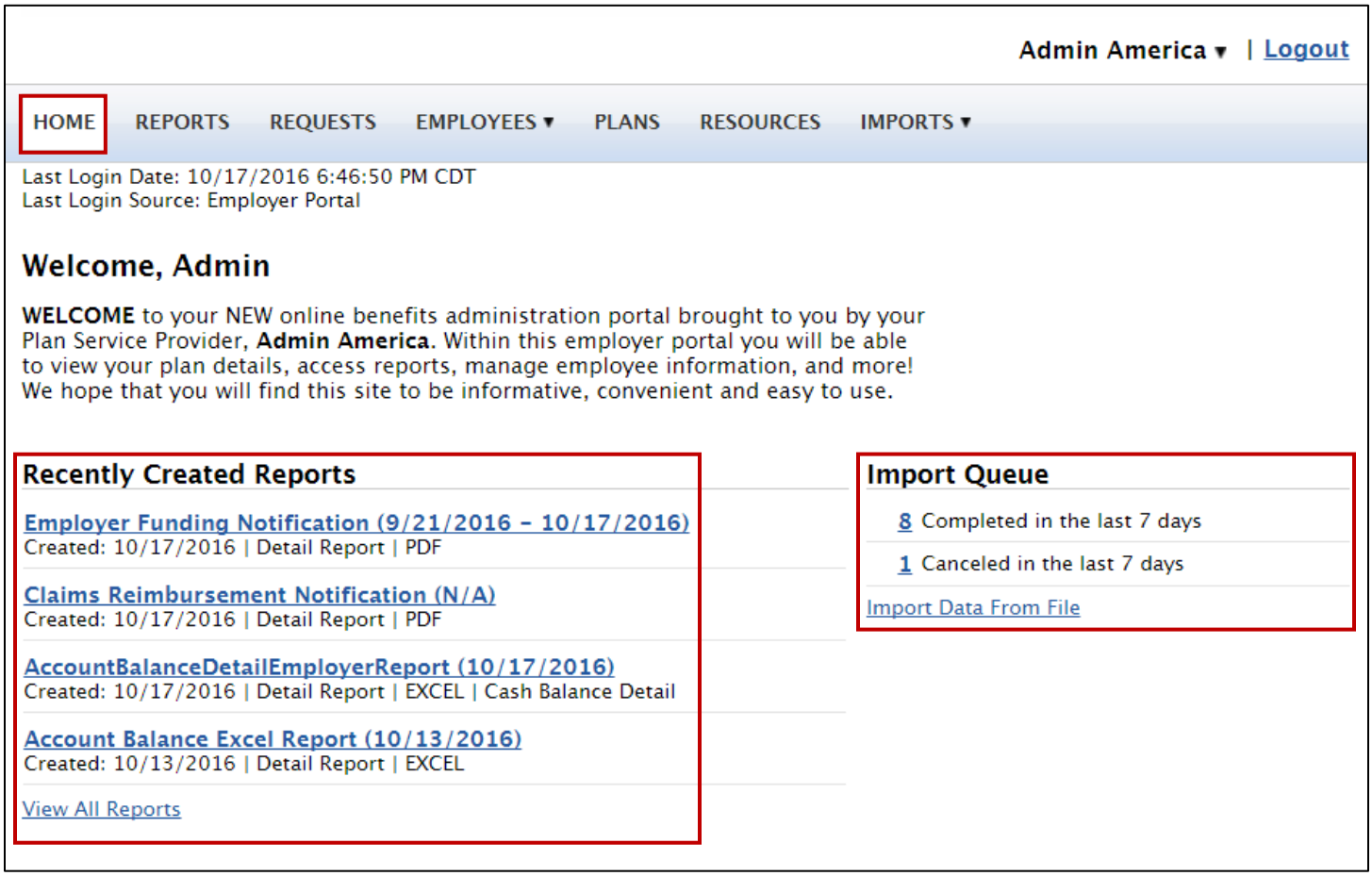
Further Questions? Email employersupport@adminamerica.com or Call 770-992-5959

HOME

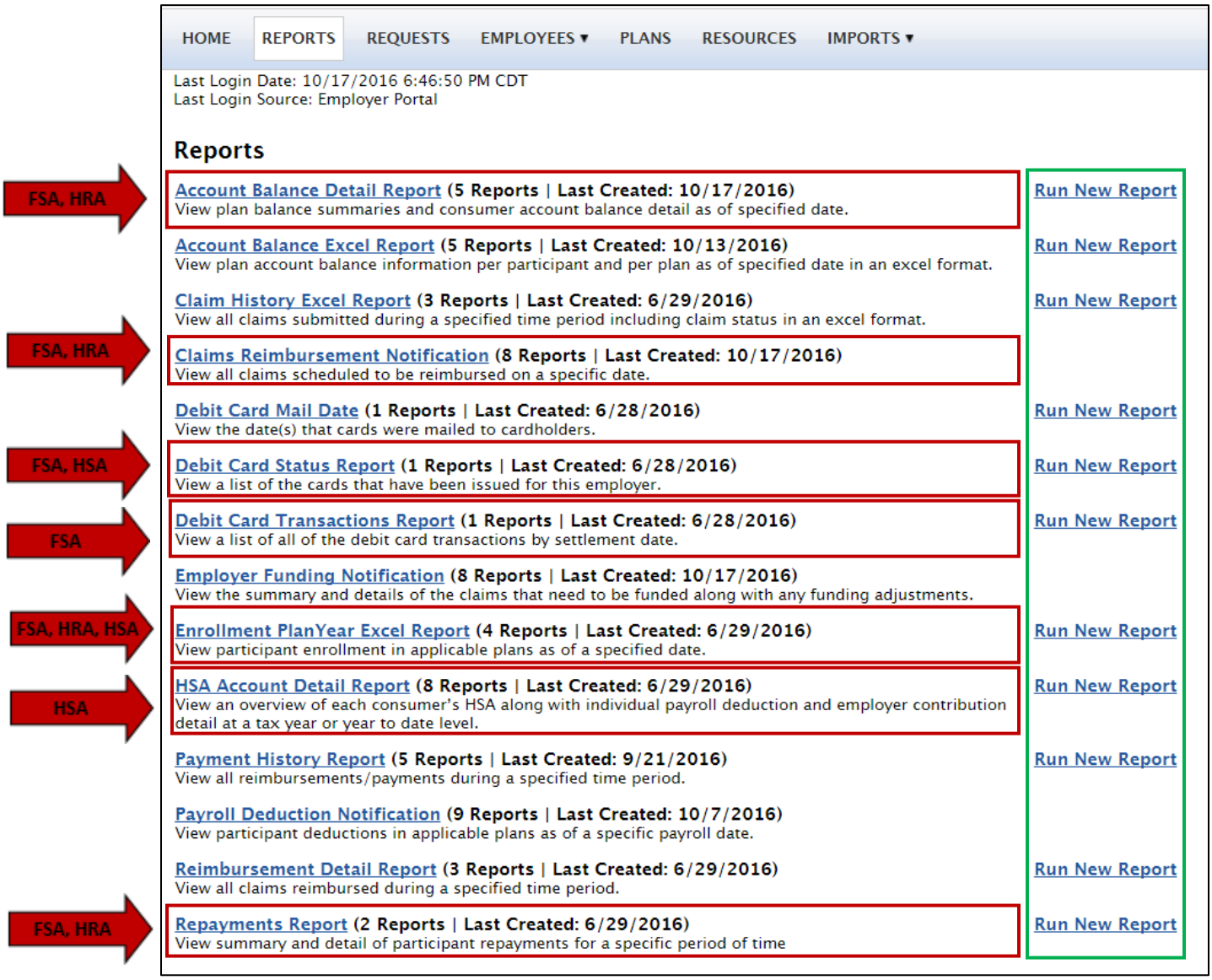
View your **Recently Created Reports** *(for FSA, HRA, and HSA)* and **Import Queue** *(for HSA)*.



REPORTS

View Created and **Run New Reports** *(for FSA, HRA, and HSA)*.

- Click on the Report Name to **View Created Reports**
- Click on **Run New Report** by the corresponding Report Name to Run that Report.
  - To **Run a New Report** specify the parameters you want and check the box to have the system email you once complete. You can then **View the Created Report** from the **Recently Created Reports** section on the **Home** Tab, or you can click on the Report Name to **View Created Reports**.



To **Create an Account Balance Report,** click on **Run New Report**

Account Balance Detail Report (5 Reports | Last Created: 10/17/2016) Run New Report
View plan balance summaries and consumer account balance detail as of specified date.

Complete the following to request the report:

Request Account Balance Detail Report

*As Of:	10/20/2016 Format date as m/d/yyyy.
*Plan Year:	2016
*Group By:	Do not Group
*Report Detail Level:	Detail
	☑ Include Cash Balance Detail
*Plan:	◉ All ○ Medical FSA
	☑ Email me when the report is available
* Required Field	Request View Reports | Cancel

- **Select the Date you would like the report As Of**
  (the date must be as of the start of the Plan Year you specify or later)
- **Select the Plan Year**
  (if you have multiple lines of service, the plan years may be separate)
- **Select Do not Group in the Group By section**
  (you may run the report to differentiate between groups if you have multiple divisions setup with Admin America)
- **Select Detail in the Report Detail Level section**
  (if you do not want SSN, select De-Identified Detail)
- **Check the box to include Cash Balance Detail**
  (if you do not need to know the amount contributed to the account less the amount used, you may leave this box unchecked)
- **Select the Line of Service you would like the report run for, or select the All option to run the report for all lines within that year**
  (Lines of service may include the Medical FSA, Dependent Care FSA, and are based on your setup within the system)
- **Check the box to have the system email you once the Report is Available**

The **Claims Reimbursement Notification** is automatically created by the system on your processing date or anytime there is a special processing

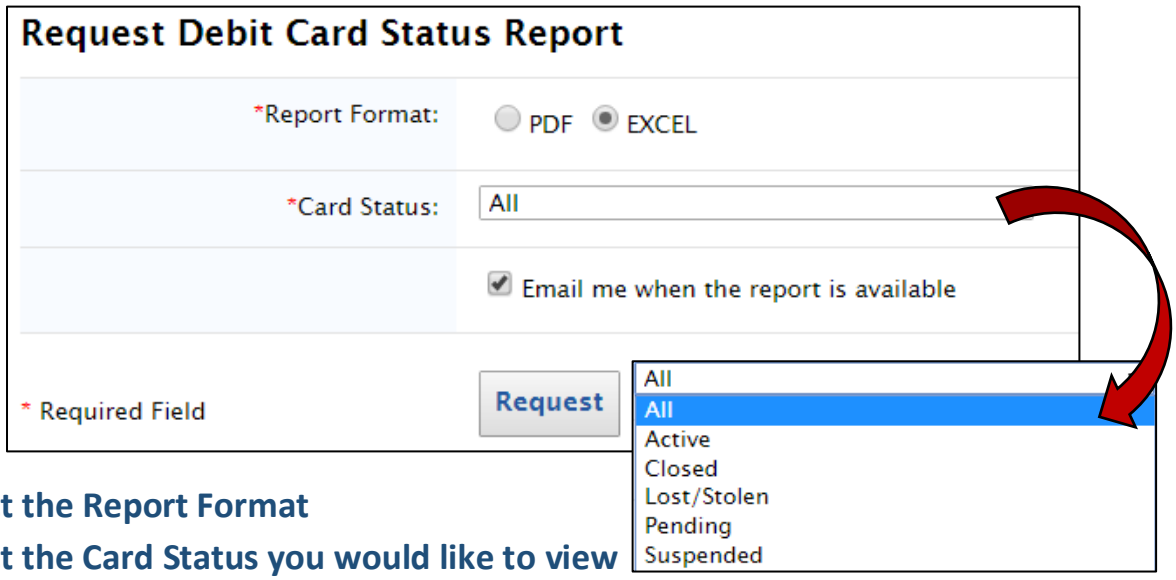
Claims Reimbursement Notification **(8 Reports | Last Created: 10/17/2016)**
View all claims scheduled to be reimbursed on a specific date.

This report cannot be run, but you may view all reports created by clicking on the report name

To **Create a Debit Card Status Report,** click on **Run New Report**

Debit Card Status Report **(1 Reports | Last Created: 6/28/2016)** Run New Report
View a list of the cards that have been issued for this employer.

Complete the following to request the report:



- **Select the Report Format**
- **Select the Card Status you would like to view**

  Suspended cards are usually due to overdue requested receipt(s) on the employee's account. When this happens a hold will be placed on the employee's account.

  Employees have 60 days to supply itemized receipts for unsubstantiated debit card transactions that do not match the auto-substantiate amounts listed in the system.

  Auto-substantiated debit card transactions do not require receipts and may include expenses matching the copayment amounts you submit to us via your SBC. Please ensure you submit all current SBC's to Admin America to get the most out of our auto-substantiation technology.

- **Check the box to have the system email you once the Report is Available**

To **Create a Debit Card Transaction Report,** click on **Run New Report**

Debit Card Transactions Report (1 Reports | Last Created: 6/28/2016) Run New Report
View a list of all of the debit card transactions by settlement date.

Complete the following to request the report:

Request Debit Card Transactions Report

*Report Format: ○ PDF ◉ EXCEL ○ DataFile

*Start Date: 10/1/2016
Format date as m/d/yyyy.

*End Date: 10/31/2016
Format date as m/d/yyyy.

*Report Detail Level: Detail

☑ Email me when the report is available

* Required Field

Request View Reports | Cancel

- **Select the Report Format**
- **Select the Start Date**
  (enter the first day you want any debit card transactions to display on the report)
- **Select the End Date**
  (enter the last day you want any debit card transactions to display on the report)
- **Select Detail in the Report Detail Level section**
  (if you do not want SSN, select De-Identified Detail)
- **Check the box to have the system email you once the Report is Available**
  (you will receive an email informing you that the report is available; sign into the employer portal to view this report)

To **Create an Enrollment Plan Year Excel Report,** click on **Run New Report**

Enrollment PlanYear Excel Report (4 Reports | Last Created: 6/29/2016) Run New Report
View participant enrollment in applicable plans as of a specified date.

Complete the following to request the report:

Request Enrollment Report

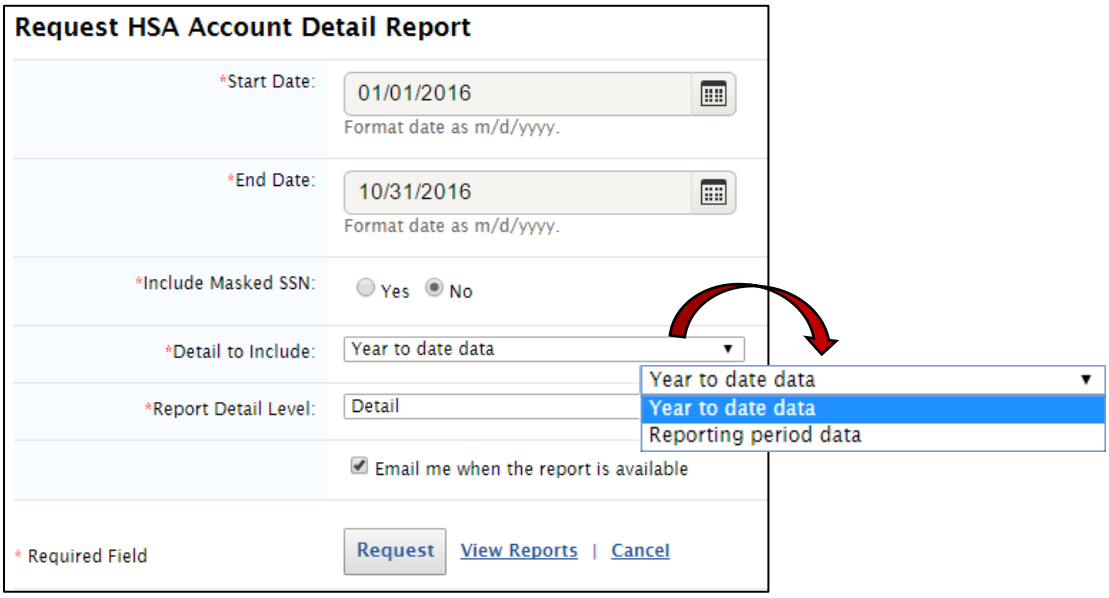
*Report Format:	PDF EXCEL DataFile
*As Of:	10/27/2016 Format date as m/d/yyyy.
*Plan Year:	2016
*Report Detail Level:	Detail
*Group By:	Do not Group
Include Additional Information:	Yes No
Include Coverage Level:	Yes No
Include Dependent Information:	Yes No
	Email me when the report is available
* Required Field	Request View Reports | Cancel

- **Select the Report Format**
- **Select the As Of Date**
  (the system will use the date entered to determine all enrollments as of that date)
- **Select the Plan Year**
  (if you have multiple lines of service, the plan years may be separate)
- **Select Detail in the Report Detail Level section**
  (if you do not want SSN, select De-Identified Detail)
- **Select Do not Group in the Group By section**
  (you may run the report to differentiate between groups if you have multiple divisions setup with Admin America)
- **Select whether or not you want Additional Information**
- **Select if the Coverage Level should be included**
  (this is for HSA and HRA use. Coverage Level is not used for FSA purposes)
- **Select if Dependent Information should be included**
  (this is for HRA use. Dependent Information is not required for FSA or HSA purposes)
- **Check the box to have the system email you once the Report is Available**

To **Create an HSA Account Detail Report,** click on **Run New Report**

HSA Account Detail Report (8 Reports | Last Created: 6/29/2016) Run New Report
View an overview of each consumer's HSA along with individual payroll deduction and employer contribution detail at a tax year or year to date level.

Complete the following to request the report:

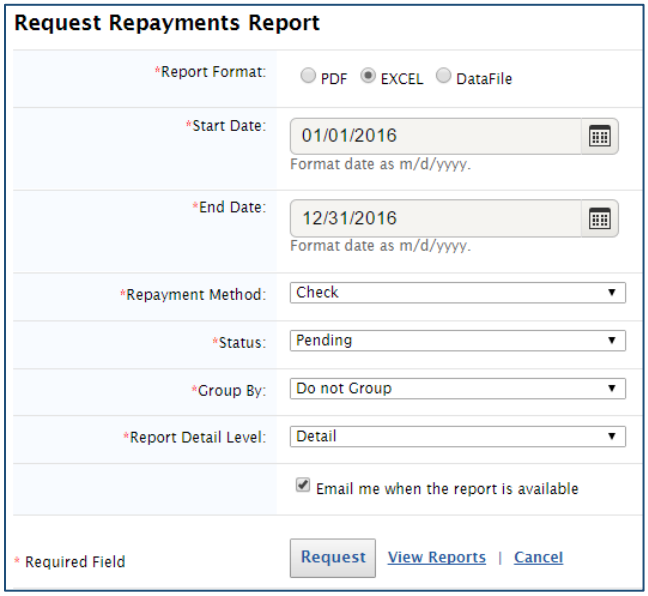


- **Select the Start Date**
  (enter the first day you want HSA Details to display on the report)
- **Select the End Date**
  (enter the last day you want HSA Details to display on the report)
- **Select No for Include Masked SSN**
  (if you select Yes, SSN will not be included)
- **Select the Detail to Include**
  (if you select Year to date data it will include Details based on the HSA year; if you select Reporting period data it will include Details based on the Start and End Date only)
- **Select Detail in the Report Detail Level section**
  (if you do not want SSN, select De-Identified Detail)
- **Check the box to have the system email you once the Report is Available**
  (you will receive an email informing you that the report is available; sign into the employer portal to view this report)

To **Create a Repayments Report,** click on **Run New Report**

Repayments Report (2 Reports | Last Created: 6/29/2016) Run New Report
View summary and detail of participant repayments for a specific period of time

Complete the following to request the report:



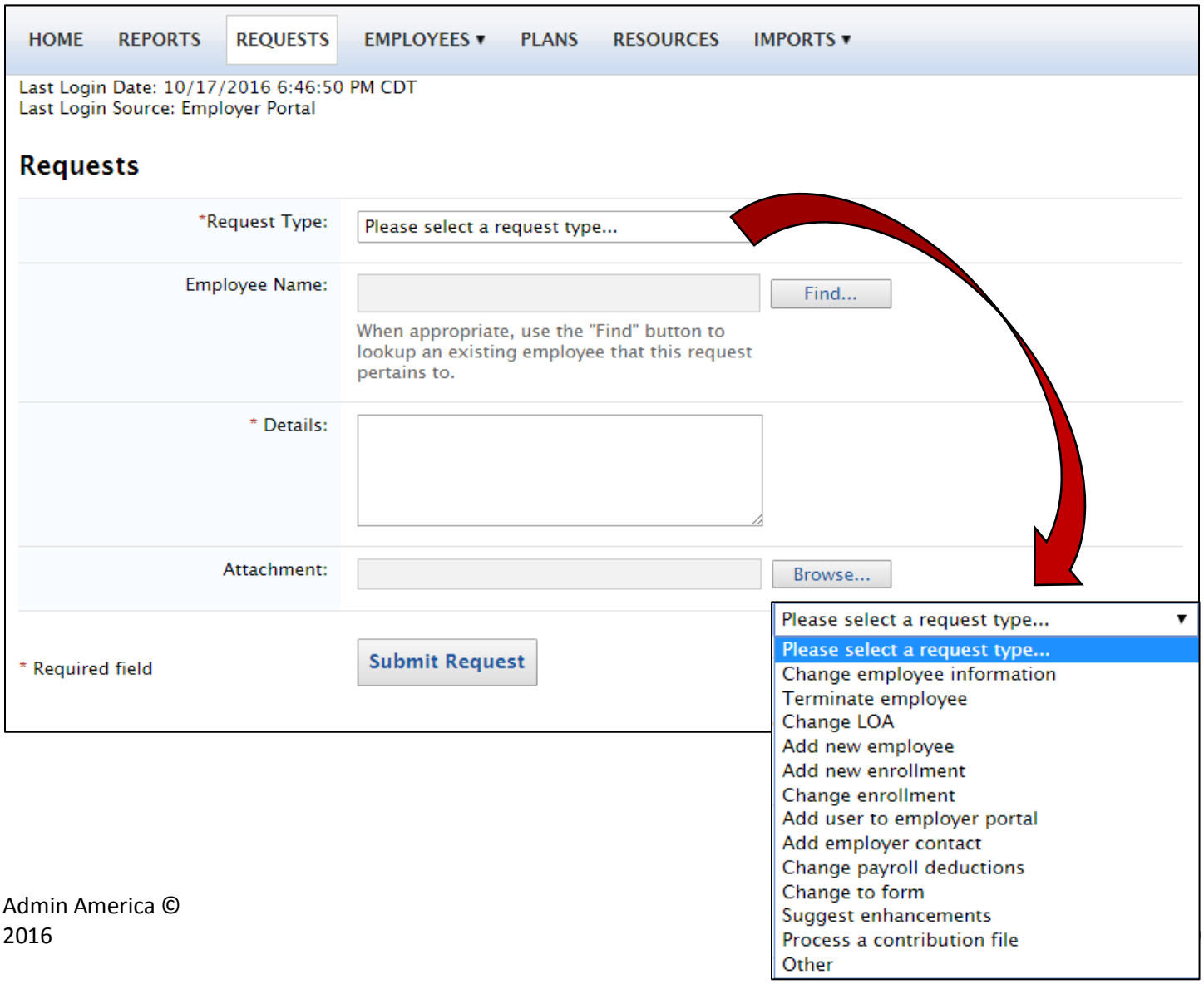
- **Select the Report Format**
- **Select the Start Date**
  (enter the first day you want FSA and/or HRA Employee Repayment Requests to display on the report)
- **Select the End Date**
  (enter the last day you want FSA and/or HRA Employee Repayment Requests to display on the report)
- **Select Check for the Repayment Method**
  (if an employee used their debit card for an ineligible expense (i.e. due to date of service, prepayment, etc) or if an employee was overpaid for any reason, a repayment request will be sent to the employee. Repayment requests ask for a Check repayment specifically, as there is no way for Admin America to do this via payroll at this time.
- **Select Pending for the Status**
  (if you would like a list of those who owe money back to the plan, select Pending, if you would like a list of those who have Repaid the plan, select Repaid, if you would like a list of All statuses, select All)
- **Select Do not Group in the Group By section**
  (you may run the report to differentiate between groups if you have multiple divisions setup with Admin America)
- **Select Detail in the Report Detail Level section**
  (if you do not want SSN, select De-Identified Detail)
- **Check the box to have the system email you once the Report is Available**

REQUESTS

Send your **Change Requests** through the **Employer Portal** or by **Email**. *We recommend Email Requests for faster processing.*

Email Requests by Line(s) of Service with Admin America	
Line(s) of Service	**Email Address**
FSA Only	FSA@adminamerica.com
HRA Only	HRA@adminamerica.com
FSA & HRA	HRA@adminamerica.com
Any (FSA, HRA, HSA) & COBRA	Changes@adminamerica.com

All HSA Changes	HSA@adminamerica.com



EMPLOYEES ▾

View All Employees or Search for Employees

HOME REPORTS REQUESTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾

Last Login Date: 10/17/2016 6:46:50 P
Last Login Source: Employer Portal

View All Employees | Add Employee

Search Employees

Last Name:
First Name:
SSN:
Employee Status: Active
Search

Recently Viewed Employees

Albert, Addison (xxx-xx-1645)
Bates, Xyla (xxx-xx-6933)
Jones, Robert (0004410925)
Smith, John (0004387931)
Barry, Bree (0004387634)

Search Employees

Last Name:
First Name:
SSN:
Employee Status: Active ▾
Add Employee

Employees

Last Name	First Name			
Albert	Addison			
Alford	Sloane	xxx-xx-3247	Active (1/1/2014)	
Barber	Gloria	xxx-xx-0792	Active (8/19/2013)	
Barry	Bree	xxx-xx-4908	Active (4/14/2012)	
Bates	Solomon	xxx-xx-9717	Active (10/14/2015)	
Bates	Xyla	xxx-xx-6933	Active (4/10/2011)	Active
Baxter	Jamal	xxx-xx-0887	Active (6/5/2014)	
Baxter	Shaeleigh	xxx-xx-5338	Active (1/4/2011)	

Selecting an Employee Name will bring you to their Profile Page

Columns may vary dependent on Plan(s) the Employee is Enrolled in

- **Dependents** *(HRA Only)*
- **Account Summary** *(aka Account Utilization)*
- **Enrollments** *(by Plan)*
- **Contributions** *(FSA & HSA Only)*
- **Claims by Plan** *(FSA & HRA Only)*
- **Payments** *(reimbursements under plan)*
- **Status** *(i.e. Active, Terminated)*

EMPLOYEES ▾ → **Profile**

The **Profile tab** lists demographic information about the employee. The information listed can be updated by clicking **Update Profile.** *Note: The Status cannot be updated here. Please see pg 25 - 26 to update Employment Status*

Addison Albert: Profile

Employee Status: Active (8/31/2011)
SSN: xxx-xx-1645
Division: 001

Profile | Dependents | Account Summary | Enrollments | Contributions | Claims | Payments | Status

Update Profile

Personal Information

Name:	Addison Albert
Username:	aalbert1645
SSN:	xxx-xx-1645
Gender:	--
Marital Status:	--
Address:	9534 Lacinia Rd Alpharetta, GA 30023 United States
Home Phone:	(770) 543-3657
Work Phone:	--
Email:	AAlbert@jands.com

Employment Information

Status:	Active
Status Effective Date:	8/31/2011
Employee Number:	0004387642
Employer Employee ID:	966781645
Hire Date:	8/31/2011
Division:	001
Hours Worked Per Week:	40

EMPLOYEES ▾ → **Dependents**

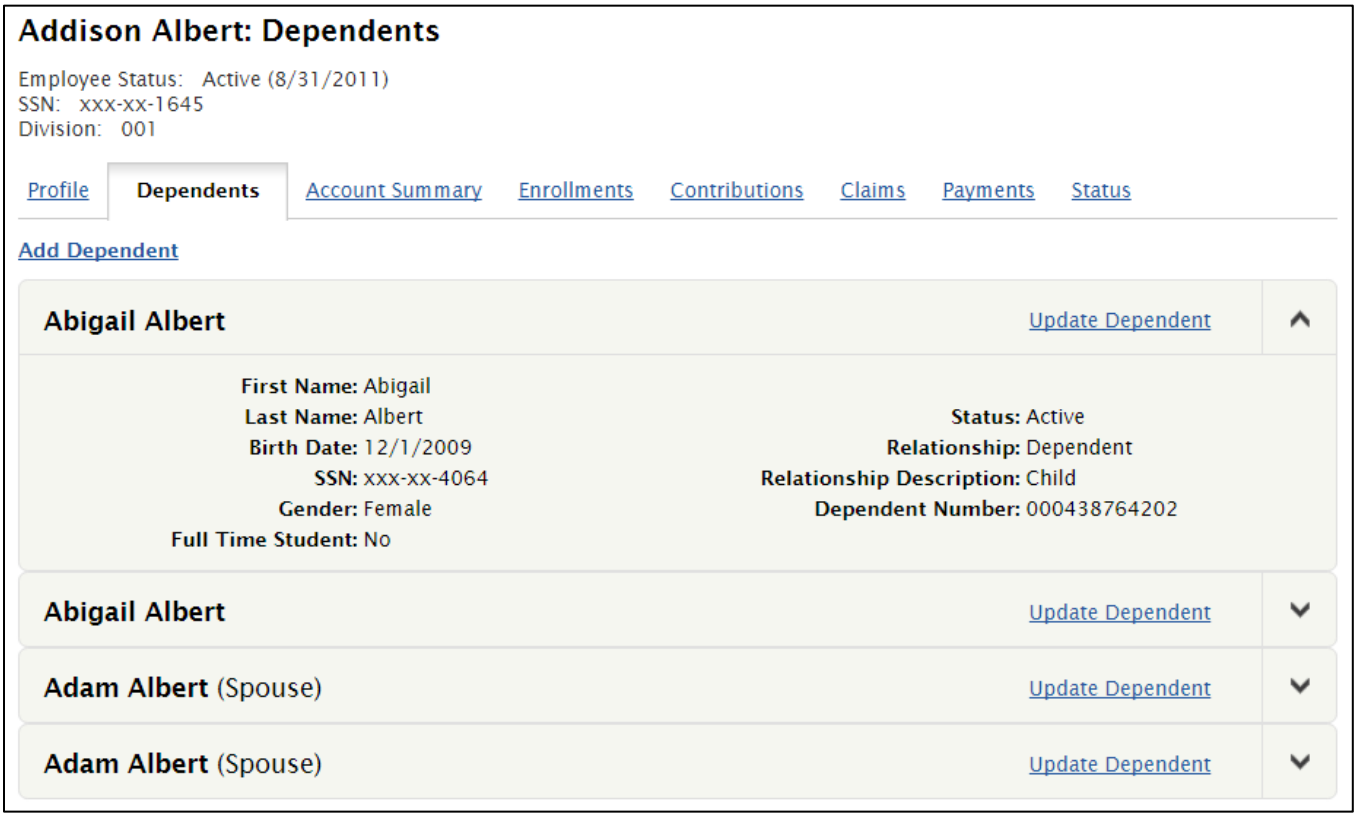
The **Dependents tab** lists spouse, child, and other dependent information.

- *Eligible Dependents* are NOT required for **non-HRA (non-Health Reimbursement Arrangement)** accounts **(i.e. FSA and HSA accounts)**. Eligible Dependents* are NOT required for **213 HRA** accounts. All expenses will fall under the primary account holder name regardless of patient name.*

- *Eligible Dependents* are required for HRA (Health Reimbursement Arrangement) accounts (unless the HRA account is classified as a 213 HRA).*

***Eligible Dependents** are spouses, children, and other dependents under the account whose expenses are reimbursable by the account*

- To **View** expanded Dependent information click
- To **Close** expanded Dependent information click
- To **Update** Dependent information click Update Dependent
- To **Add** a Dependent click Add Dependent



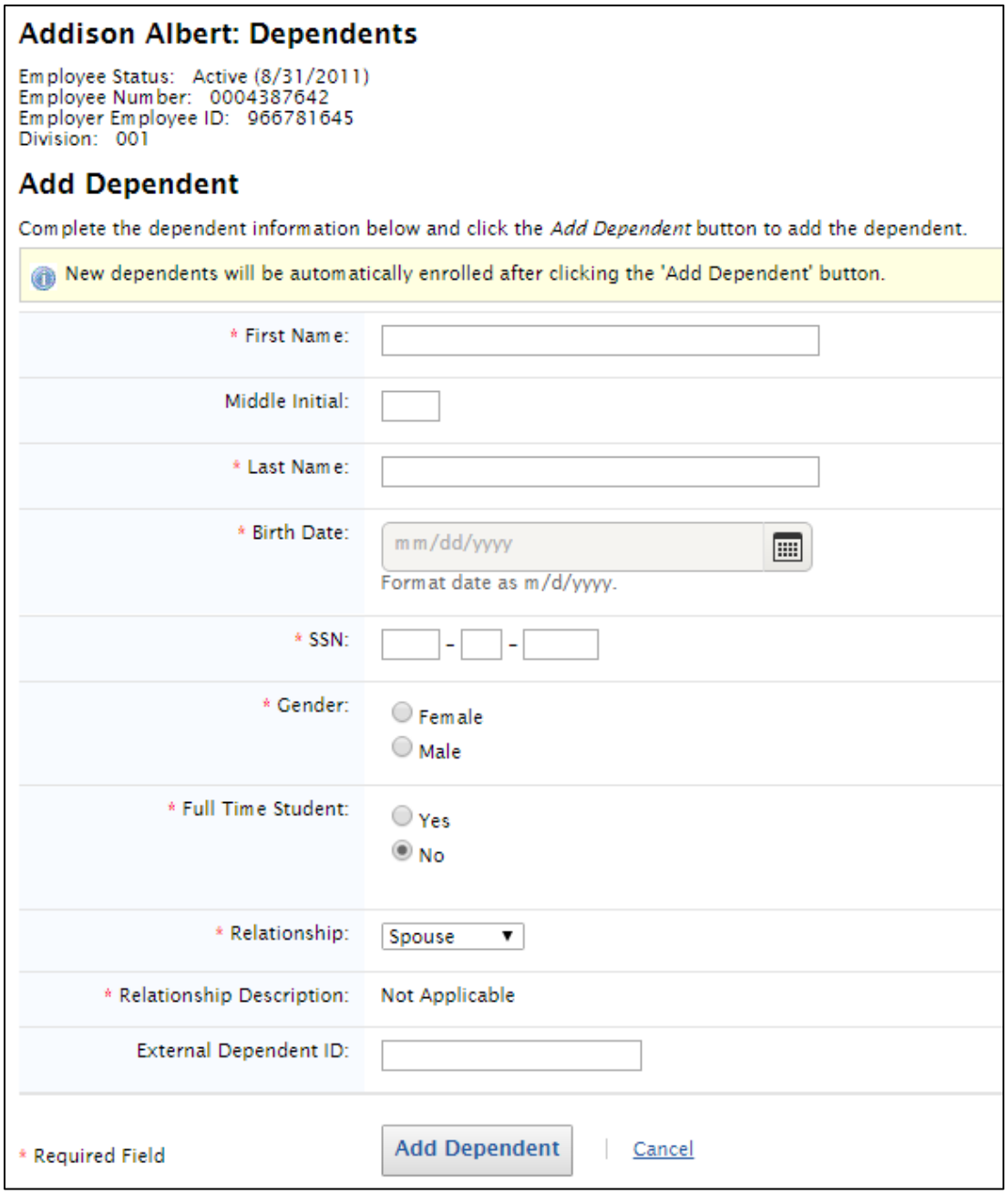
EMPLOYEES ▾ → Dependents → Add Dependent

To **Add a Dependent**, complete All Required Fields, and click **Add Dependent**

Note: The External Dependent ID is not required.

Added Dependents will be automatically enrolled in any plans the employee participates in after submission for an effective date equal to the employee effective date or equal to the dependent's date of birth (whichever one is later).

*If the Dependent has a **different effective date** than the employee, see pg 20 - 22 to make corrections to the dependent effective date.*



Addison Albert: Dependents

Employee Status: Active (8/31/2011)
Employee Number: 0004387642
Employer Employee ID: 966781645
Division: 001

Add Dependent

Complete the dependent information below and click the *Add Dependent* button to add the dependent.

New dependents will be automatically enrolled after clicking the 'Add Dependent' button.

* First Name:	
Middle Initial:	
* Last Name:	
* Birth Date:	mm/dd/yyyy Format date as m/d/yyyy.
* SSN:	- -
* Gender:	Female Male
* Full Time Student:	Yes No
* Relationship:	Spouse
* Relationship Description:	Not Applicable
External Dependent ID:	

* Required Field Add Dependent | Cancel

EMPLOYEES ▾ → **Account Summary**

The **Account Summary tab** lists Tables for Active and Previous Accounts

Addison Albert: Account Summary

Employee Status: Active (8/31/2011)
SSN: xxx-xx-1645
Division: 001

Profile | Dependents | **Account Summary** | Enrollments | Contributions | Claims | Payments | Status

The "**Eligible Amount**" shown is the sum of the Annual Election amount, plus certain credits that have been applied to the account.
The "**Available Balance**" reflects the available funds at this time based on YTD contribution credits less amounts disbursed to date.

Active Accounts

Account	Eligible Amount	Submitted Claims	Plan Year Balance	Available Balance	Cash Balance
Medical Flexible Spending Account 1/1/2016 - 12/31/2016	$1,000.00	$464.98	$535.02	$535.02	$486.94
Health Reimbursement Arrangement 1/1/2016 - 12/31/2016	$1,500.00	$0.00	$1,500.00	$1,500.00	$1,500.00

Previous Accounts

Account	Eligible Amount	Submitted Claims	Plan Year Balance	Available Balance	Cash Balance
No records were found.					

Clicking the **Account Name** will bring a Popup **Description** and **Overview** of the Plan.

Account
Medical Flexible Spending Account 1/1/2016 - 12/31/2016
Health Reimbursement Arrangement 1/1/2016 - 12/31/2016

Clicking the **Eligible Amount** in the **Eligible Amount** column will bring you to the **Enrollments Tab**

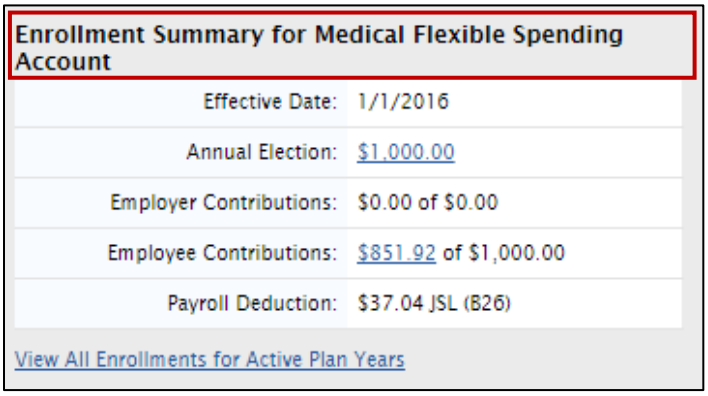
Eligible Amount
$1,000.00
$1,500.00

Clicking the **Submitted Claims Amount** in the **Submitted Claims** column will bring you to the **Claims Tab**

Submitted Claims
$464.98
$0.00

Click under the **Eligible Amount** column to see the breakdown of this amount

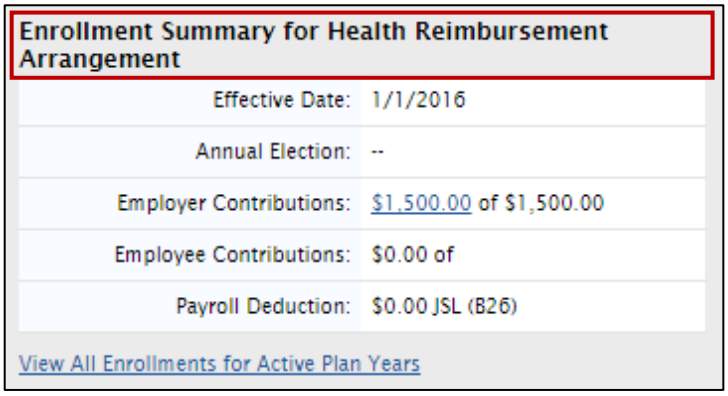
Eligible Amount Breakdown



Enrollment Summary for Medical Flexible Spending Account

Effective Date:	1/1/2016
Annual Election:	$1,000.00
Employer Contributions:	$0.00 of $0.00
Employee Contributions:	$851.92 of $1,000.00
Payroll Deduction:	$37.04 JSL (B26)

View All Enrollments for Active Plan Years



Enrollment Summary for Health Reimbursement Arrangement

Effective Date:	1/1/2016
Annual Election:	--
Employer Contributions:	$1,500.00 of $1,500.00
Employee Contributions:	$0.00 of
Payroll Deduction:	$0.00 JSL (B26)

View All Enrollments for Active Plan Years

- **Annual Election** is the amount the employee may claim in eligible expenses for the entire Plan year
- **Employer Contributions** is the amount the employer has contributed to date *(based on Annual Contribution divided by the number of contributions that will be made during the Plan year)* of the total amount the employer will have contributed by the end of the Plan year. *Note: Medical FSA Accounts are prefunded, and the employees have access to the full Annual Election at the beginning of the Plan year*
- **Employee Contributions** is the amount the employee has contributed to date *(based on Annual Contribution divided by the number of contributions that will be made during the Plan year)* of the total amount the employee will have contributed by the end of the Plan year. *Note: Medical FSA Accounts are prefunded, and the employees have access to the full Annual Election at the beginning of the Plan year*
- **Payroll Deduction** is the estimated amount the employee will contribute to the account based on the number of payrolls during the Plan year. *Note: the actual amount the employer deducts from payroll is not computed within our system. This amount is an estimate only.*

EMPLOYEES ▾ → Account Summary

Click ? under the **Submitted Claims** column to see the breakdown of this amount

Submitted Claims
$464.98 ?
$0.00 ?

Submitted Claims ? Breakdown

Claim Summary for Medical Flexible Spending Account	
Submitted Claims:	$464.98
Pending:	$100.00
Paid:	$363.58
Denied:	$1.40
Refunds:	$0.00

View All Claims for Medical Flexible Spending Account

Claim Summary for Health Reimbursement Arrangement	
Submitted Claims:	$0.00
Pending:	$0.00
Paid:	$0.00
Denied:	$0.00
Refunds:	$0.00

View All Claims for Health Reimbursement Arrangement

- **Submitted Claims** is the total amount in claims submitted to the account regardless of approved or denied status
- **Pending** is the amount in claims submitted that have been approved, but have not been paid to the employee as of yet. *Note: this amount will move to paid on your next processing date.*
- **Paid** is the amount in claims that have been approved and paid to the employee
- **Denied** is the amount in claims that have been denied. If a claim was originally paid via the debit card, and was later denied, this denial will cause a repayment request on the employee account. If a claim was not paid previously *(i.e. not a debit card transaction)*, and the claim was denied, a repayment request will NOT occur.
- **Refunds** is the amount in claims that had been originally paid via the debit card, and have later been refunded by the provider to the employee's debit card.

The **Plan Year Balance, Available Balance, and Cash Balance** of the Account Summary Table(s) are defined below

Plan Year Balance	Available Balance	Cash Balance
$535.02	$535.02	$486.94
$1,500.00	$1,500.00	$1,500.00

Plan Year Balance

- The Amount remaining in the account after the following calculation:

  Eligible Amount less Pending, Paid, and Denied Claims *(from the Submitted Claims Breakdown, see above)* that need to be repaid to the Plan.

  Denied Claims that were NOT paid to the participant (i.e. the debit card was NOT used), will not be deducted during this calculation.

Available Balance

- The Amount remaining in the account that may be used on unreimbursed eligible expenses.

  Denied Claims that need to be repaid, and have not been repaid, will not be available to the participant. Once repayment is made, the funds will be available under the Available Balance.

Cash Balance

- The Amount after the following calculation:

  Posted Employee and Employer contributions to the plan to date less any Pending, Paid, and Denied Claims *(from the Submitted Claims Breakdown, see pg 17)* that need to be repaid to the Plan.

  Denied Claims that were NOT paid to the participant (i.e. the debit card was NOT used), will not be deducted during this calculation.

EMPLOYEES ▾ → **Enrollments**

The **Enrollments tab** lists Active and Previous Accounts

Addison Albert: Enrollments

Employee Status: Active (8/31/2011)
SSN: xxx-xx-1645
Division: 001

Profile | Dependents | Account Summary | **Enrollments** | Contributions | Claims | Payments | Status

Add Enrollment

Active Accounts

Payment Method:

Account	Effective Date	Annual Election	Employer Contributions	Employee Contributions	Payroll Deduction	Actions
Medical FSA – Active	1/1/2016	$1,000.00	$0.00 of $0.00	$851.92 of $1,000.00	$37.04 JSL (B26)	Update

Payment Method:

Account	Effective Date	Annual Election	Employer Contributions	Employee Contributions	Payroll Deduction	Actions
HRA – Active	1/1/2016	--	$1,500.00 of $1,500.00	$0.00 of $0.00	--	Update

Previous Accounts

No records were found.

Clicking the **Account Name** will bring a Popup **Description** and **Overview** of the Plan.

Payment Method:

Account
Medical FSA – Active

Payment Method:

Account
HRA – Active

Clicking the **Employer Contributions Amount** in the **Employer Contributions** column will bring you to the **Contributions Tab**

Employer Contributions
$0.00 of $0.00

Employer Contributions
$1,500.00 of $1,500.00

Clicking the **Employee Contributions Amount** in the **Employee Contributions** column will bring you to the **Contributions Tab**

Employee Contributions
$851.92 of $1,000.00

Employee Contributions
$0.00 of $0.00

EMPLOYEES ▾ → Enrollments → Update

To **Update** a Plan due to:

1. An **Incorrect Election or Contribution Level** that needs to be changed as of the employee's **Plan Effective Date**

2. A **Qualifying Event*** where an election or enrollment needs to be changed as of the employee's **Qualifying Event Date**

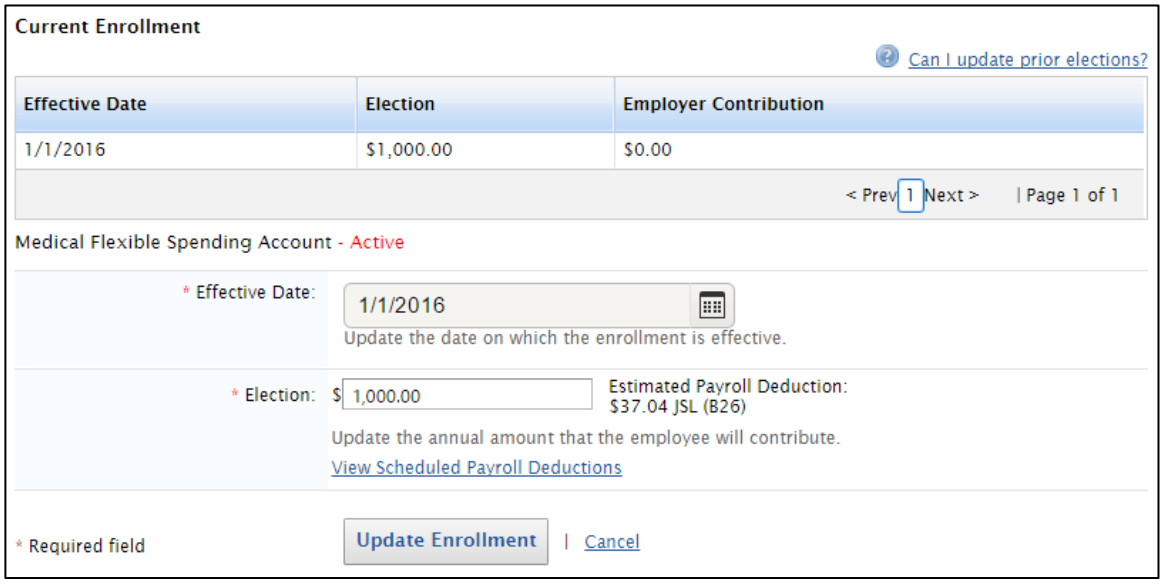
   ***A Qualifying Event** may be Marriage, Divorce, Birth of a Child, Adoption of a Child, etc. and must be in line with the change being made (i.e. if the household grows in size, a Medical FSA Election may increase, but may not decrease). Please contact Admin America or your legal department if you are uncertain if the event is a Qualifying Event or if you are uncertain if the change being made is in line with the Qualifying Event.*

For Option 1 *(see above)*

If the Change is due to an **Incorrect Election or Contribution Level**, and the change made should override the existing account in the system, Click Update, and then Select ○ Correct an existing election before Continuing

Note: Update Fields will vary dependent upon Plan type (i.e. HRA, FSA, etc.)

Update the Election or Contribution Level, Check/Uncheck any Dependents (if applicable), Enter Dependent Termination Date for the Plan (if applicable), and Select the Benefit Effective Date for the Plan



EMPLOYEES ▾ → Enrollments → Update

For Option 2 *(see pg 21)*

If the Change is due to a Qualifying Event, and the change made should increase or decrease an Election or Contribution Level as of the date of the Qualifying Event Select ○ Add an election to an existing enrollment due to a qualifying event before Continuing

Note: Update Fields will vary dependent upon Plan type (i.e. HRA, FSA, etc.)

Add the New Election or Contribution Level, Check/Uncheck any Dependents (if applicable), Enter Dependent Termination Date for the Plan (if applicable), and Select the Qualifying Event Date for the Effective Date of the New Plan

Current Enrollment

Effective Date	Election	Employer Contribution
1/1/2016	$1,000.00	$0.00

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Medical Flexible Spending Account - Active

* Effective Date: mm/dd/yyyy
Enter the date on which the new election is effective.

* Election: $
Enter the annual amount that the employee will contribute.
View Scheduled Payroll Deductions

* Required field

Add New Election | Cancel

EMPLOYEES ▾ → Contributions

The **Contributions tab** lists Employer and Employee Contributions for All Accounts

Addison Albert: Contributions

Employee Status: Active (8/31/2011)
SSN: xxx-xx-1645
Division: 001

Profile | Dependents | Account Summary | Enrollments | **Contributions** | Claims | Payments | Status

Account type: Non-HSA ▾

Account: All ▾ | Contribution Type: All ▾ | Status: All ▾ | Search | Reset

Contributions Export

Date	Contribution Type	Account	Status	Amount
12/30/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Scheduled	$36.96
12/16/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Scheduled	$37.04
12/2/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Scheduled	$37.04
11/18/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Scheduled	$37.04
11/4/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Posted	$37.04
10/21/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Posted	$37.04
10/7/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Posted	$37.04
9/23/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Posted	$37.04
9/9/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Posted	$37.04
8/26/2016	Payroll Deduction	Medical Flexible Spending Account 01/01/2016 - 12/31/2016	Posted	$37.04

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- **Search Fields** offer the ability to search by Account, Account Type, Contribution Type, and Status
- An **Export button** allows easy export to an Excel spreadsheet

EMPLOYEES ▾ → Claims

The **Claims tab** lists Claims for FSA and HRA Accounts, including the Claim Status

*Note: A **Hold** Status may be applied if there is a Pending Repayment due for a Denied claim*

Addison Albert: Claims

Employee Status: Active (8/31/2011)
SSN: xxx-xx-1645
Division: 001

Profile | Dependents | Account Summary | Enrollments | Contributions | **Claims** | Payments | Status

Account: All
Submit Date Within: All
Method Filed: All
View | View All

Claims

Date of Service	Claim Amount and Details	Account	Claim Status
7/6/2016	**$25.00 filed on 7/7/2016** Pending: $0.00 | Paid: $25.00 | Denied: $0.00 Filed via Claims link | Receipt: Overdue	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Hold
6/28/2016	**$25.00 filed on 6/29/2016** Pending: $25.00 | Paid: $0.00 | Denied: $0.00 Filed via Participant portal | Receipt: Uploaded	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Hold
6/15/2016	**$1.40 filed on 6/28/2016** Pending: $0.00 | Paid: $0.00 | Denied: $1.40 Filed via Participant portal | Receipt: Uploaded	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Denied
5/4/2016	**$75.00 filed on 6/28/2016** Pending: $75.00 | Paid: $0.00 | Denied: $0.00 Filed via Participant portal | Receipt: Uploaded ⚠ This claim is overdue and needs to be reviewed.	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Pending Receipt
1/1/2016	**$200.00 filed on 6/28/2016** Pending: $0.00 | Paid: $200.00 | Denied: $0.00 Filed via Participant portal | Receipt: Received	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Paid
6/25/2016	**$10.00 filed on 6/28/2016** Pending: $0.00 | Paid: $10.00 | Denied: $0.00 Filed via Claims link | Receipt: Received	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Paid
5/25/2016	**$10.00 filed on 6/28/2016** Pending: $0.00 | Paid: $10.00 | Denied: $0.00 Filed via Claims link | Receipt: Received	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Paid
4/25/2016	**$10.00 filed on 6/28/2016** Pending: $0.00 | Paid: $10.00 | Denied: $0.00 Filed via Claims link | Receipt: Received	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Paid
2/25/2016	**$10.00 filed on 6/28/2016** Pending: $0.00 | Paid: $10.00 | Denied: $0.00 Filed via Claims link | Receipt: Received	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Paid
1/25/2016	**$10.00 filed on 6/28/2016** Pending: $0.00 | Paid: $10.00 | Denied: $0.00 Filed via Claims link | Receipt: Received	Medical Flexible Spending Account 1/1/2016 - 12/31/2016	Paid

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- **Search Fields** offer the ability to search by Account, Claims Submitted within *(1, 2, 3, 6, 9, 12 months)*, and Method Filed

EMPLOYEES ▾ → **Payments**

The **Payments tab** lists any Reimbursements made to the Employee that were not Debit Card Transactions (i.e. Check or Direct Deposit Reimbursements)

Addison Albert: Payments

Employee Status: Active (8/31/2011)
SSN: xxx-xx-1645
Division: 001

Profile | Dependents | Account Summary | Enrollments | Contributions | Claims | **Payments** | Status

Payments

Date	Payment Number	Method	Status	Amount
10/18/2016	0000000019	Check	Paid	$200.00
6/29/2016	0000000002	Check	Reprinted on 6/28/2016 Voided and reissued on 6/28/2016	$50.00
6/28/2016	0000000003	Check	Reissue of Check 0000000002	$50.00
6/28/2016	0000000001	Check	Reprinted on 6/27/2016 Reprinted on 6/28/2016	$88.58

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- Clicking on the **Amount** in the Amount column will cause a popup to display any Claims paid in whole or in part towards that specific Reimbursement

EMPLOYEES ▾ → **Status**

The **Status tab** lists the Employee Employment Status

Addison Albert: Status

Employee Status: Active (8/31/2011)
SSN: xxx-xx-1645
Division: 001

Profile | Dependents | Account Summary | Enrollments | Contributions | Claims | Payments | **Status**

Employee Status History

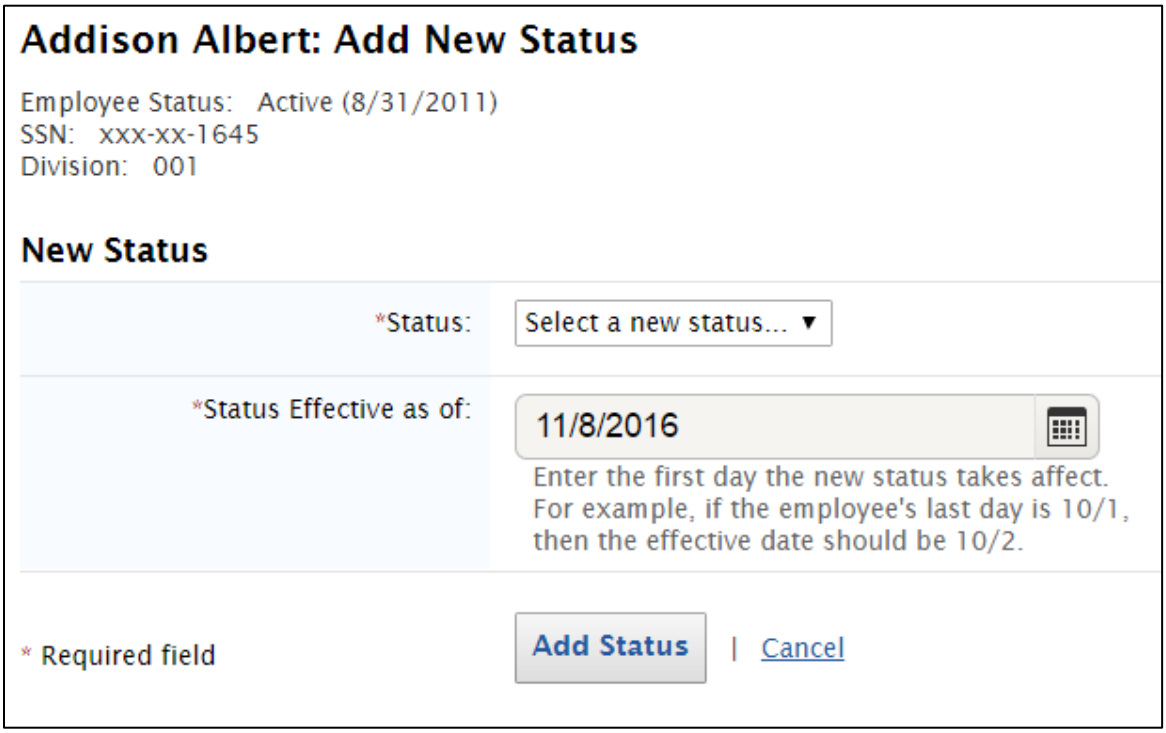
Status Effective Date	Status	Status Details	Actions
8/31/2011	Active	No Additional Details	Add New Status

EMPLOYEES ▾ → Status → Add New Status

To Change an Employee Status from **Active to Terminated**

OR

To Change an Employee Status from **Terminated to Active**



- **Change the Status to the New Status**

  (Enter Terminated for Any Employee who should not receive reimbursements for dates of service after the Status Effective Date. Note: Retired, LOA, Laid Off, and COBRA status may not terminate Debit Cards)

- **Enter the Status Effective Date**

  (Enter the day after the status change; this ensures that expenses are payable through the last day that they are benefit eligible. See note under the Status Effective as of section)

- **Click** Add Status

PLANS

View a Brief Explanation of Plans. *Please Check your Employer Portal for the most current descriptions.*

HOME REPORTS REQUESTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾

Last Login Date: 10/17/2016 6:46:50 PM CDT
Last Login Source: Employer Portal

Plans

Active Plans

Medical Flexible Spending Account (1/1/2017 - 12/31/2017)
Plan Summary
Your employer will establish a Medical Flexible Spending Account on your behalf. The amount that you elect to contribute for the plan year will be available immediately in your account, but your election will be divided out and deducted, pre-tax, from each paycheck throughout the entire plan year. As you incur eligible expenses you will submit a claim to draw funds from your account. Paying for benefits on a pre-tax basis means your taxable income is lower and, consequently, your taxes are lower.

Dependent Care FSA (1/1/2017 - 12/31/2017)
Plan Summary
Your employer will establish a Dependent Care FSA on your behalf. The amount that you elect to contribute will be pro-rated and deducted from each paycheck for the upcoming plan year. These deductions will appear as a credit to your Dependent Care FSA. As you incur eligible expenses you will submit a claim to draw funds from your account. Paying for dependent care on a pre-tax basis means your taxable income is lower and, consequently, your taxes are lower.

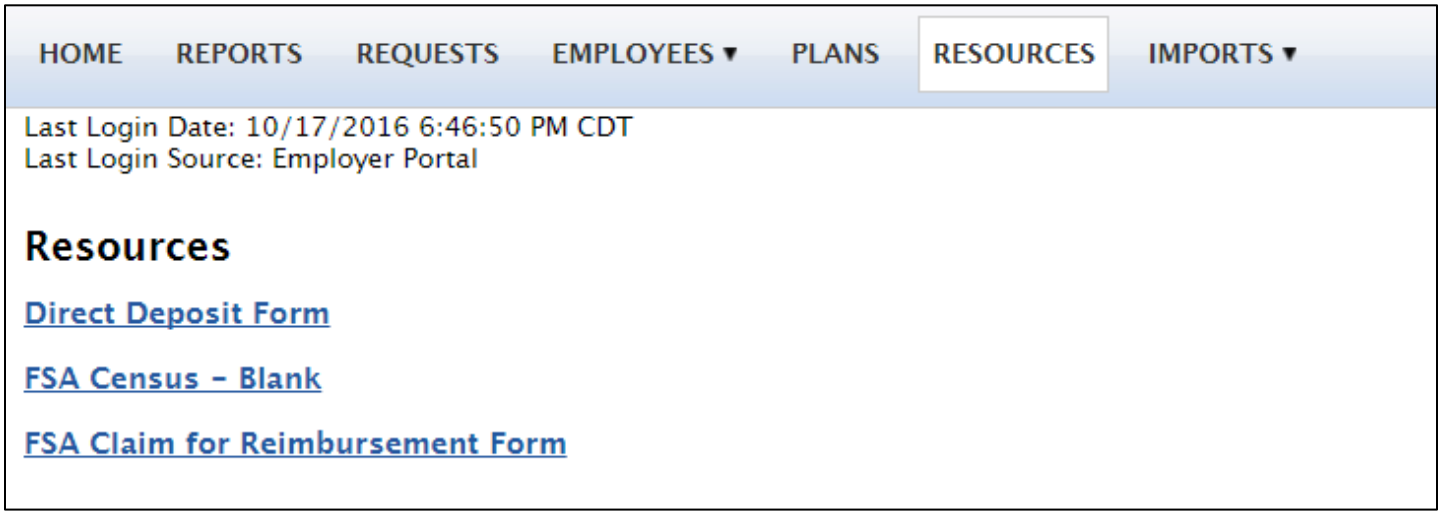
Health Reimbursement Arrangement (1/1/2016 - 12/31/2016)
Plan Summary

A Health Reimbursement Arrangement (HRA) is an employee benefit that is provided by your employer at no cost to employees who are covered under the Group Health Insurance Plan. The purpose of the plan is to provide enhanced health insurance benefits to employees while managing the company's premium expenses.

Medical Flexible Spending Account (1/1/2016 - 12/31/2016)
Plan Summary
Your employer will establish a Medical Flexible Spending Account on your behalf. The amount that you elect to contribute for the plan year will be available immediately in your account, but your election will be divided out and deducted, pre-tax, from each paycheck throughout the entire plan year. As you incur eligible expenses you will submit a claim to draw funds from your account. Paying for benefits on a pre-tax basis means your taxable income is lower and, consequently, your taxes are lower.

RESOURCES

View **Employee** and **Employer Forms.** *Forms may vary dependent on your lines of service with Admin America.*



Import **HSA Contributions** from the Imports Tab

Import Data From File

*Data To Import:	Contribution ▾ 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:	Browse... ☐ Synchronize Locate the file you saved in step 4, containing the data you wish to import.
* Required field	Import Data | Cancel

- **Data to Import:** Select Contribution
- **Open the Template** you received via email, or Open the Template by clicking the hyperlink available in Step 1

- **Complete the Contribution Template** as shown below

	A	B	C	D	E
1	EmployeeIdentifier	ContributionDate	ContributionDescription	ContributionAmount	PlanName
2					
3					
4					
5					
6					

A EmployeeIdentifier

- The SSN of the employee. It must be in format XXXXXXXXX
- Dashes will cause the import to fail

B ContributionDate

- Enter the date 2 business days before you want the funds available in the HSA accounts.

Note: the Contribution template must be imported at least two business days prior to when you want the funds available in the HSA accounts.

C ContributionDescription

- This is a dropdown field. This field may be copied and pasted
- Select Payroll for Employee Contributions
- Select Employer for Employer Contributions

If an employee has BOTH a Payroll Contribution and a Employer Contribution, s/he will have two separate lines on the Contribution Template (i.e. one for the Employer Contribution and one for the Payroll Contribution)

D ContributionAmount

- Enter the Contribution amount in dollar amounts XX.XX

E PlanName

- Enter HSA

HSA may auto-correct to HAS. Please see Remove HSA to HAS AutoCorrection Guide if you would like to remove this auto-correct from your system.

Further Questions? Email employersupport@adminamerica.com or Call 770-992-5959