

This Walkthrough Briefly Reviews the Employer Portal

If you would like further training in the Employer Portal, we offer Employer Portal Training Sessions the 2nd Wednesday every month at 10:00am EST. Please contact us to request the link.

HOME

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

Admin America ▼ | [Logout](#)

[HOME](#) [REPORTS](#) [REQUESTS](#) [EMPLOYEES](#) ▼ [PLANS](#) [RESOURCES](#) [IMPORTS](#) ▼

Last Login Date: 10/17/2016 6:46:50 PM CDT
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.

Recently Created Reports	Import Queue
Employer Funding Notification (9/21/2016 - 10/17/2016) Created: 10/17/2016 Detail Report PDF	8 Completed in the last 7 days
Claims Reimbursement Notification (N/A) Created: 10/17/2016 Detail Report PDF	1 Canceled in the last 7 days
AccountBalanceDetailEmployerReport (10/17/2016) Created: 10/17/2016 Detail Report EXCEL Cash Balance Detail	Import Data From File
Account Balance Excel Report (10/13/2016) Created: 10/13/2016 Detail Report EXCEL	
View All Reports	

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**.

	HOME	REPORTS	REQUESTS	EMPLOYEES ▼	PLANS	RESOURCES	IMPORTS ▼
	Last Login Date: 10/17/2016 6:46:50 PM CDT Last Login Source: Employer Portal						
	Reports						
FSA, HRA →	Account Balance Detail Report (5 Reports Last Created: 10/17/2016) View plan balance summaries and consumer account balance detail as of specified date.					Run New Report	
	Account Balance Excel Report (5 Reports Last Created: 10/13/2016) View plan account balance information per participant and per plan as of specified date in an excel format.					Run New Report	
	Claim History Excel Report (3 Reports Last Created: 6/29/2016) View all claims submitted during a specified time period including claim status in an excel format.					Run New Report	
FSA, HRA →	Claims Reimbursement Notification (8 Reports Last Created: 10/17/2016) View all claims scheduled to be reimbursed on a specific date.					Run New Report	
	Debit Card Mail Date (1 Reports Last Created: 6/28/2016) View the date(s) that cards were mailed to cardholders.					Run New Report	
FSA, HSA →	Debit Card Status Report (1 Reports Last Created: 6/28/2016) View a list of the cards that have been issued for this employer.					Run New Report	
FSA →	Debit Card Transactions Report (1 Reports Last Created: 6/28/2016) View a list of all of the debit card transactions by settlement date.					Run New Report	
	Employer Funding Notification (8 Reports Last Created: 10/17/2016) View the summary and details of the claims that need to be funded along with any funding adjustments.					Run New Report	
FSA, HRA, HSA →	Enrollment PlanYear Excel Report (4 Reports Last Created: 6/29/2016) View participant enrollment in applicable plans as of a specified date.					Run New Report	
HSA →	HSA Account Detail Report (8 Reports Last Created: 6/29/2016) 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.					Run New Report	
	Payment History Report (5 Reports Last Created: 9/21/2016) View all reimbursements/payments during a specified time period.					Run New Report	
	Payroll Deduction Notification (9 Reports Last Created: 10/7/2016) View participant deductions in applicable plans as of a specific payroll date.					Run New Report	
	Reimbursement Detail Report (3 Reports Last Created: 6/29/2016) View all claims reimbursed during a specified time period.					Run New Report	
FSA, HRA →	Repayments Report (2 Reports Last Created: 6/29/2016) View summary and detail of participant repayments for a specific period of time					Run New Report	

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
-----------------	--

HOME REPORTS **REQUESTS** EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼

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

Requests

*Request Type:

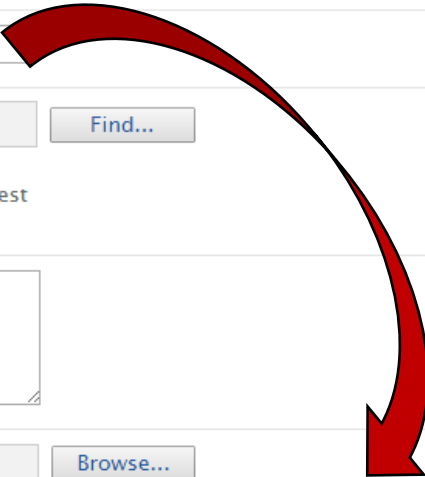
Employee Name:

When appropriate, use the "Find" button to lookup an existing employee that this request pertains to.

* Details:

Attachment:

* Required field



- Please select a request type...
- Please select a request type...**
- Change employee information
- Terminate employee
- Change LOA
- Add new employee
- Add new enrollment
- Change enrollment
- Add user to employer portal
- Add employer contact
- Change payroll deductions
- Change to form
- Suggest enhancements
- Process a contribution file
- Other

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:

[Add Employee](#)

Employees

Last Name	First Name	SSN	Status	Effective Date	
Albert	Addison	xxx-xx-1645	Active	8/31/2011	
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	

Search Employees

Last Name:

First Name:

SSN:

Employee Status:

Recently Viewed Employees

[Albert, Addison \(xxx-xx-1645\)](#)

[Bates, Xyla \(xxx-xx-6933\)](#)

[Jones, Robert \(0004410925\)](#)

[Smith, John \(0004387931\)](#)

[Barry, Bree \(0004387634\)](#)

Selecting an Employee Name will bring you to their Profile Page. View any **Dependents** (necessary for HRA Only), View their **Account Summary** (Account Utilization), **Enrollments** (by Plan), **Contributions** (FSA & HSA Only), **Claims** by Plan (FSA & HRA Only), **Payments** (reimbursements under plan), and **Status** (i.e. Active, Terminated). **Columns may vary dependent on Plan(s) the Employee is Enrolled in.**

Addison Albert: Profile

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

Profile

[Dependents](#)

[Account Summary](#)

[Enrollments](#)

[Contributions](#)

[Claims](#)

[Payments](#)

[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.*

HOME	REPORTS	REQUESTS	EMPLOYEES ▼	PLANS	RESOURCES	IMPORTS ▼
------	---------	----------	-------------	-------	-----------	-----------

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

Resources

- [Direct Deposit Form](#)
- [FSA Census - Blank](#)
- [FSA Claim for Reimbursement Form](#)

IMPORTS ▼

Import HSA Contributions and Other Spreadsheets.

If you would like to learn more about the Import Tab, please attend the Employer Portal Training Session held every 2nd Wednesday of the month at 10:00am EST.

HOME REPORTS REQUESTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼	
Last Login Date: 10/17/2016 6:46:50 PM CDT Last Login Source: Employer Portal	
Import Queue Import Data	
Import Data From File	
*Data To Import:	<input type="text" value="Select a template"/> ▼ Select an import template.
Step 1:	Open the template in Excel.
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.
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"/> <input type="button" value="Browse..."/> Locate the file you saved in step 4, containing the data you wish to import.