



Health Savings Account

Employer Guide

For additional information, visit mycdh.optum.com.

Proprietary and Confidential

Version 1.3

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Introduction to Your New Benefits Program

Our Consumer-Driven Healthcare (CDH) program helps your employees make smart benefit decisions by giving them resources to help them manage their healthcare spending.

You can use this document as you implement your program using the Employer Portal.

In this guide, you will learn how to:

- Log in, log out, manage your password, and navigate the portal
- Add an account
- Import and upload a file
- View employee details
- Upload contribution files
- Run reports
- Understand employee forms and guides
- Troubleshoot import files
- Understand portal requirements

Frequently Asked Questions

For answers to frequently asked questions (FAQs) on Flexible Spending Accounts (FSAs) and Health Reimbursement Arrangements (HRAs), go to the Employer Portal.



Product Features

This program helps your employees control their spending by offering them:

- FDIC-insured, interest-bearing accounts
- An intuitive user interface to manage their accounts
- Familiar and easy-to-use payment cards and other online distribution options
- Healthcare decision support tools to help them make informed healthcare decisions
- Integrated HSA investment options*, if applicable
- Monthly account summaries
- Tax report forms 5498 and 1099 available online

*** Investments are not FDIC-insured, are not guaranteed by Optum Bank and may lose value.**

Getting Started

Log In and Log Out

We will provide you with your initial username and password. If you need to change your password, contact us and we can help you change your password.

The image shows two screenshots of a web application interface. The top screenshot is titled "Login" and contains the following elements: "Login to your account", a "Username:" label with an input field, a "Password:" label with an input field, a "Login" button, and a "Can't login?" section with a link that says "I forgot my password". Three callout boxes point to these elements: "1. Type your username and password." points to the Username input field, "2. Click the Login button." points to the Login button, and "3. If you forget your password, click the I forgot my password link." points to the "I forgot my password" link. The bottom screenshot is titled "Forgot Password" and contains the following elements: "Enter your username", a "Username:" label with an input field, and a "Submit" button. A callout box points to the Submit button with the text: "On the screen that displays, type your user name and click Submit. We will email your password to you."

Login

Login to your account

Username:

Password:

Login

Can't login?

[I forgot my password](#)

1. Type your username and password.

2. Click the Login button.

3. If you forget your password, click the I forgot my password link.

Forgot Password

Enter your username

Username:

Submit

On the screen that displays, type your user name and click Submit. We will email your password to you.

You begin all your tasks on one of the menu options across the top of the screen.

The screenshot shows the HSA Employer Portal interface. At the top right, the user is identified as Francis Drake with a dropdown arrow and a [Logout](#) link. Below this is a navigation bar with the following menu items: HOME, REPORTS, EMPLOYEES (with a dropdown arrow), PLANS, RESOURCES, IMPORTS (with a dropdown arrow), and LINKS (with a dropdown arrow). Below the navigation bar, the user's last login information is displayed: Last Login Date: 10/20/2015 1:24:16 PM CDT and Last Login Source: Employer Portal. The main content area begins with a "Welcome, Francis" message, followed by a brief overview of the portal's capabilities. An "Important Update" section informs users that starting June 7, 2015, reports must be generated using Microsoft Excel 2007 or later. An "Employer Guide" section provides contact information for Employer Services. A note encourages users to view the Reports tab for program information and schedule new reports. A tip mentions that users can now upload files in .xls format instead of .csv. The interface is divided into two columns. The left column, titled "Recently Created Reports", lists five reports with their creation dates and formats (EXCEL or PDF). The right column contains sections for "Contributions" (with a link to "Set Up Recurring Contributions"), "Import Queue" (showing 0 items completed in the last 7 days), and a link to "Import Data From File". At the bottom of the left column is a link to "View All Reports".

Be sure to log out after you complete your work or step away from your computer.

A summary of your recent activity displays, including reports, contributions, and imports.

Add and Maintain Accounts

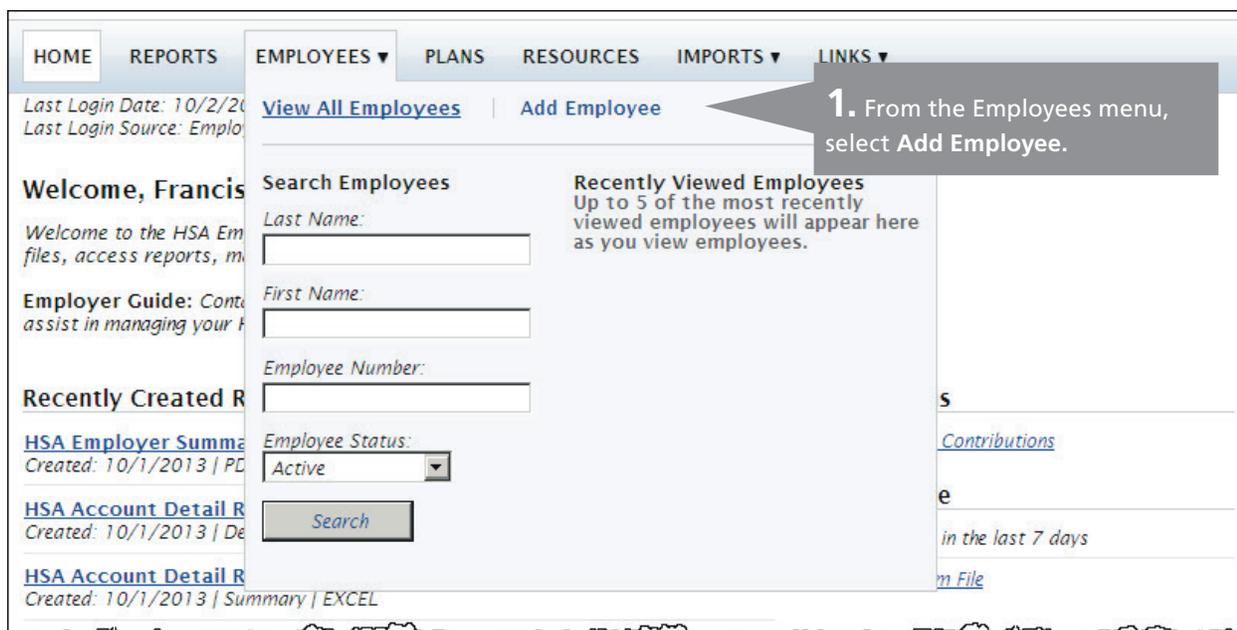
You have three options for adding, enrolling and contributing to your employees' accounts. They are:

- Self-service direct enrollment—Use this option if you have a small number of employees to enroll, since you need to enter each one individually in the Employer Portal.
- Self-service file upload—Use this option to upload a completed spreadsheet template to the Employer Portal.
- Automated file transfer process—Use this option to directly transmit enrollment and demographic files to our services using secure file transfer protocol (SFTP). Use this option only if you have IT resources available to perform the task. If you want to use this option, contact us to work with you and your IT staff.

Use Self-service Direct Enrollment

To ensure the employee is completely enrolled, you must specify:

- Profile information
- Enrollment information



HOME REPORTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

Last Login Date: 10/2/2013 3:45:20 PM CDT
Last Login Source: Employer Portal

Add Employee Profile

Personal Information

* First Name:

Middle Initial:

* Last Name:

* Birth Date:
Format date as mm/dd/yyyy.

* SSN: - -

Gender: Female
 Male

Marital Status: Married
 Single

* Country:

* Address Line 1:

Address Line 2:

* City:

* State:

* ZIP Code:

Home Phone Number: () -

Work Phone Number: () - Ext.

Email Address:

Employment Information

* Employee Number:

Employer Employee ID:

* Hire Date:
Format date as mm/dd/yyyy.

* Division:

* Hours Worked Per Week:

Login Information

You may either share this login information with the employee to login with or direct them to create their own username and password from the "Create your new username and password" link on the login page.

* Username: Username are setup to automatically be created using the following pattern: [FirstNameInitial][LastName][DateOfBirth]

* Password: The password must be at least 2 characters long. The first symbol must be either or underscore. No spaces are allowed.

* Confirm Password:

* Required Field

2. Specify the employee personal information. Refer to the table on the following page for details.

3. Specify the employee employment information. Refer to the table on the following page for details.

4. Type a password twice since the system requires the fields, but keep in mind that employees will not need this password since they will create their own passwords the first time they login.

5. Click **Add Employee**. The system saves the profile information and displays a link. Complete the process!

Field	Required?	Field Parameters
Personal information		
First name	Yes	Cannot contain special characters, except (') or a hyphen (-)
Middle initial		Must be only one character long
Last name	Yes	Cannot contain special characters, except a single quotation mark (') or a hyphen (-)
Birth date	Yes	Must be in MM/DD/YYYY auto-fill 0s)
SSN	Yes	Formatted as three text fields in NNN-NN-NNNN
Gender		Female or Male (no default)
Marital status		Married or Single (no default)
Country	Yes	Defaults to United States
Address line 1	Yes	If you do not select United States as the country, then information text displays: "Enter the first line of the international address in the format required by the selected country."
Address line 2		If you do not select United States as the country, then information text displays: "Enter the second line of the international address in the format required by the selected country."
City	Yes	If you do not select hides this field.
State	Yes	
ZIP code	Yes	
Email address	Yes	
Employment information		
Employee number	Yes	Must be unique. You can use a unique employee ID, the last four digits of the SSN, or another unique value (e.g., Last NameFirstNameBirthYear).
Hire Date	Yes	Must be MM/DD/YYYY
Division	Yes	You may enter a division from pre-defined divisions on the system. If you need to add a new division, contact your account manager.
Hours worked per week	Yes	Must be 40
Login Information		
Autogenerates based on your configuration		Specify a password in these required fields, but keep in mind that employees will not need this password because they will create their own passwords the first time they log in.

HOME REPORTS **EMPLOYEES** ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

Last Login Date: 10/2/2013 3:45:20 PM CDT
 Last Login Source: Employer Portal

Chris Smith: Profile

Employee Status: Active (1/1/2013)
 Employee Number: 123456789101112
 Division: US Division

 **Employee Profile Added**
 You have successfully added the employee. Would you like to enroll this employee in one or more plans now? [Add Enrollment](#)

Profile | [Account Summary](#) | [Enrollments](#) | [Contributions](#) | [Claims](#) | [Payments](#)

[Update Profile](#)

Personal Information

Name:	Chris Smith
Username:	csmith010100
SSN:	xxx-xx-1234
Gender:	Male
Marital Status:	Single
Address:	200 South Sixth Street Suite 100 Minneapolis, MN 55402
Country:	United States
Home Phone:	(123) 123-1234
Work Phone:	(123) 321-4321
Email:	cpsmith@acme.com

Employment Information

Status:	Active
Status Effective Date:	1/1/2013
Employee Number:	123456789101112
Employer Employee ID:	Acme
Hire Date:	1/1/2013
Division:	US Division
Hours Worked Per Week:	20

6. Click the Add Enrollment link.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 10/2/2013 3:45:20 PM CDT
Last Login Source: Employer Portal

Chris Smith: Add Enrollment

Status: Active (1/1/2013)
Employer Employee ID: Acme
Division: US Division

Health Savings Account

* Payment Method:

Health Savings Account

* Required Field Cancel

7. Click the Enroll button to expand the screen to show HSA enrollment fields.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 10/2/2013 3:45:20 PM CDT
Last Login Source: Employer Portal

Chris Smith: Add Enrollment

Status: Active (1/1/2013)
Employer Employee ID: Acme
Division: US Division

Health Savings Account

* Payment Method:

Health Savings Account

Health Savings Account

* Effective Date:

* Contribution Level:

* Coverage Level:

* Required Field

8. Specify an effective date, contribution level, and coverage level.

9. Click the Add Enrollment(s) button to complete the process.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 10/2/2013 3:45:20 PM CDT
Last Login Source: Employer Portal

Chris Smith: Add Enrollment

 You've successfully enrolled the employee in the following plans:
• Health Savings Account-Health Savings Account

Note the confirmation message. If you specified an email address, the system generates an email to the employee. Otherwise, we send a paper letter.

Status: Active (1/1/2013)
Employer Employee ID: Acme
Division: US Division

Health Savings Account

Health Savings Account	Enrolled
------------------------	----------

* Required Field [Add Enrollment\(s\)](#) | [Cancel](#)

Use Self-service File Upload

For this option, you need to prepare and upload two files, in order:

- **Step 1:** Demographic file. This file contains basic employee demographic information including name, date of birth, address, gender, and email address.
- **Step 2:** Enrollment file. After you successfully upload the demographic file, and correct any mistakes (see Troubleshoot Import Files on page 24), you can prepare and upload the enrollment file. This file contains plan enrollment information, including an effective date and high-deductible health plan (HDHP) coverage level.

Tip! We generate and send debit cards to your employees within 10–14 business days after you successfully enroll the employees. We send a welcome email with account activation instructions. If we do not have an email address, we mail a paper letter with activation instructions.

Import the Demographics File

The screenshot shows the HSA Employer Portal interface. At the top, there is a navigation bar with tabs for HOME, REPORTS, EMPLOYEES, PLANS, RESOURCES, IMPORTS, and LINKS. Below the navigation bar, the user's last login date and source are displayed. A welcome message for Francis is shown, followed by an employer guide. A callout box with a grey background and a white arrow pointing to the 'Import Data' link in the 'IMPORTS' dropdown menu contains the instruction: '1. On the Imports menu, select the Import Data option.' Below the callout, there are sections for 'Recently Created Reports' and 'Contributions'.

HOME **REPORTS** **EMPLOYEES** **PLANS** **RESOURCES** **IMPORTS** **LINKS**

Last Login Date: 10/2/2013 3:45:20 PM CDT
Last Login Source: Employer Portal

Welcome, Francis

Welcome to the HSA Employer Portal. Here you can manage your enrollment and contribution files, access reports, manage employee information, and more.

Employer Guide: Contact Employer Services for the most recent information to assist in managing your HSA program.

1. On the Imports menu, select the Import Data option.

Recently Created Reports

- [HSA Employer Summary Report \(9/1/2013 - 9/30/2013\)](#)
Created: 10/1/2013 | PDF
- [HSA Account Detail Report \(9/1/2013 - 9/30/2013\)](#)
Created: 10/1/2013 | Detail | EXCEL
- [HSA Account Detail Report \(9/1/2013 - 9/30/2013\)](#)
Created: 10/1/2013 | Summary | EXCEL
- [HSA Account Detail Report \(8/1/2013 - 8/31/2013\)](#)
Created: 9/1/2013 | Detail | EXCEL
- [HSA Account Detail Report \(8/1/2013 - 8/31/2013\)](#)
Created: 9/1/2013 | Summary | EXCEL

[View All Reports](#)

Contributions

- [Set Up Recurring Contributions](#)

Import Queue

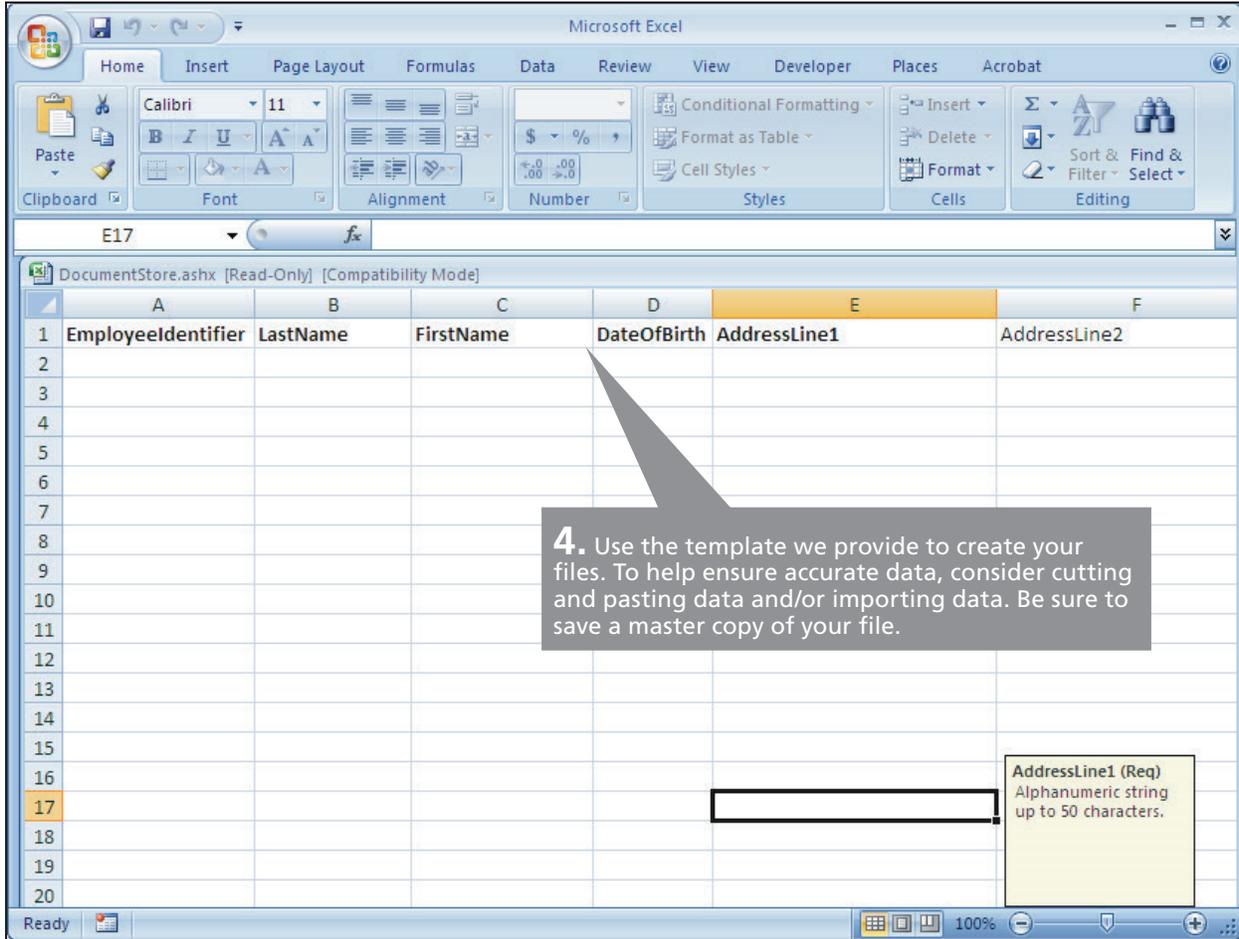
- [0 Completed in the last 7 days](#)
- [Import Data From File](#)

<p>HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼</p>	
<p>Last Login Date: 8/11/2014 7:33:42 PM CDT Last Login Source: Employer Portal</p>	
<h3>Import Data From File</h3>	
<p>*Data To Import:</p>	<p>Demographic</p> <p>Add employees or update existing employees.</p>
<p>Step 1:</p>	<p>Open the template in Excel. Open Template</p>
<p>Step 2:</p>	<p>Enter or copy and paste your data into the template.</p>
<p>Step 3:</p>	<p>Certain fields must match information setup in the system. If the data does not match the setup data, the record you're attempting to import will fail. View Setup Data</p>
<p>Step 4:</p>	<p>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</p> <p>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.</p>
<p>* Upload File:</p>	<p><input type="text"/> <input type="button" value="Browse..."/></p> <p>Locate the file you saved in step 4, containing the data you wish to import.</p>
<p>* Required field</p>	<p><input type="button" value="Import Data"/> Cancel</p>

2. Select Demographic from the Data to Import drop-down list.

3. Click the Open Template link to download the demographic file template.

not match



HOME REPORTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

Last Login Date: 8/11/2014 7:33:42 PM CDT
Last Login Source: Employer Portal

Import Data From File

*Data To Import: ▾
Add employees or update existing employees.

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 must edit the master copy and when completed with your edits, re-save a new file.

* Upload File:
Locate the file you saved in step 4, containing the data you wish to import.

* Required field |

5. Click the Browse button to search and select your demographics file.

6. Click the Import Data button.

HOME REPORTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

Last Login Date: 8/11/2014 7:33:42 PM CDT
Last Login Source: Employer Portal

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: Demographic
File Name: AcmeDemographic.xlsx
Date Received: 8/12/2014 12:28 PM

Date Received:

Note the confirmation message. Check the queue on the Imports screen to ensure that your demographics file processed correctly before you upload your enrollment file.

Import the Contributions File

You have two options for uploading contribution files. They are:

- For each pay period. Submit a file for each pay period for that particular pay period's amount.
- On a recurring basis. Set up a recurring contribution that will automatically generate for each pay period.
For detailed steps on setting up recurring contributions, see Create and Manage Recurring Contributions on page 18.

Tip! HSAs have stringent rules about reversals of contributions posted. For either upload method, you need to verify that the contributions posted are correct.

The screenshot shows the 'Import Data From File' page in a web application. The navigation bar includes HOME, REPORTS, EMPLOYEES, PLANS, RESOURCES, IMPORTS, and LINKS. The user's last login date is 8/11/2014 7:33:42 PM CDT from the Employer Portal.

Import Data From File

*Data To Import: Contribution
Submit employee payroll deductions or employer contributions.
[Set Up Recurring 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 must edit the master copy and when completed with your edits, re-save a new file.

* Upload File: AcmeContributions.xls [Browse...](#)
Locate the file you saved in step 4, containing the data you wish to import.

* Required field [Import Data](#) | [Cancel](#)

1. Select Contribution from the Data to Import drop-down list.

2. Click the Browse button to search and select your contribution file.

3. Click the Import Data button.

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Last Login Date: 8/11/2014 7:33:42 PM CDT
Last Login Source: Employer Portal

Import Queue

4. Note the confirmation message that the file loaded. After we process the file, you get an email notification with the file processing result numbers.

 **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: AcmeContributions.xls
Date Received: 8/12/2014 12:42 PM

Date Received:

Create and Manage Recurring Contributions

You can easily create recurring contributions. After you have recurring contributions established in the system, you can include updated recurring contributions in an updated import file. The system automatically updates recurring contribution values and processes the updated value with the employee's next scheduled recurring contribution. If your update includes an update to a recurring contribution, but the employee with the recurring contribution is not active, then the system displays an error message.

Francis Drake | [Logout](#)

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 10/20/2015 1:24:16 PM CDT
Last Login Source: Employer Portal

Welcome, Francis

Welcome to the HSA Employer Portal. Here you can manage your enrollment and contribution files, access reports, manage employee information, and more!

Important Update
Beginning June 7, 2015, all reports on the Employer Portal that open using Microsoft Excel will require **Microsoft Excel 2007 or later**, as Microsoft will no longer support earlier versions. If you are using an Earlier version of Excel, please contact Employer Services to discuss your options.

Employer Guide: Contact Employer Services for the most recent version of the guide to assist in managing your HSA program.

View the **Reports** tab to access important information about your program or schedule new reports.
Did you know? You can now upload files in .xls format instead of .csv.

Recently Created Reports

[HSA Account Detail Report \(9/1/2015 - 9/30/2015\)](#)
Created: 10/1/2015 | [Detail](#) | EXCEL

[HSA Account Detail Report \(9/1/2015 - 9/30/2015\)](#)
Created: 10/1/2015 | [Summary](#) | EXCEL

[HSA Employer Summary Report \(9/1/2015 - 9/30/2015\)](#)
Created: 10/1/2015 | [PDF](#)

Contributions

[Set Up Recurring Contributions](#)

Import Queue

[Completed in the last 7 days](#)

[Import Data From File](#)

1. To set up a recurring payment, click the [Set Up Recurring Contributions](#) link.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 9/11/2013 2:59:58 PM CDT
Last Login Source: Employer Portal

Set Up Recurring Contributions

Recurrences [Set Up New Recurrence](#)

2. Click the [Set Up New Recurrence](#) link.

Account	Schedule	Actions
No records were found.		

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 9/11/2013 2:59:58 PM CDT
Last Login Source: Employer Portal

Set Up Recurring Contributions: HSA - Open Enrollment

Schedule

* Start Recurrence On: 
Testing the custom text field!

* Frequency:

Weekly
 Monthly

Day of every month(s)
 The day of every month(s)

* End Recurrence On: No End Date
 End By:

Contributions

* Contribution Amounts: Either enter contribution amounts to automatically create file
 Or, upload file with contribution amounts [Download Template](#)
Do not enter a contribution date in the file.

* Required Field [Cancel](#)

3. Specify recurrence parameters, including frequency and end date (if needed).

4. Select to enter values or upload a file. If you are uploading a file, click the Download Template link, create the file, click Browse, and select the file.

5. Click the Enter Contributions button.

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Last Login Date: 9/11/2013 2:59:58 PM CDT
Last Login Source: Employer Portal

Set Up Recurring Contributions: HSA - Open Ended

HSA

Schedule: 6th day of every month
Start Date: 1/1/2014
[Update Schedule](#)

Total Payroll Deductions: \$0.00

Total Employer Contributions: \$0.00

[Calculate Totals](#)

6. Type the employee payroll deduction and the employer contribution for each account.

Contribution Amounts

Name	Identifier	Payroll Deduction	Employer Contribution
Henry Demo, Patrick	xxx-xx-1111	\$ <input type="text" value="50"/>	\$ <input type="text" value="50"/>
Ross Demo, Betsy	xxx-xx-2222	\$ <input type="text" value="70"/>	\$ <input type="text" value="70"/>
Test99, John	xxx-xx-1975	\$ <input type="text" value="80"/>	\$ <input type="text" value="80"/>
testaccount, John		\$ <input type="text" value="50"/>	\$ <input type="text" value="50"/>

7. Click the Save button.

< Prev Next > | Page 1 of 1

| [Cancel](#)

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 9/11/2013 2:59:58 PM CDT
Last Login Source: Employer Portal

Set Up Recurring Contributions

8. Note the confirmation message.

9. If you need to update the recurring contribution, click the Update link and repeat these steps.

Recurring Schedule Created
You have successfully created your recurring contribution schedule.

Recurrences [Set Up New Recurrence](#)

Account	Schedule	Actions
Health Savings Account	6th day of every month Next Posting Date: 1/6/2014	Update

Sample Contribution Timeline

The table below shows a sample contribution timeline for files with contribution dates of Day 1 or earlier.

Day	Event
1	You transmit the contribution file.
2	The system emails an HSA Funding Collection notification to the primary payroll contact. The system posts the HSA Funding Collection notification to the Employer Portal. HSA enrollee can view the contribution with a Pending status.
3	The system debits the contribution funding amount from your designated employer bank account. The system posts the funds to the HSA account and makes the funds available to the employee.

Tip! You can also specify values in the template and upload the file with contribution data.

	A	B	C	D	E
1	EmployeeIdentifier	ContributionDate	ContributionDescription	ContributionAmount	PlanName
2	123456	01012014	Payroll	100.00	Health Savings Account
3	223456	01012014	Payroll	150.00	Health Savings Account
4	323456	01012014	Employer	50.00	Health Savings Account
5	423456	01012014	Employer	50.00	Health Savings Account
6	523456	01012014	Payroll	100.00	Health Savings Account

Review the Import Queue

Review the import queue to check on the status of your imported files. After submitting a demographic, enrollment, or contribution file, you can track the status of the file import via the Imports tab.

Tip! When a file fails you must take action. If the entire file fails because of a layout issue, the file appears under the Failed/On Hold section. Cancel the import and reimport a new file. If a record error occurs, the number of failed records displays under the Failed Records field within the Completed/Cancelled section. Refer to the Import Alerts/Error Icons table on page 23 and the Troubleshoot Import Files on page 24 to see how to manage failed files and specific error messages.

HOME REPORTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

Last Login Date: 10/3/2013 3:15:41 PM CDT
Last Login Source: Employer Portal

Import Queue

Date Received:
Date Processed:
File Name: [View](#) / [View All](#)

[Import Data From File](#) [Set Up Recurring Contributions](#)

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 (1 Files)

Date Received	File Name	Status
11/1/2013 11:04 AM	Employer Contribution.xls	In Process

Completed / Canceled (12 Files)

Date Received	File Name	Status	Failed Records	Actions
11/1/2013 10:57 AM	AcmeDemographic.xls	Complete	1 of 1	View Errors
3/7/2013 11:38 AM	Demographics- Liberty Printing Press Demo.c	Complete	2 of 15	View Errors
3/7/2013 11:27 AM	Demographics- Liberty Printing Press Demo.c	Complete	15 of 15	View Errors
7/20/2012 12:00 AM	HSA Recurring Contribution	Complete	0 of 1	
7/19/2012 12:00 AM	HSA Recurring Contribution	Complete	0 of 1	
7/13/2012 12:04 AM	HSA Recurring Contribution	Complete	0 of 1	

1. From the Import menu, select the Import Queue option.

2. Review your list of imported files. Click a **View Errors** button for detailed information about import errors. If a file fails, you must take action!

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Last Login Date: 10/3/2013 3:15:41 PM CDT
Last Login Source: Employer Portal

Exception Log

Date Received: 11/1/2013 10:57:32 AM (Version 1) [View History](#)

File Name: AcmeDemographicCSV.csv

Date Processed: 11/1/2013 11:01:00 AM

3. Click the record number to modify the data. Review the error message, correct the mistake, and resubmit the file. You can click the Resubmit File button (self-serve files only) or go through the import procedure.

Demo

Record	Participant File Import ID	Field Name	Error	Error Data
 2	1234 (Chris Smith)	PayrollFrequency	is a required field.	

< Prev 1 Next > | Page 1 of 1

[Resubmit File](#)

Note the alert/error icon in the table. Refer to the table below to see the three different types of alert/error icons.

Tip! You can only use the resubmit option for self-serve files.

Import Alerts/Error Icons

The table below summarizes the import alert/error icons you might get when you import a file.

If you get this icon...	It means this...	
 Alert/Error	The record is incorrect and must be	Review the field in your file, make any needed changes and reupload your file.
 Alert/Error Correct	You corrected the record successfully.	Nothing. This message lets you know you corrected the error.
 Warning	The record is uploaded into the	Review the message to determine any action you need to take.

Troubleshoot Import Files

If you are working in this field...	..and get one of these error messages...	..take this action.
ParticipantFileImportID	<p>ParticipantFileImportID cannot be greater than 20 characters. (If using Employee Number, it cannot be greater than 15 characters.) The Participant File Import ID specified already exists and is assigned to {last_name} {first_name}. ParticipantFileImportID does not match key field {Participant Identifier}.</p> <p>ParticipantFileImportID is a required field.</p>	<p>Make sure the value is the ID established for use in implementations and that the participant's SSN (without dashes) or employee ID is correct.</p> <p>Make sure the value is the correct employee number for the participant.</p> <p>Make sure that if the only special characters you have used are single quotes (') or hyphens (-).</p> <p>Make sure that if the only special characters you have used are single quotes (') or hyphens (-).</p> <p>Make sure that you have not put a period after the middle initial.</p>
Employee Number	<p>Employee Number cannot be greater than 15 characters. The employee number specified already exists and is assigned to {first name of participant} {last name of participant}. EmployeeNumber is a required field.</p>	<p>Nothing. This message lets you know you corrected the error.</p>
Last name	<p>Last name cannot be greater than 30 characters. Last name cannot contain special characters except a single quote (') or a dash (-). Last Name is a required field.</p>	<p>Make sure that if the only special characters you have used are single quotes (') or hyphens (-).</p>
First name	<p>First Name cannot be greater than 30 characters. First Name cannot contain special characters except a single quote (') or a dash (-).</p>	<p>Make sure that if the only special characters you have used are single quotes (') or hyphens (-).</p>
Middle initial	<p>MiddleInitial cannot be greater than 1 character. Middle Initial cannot contain special characters.</p>	<p>Make sure you have not put a period after the middle initial.</p>

If you are working in this field...	..and get one of these error messages...	..take this action.
DateOfBirth	DateOfBirth cannot be in the future. DateOfBirth must precede HireDate. DateOfBirth must precede PayrollFrequencyEffectiveDate. DateOfBirth is not a valid date. DateOfBirth must be formatted as MMDDYYYY. DateOfBirth cannot be earlier than 1/1/1900. DateOfBirth cannot be later than 6/6/2079. DateOfBirth is a required field.	Please make sure that the date of birth value: <ul style="list-style-type: none"> • Is the correct date • Does not occur after the participant's effective date • Is not a future date • Does not include forward slashes • Is formatted correctly as MMDDYYYY
SocialSecurityNumber	Social Security Number must be formatted as nine digit number. {first name of participant with SSN} {last name of participant with SSN} already has this Social Security Number for this employer. Social Security Number is a required field for an HSA.	Make sure the value contains nine digits, no hyphens, and is the correct SSN for the employee.
ZipCode	The Zip Code specified is not a valid postal code for the country 'US'. ZipCode is a required field for US addresses.	Make sure that if nine-digit ZIP codes do not include dashes.
HomePhone	HomePhone cannot be greater than 10 characters. The Home Phone specified is not a valid ten digit phone number.	Make sure the number does not include dashes, slashes, periods or spaces.
EmployeeClass	The Class specified is not valid for the employer. EmployeeClass is a required field.	Make sure the class name is correct as we determined during the plan implementation. The value is case sensitive.
PayrollFrequency	The Payroll Frequency specified is not valid for the employer. Cannot update Payroll Frequency if Participant Status is Terminated, Retired, COBRA, or LaidOff and ParticipantStatusEffectiveDate in the past. Cannot change PayrollFrequency if ParticipantStatus is not Active or LOA. PayrollFrequency is a required field.	Make sure the participant is active. Make sure the field has the correct frequency. The field case-sensitive.

If you are working in this field...	..and get one of these error messages...	..take this action.
PlanName	<p>Plan Name is a required field.</p> <p>{inputValue} does not match a plan name that the participant can enroll in.</p> <p>PlanName cannot be greater than 255 characters.</p> <p>Participant has an international address and is not eligible to enroll in an HSA plan.</p>	<p>Make sure you have spelled and notated the name correctly.</p> <p>This field is case-sensitive.</p>
EmployerContributionLevel	<p>Plan is not configured for Employer Contributions.</p> <p>{Employer Contribution Level} is not valid for {Plan Type}.</p>	<p>Make sure the employer contribution is one of the following:</p> <ul style="list-style-type: none"> • Employee • Employee+Child • Employee+Spouse • Family
ContributionDate	<p>{Contribution Date} does not match a contribution date for {Contribution Description} with the {Plan Name} plan {Contribution Date} is already posted for that participant for {Contribution Description} {Contribution Date} is after the final contribution date.</p> <p>ContributionDate is a required field.</p> <p>ContributionDate is too long.</p> <p>Must be formatted as MMDDYYYY.</p>	<p>Make sure the date does not include forward slashes and is formatted as MMDDYYYY.</p> <p>Make sure you have not submitted contributions with this date prior.</p>
ContributionDescription	<p>The value {Contribution Description} is not valid for the field ContributionDescription.</p> <p>ContributionDescription is a required field.</p> <p>ContributionDescription is too long.</p>	<p>Make sure that this value is the same as the payroll deduction or employer contribution.</p> <p>This field is case-sensitive.</p>
ContributionAmount	<p>ContributionAmount is less than year-to-date deduction for participant.</p> <p>The contribution amount received for the participant places the participant over their election amount for that plan.</p> <p>ContributionAmount is a required field.</p> <p>ContributionAmount is too long.</p>	<p>Do not include dollar signs.</p> <p>Include the decimal point.</p> <p>Make sure you have not used any negative amounts, which are not allowed for HSAs.</p>

Verify Employee Identity and Manage Employee Activation

The USA PATRIOT Act requires all financial institutions to obtain, verify, and record information that identifies each individual or entity opening an account. If we cannot verify the name, address, SSN, or date of birth for one of your employees:

- We will block the HSA. This block means that all distributions are suspended until we receive and verify the necessary documents. We can still post contributions.
- We will ask the employee to complete a form and provide the required documentation to confirm identity.
- After we receive, verify, and validate the documentation, we will remove the block from the HSA.

Important Note: If the employee does not provide information needed to verify their identity within 60 days, we will return any contributed funds to the employer if the employee did not complete the HSA terms and conditions. Funds will go directly to the employee if the HSA terms and conditions have been completed.

We cannot create an HSA for a non-resident alien or individual who does not have a valid SSN.

If you send enrollment information for a non-resident alien, we will close the HSA.

Employee Activation

To open an HSA with us, your employees must activate their accounts by agreeing to the *Health Savings Account Agreement Terms and Conditions*. We include activation instructions in the welcome email or letter that we send directly to the employee after we receive the enrollment file.

- After the employee accepts the terms and conditions of the HSA, the employee can access and use the HSA.
- The HSA payment card requires a separate activation. We include card activation instructions with the card.

View Employee Details

Search and Select an Employee

The screenshot displays the 'EMPLOYEES' dropdown menu in a web application. The menu includes links for 'View All Employees' and 'Add Employee'. Below the menu, there is a 'Search Employees' section with input fields for 'Last Name', 'First Name', and 'Employee Number', along with an 'Employee Status' dropdown. A 'Recently Viewed Employees' section is also visible. The interface includes a navigation bar with 'HOME', 'REPORTS', 'EMPLOYEES', 'PLANS', 'RESOURCES', 'IMPORTS', and 'LINKS'. A sidebar on the left contains a 'Welcome, Francis' message and a 'Recently Created' list. Two callout boxes provide instructions: Callout 1 points to the search fields, and Callout 2 points to the 'View All Employees' link.

1. To search for a specific employee, from the Employee menu, specify search criteria and click the Search button.

2. To review all employees, from the Employees menu, click the View All Employees link.

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

Last Login Date: 10/3/2013 11:11:51 AM CDT
 Last Login Source: Employer Portal

Search Employees

Last Name:

First Name:

Employee Number:

Employee Status: | [View All](#)

[Add Employee](#)

Employees

Last Name	First Name	Employee Number	Employee Status	Status
Boyd Demo	Louise	999999999	Active (1/1/2010)	
Columbus Demo	Christopher	555555555	Active (1/1/2010)	
Doe Demo		e2222	Active (9/27/2012)	Active
Doe Demo		e1111	Active (9/30/2012)	Active
Drake Demo	Francis	111111111	Active (1/1/2010)	Active
Eberhardt Demo	Isabella	777777777	Active (1/1/2010)	
Eberhardt Demo		141414141	Active (1/2010)	

3. Review the list. Click a name to view someone specific.

View and edit a profile

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Last Login Date: 10/3/2013 11:11:51 AM CDT
Last Login Source: Employer Portal

Jane Doe Demo: Profile

Employee Status: Active (9/27/2012)
Employee Number: jdoe2222
Division: US Division
HSA Status: Active
HSA Account Number: 30200158054

Profile
[Enrollments](#)
[Contributions](#)
[Status](#)

[Update Profile](#)

Personal Information

Name:	Jane Doe Demo
Marital Status:	--
Address:	200 South 6th Street Minneapolis, MN 55402
Country:	United States
Home Phone:	--
Work Phone:	--
Email:	--

Employment Information

Status:	Active
Status Effective Date:	9/27/2012
Employee Number:	jdoe2222
Hire Date:	5/29/1980
Division:	US Division
Hours Worked Per Week:	0

1. Click the **Enrollments, Contributions, or Status** links to view additional employee information.

2. Review the profile information, including personal information and employment information. Click the **Update Profile** link to make any changes.

View and add enrollments

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LINKS ▾

Last Login Date: 10/3/2013 11:11:51 AM CDT
Last Login Source: Employer Portal

Jane Doe Demo: Enrollments

Employee Status: Active (9/27/2012)
Employee Number: jdoe2222
Division: US Division
HSA Status: Active
HSA Account Number: 30200158054

[Profile](#)
Enrollments
[Contributions](#)
[Status](#)

[Add Enrollment](#)

Active Accounts

Health Savings Account

Enrollment Effective Date: 11/1/2012

Tax Year	Employer Contributions	Employee Contributions	Actions ?
2013	\$0.00	\$0.00	
2012	\$0.00	\$0.00	

Previous Accounts

No records were found.

1. Click the **Enrollments** link to open the **Enrollments** tab.

2. Review the enrollment information. Click the **Add Enrollment** link to add enrollment information.

View contributions

1. Click the **Contributions** link to open the **Contributions** tab.

2. Specify search criteria and then click the **Search** button.

3. Review the contribution information.

HOME REPORTS EMPLOYEES PLANS

Last Login Date: 10/3/2013 11:11:51 AM CDT
Last Login Source: Employer Portal

Jane Doe Demo: Contributions

Employee Status: Active (9/27/2012)
Employee Number: jdoe2222
Division: US Division
HSA Status: Active
HSA Account Number: 3020015805

Profile Enrollments **Contributions**

Account type: HSA Tax Year: All

Account: All Contribution Type: All Status: All Search / Reset

Contributions Export

Date	Contribution Type	Account	Status	Tax Year	Amount
11/20/2012	Employer Contribution	Health Savings Account	Scheduled	2012	\$0.00

View and edit employee status

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

Last Login Date: 10/3/2013 11:11:51 AM CDT
Last Login Source: Employer Portal

Jane Doe Demo: Status

Employee Status: Active (9/27/2012)
Employee Number: jdoe2222
Division: US Division
HSA Status: Active
HSA Account Number: 30200158054

[Profile](#) [Enrollments](#) [Contributions](#) **Status**

Employee Status History

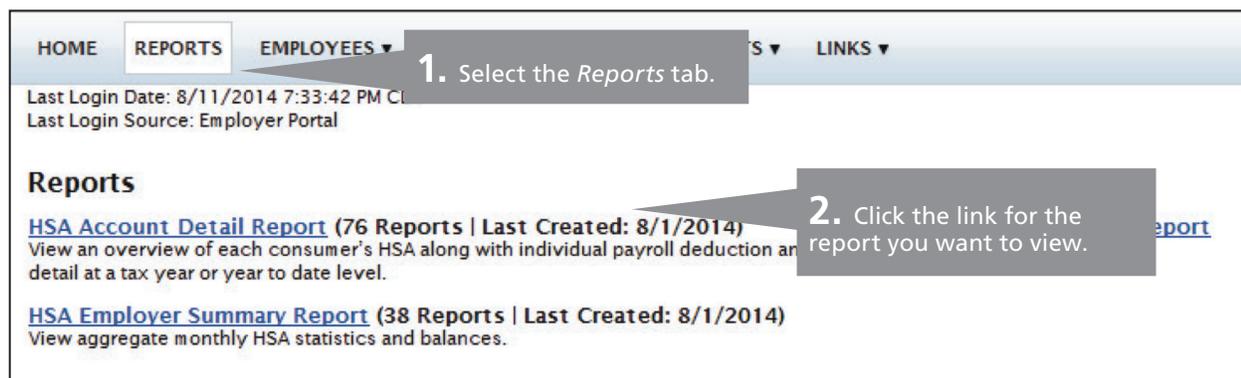
Status Effective Date	Status	Status Details	Actions
9/27/2012	Active	No Additional Details	Add New Status

1. Click the **Status** link to open the Status tab.

2. Review the status. Click the **Add New Status** link to add a status.

View a Report

You can view reports that the system has scheduled to run. You can also run some ad hoc reports for the dates you need and filters you find useful. In this section, you will learn how to view reports that the system has scheduled to run. For information on running ad hoc reports, refer to *Run Ad Hoc Reports* on page 41.



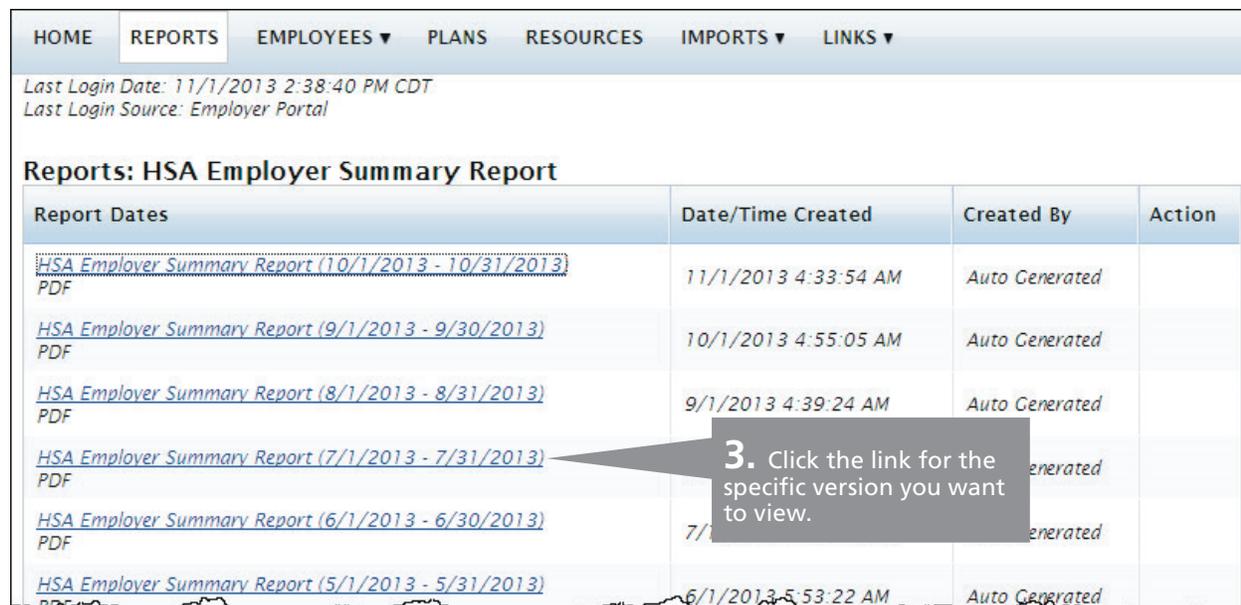
HOME **REPORTS** EMPLOYEES ▼ S ▼ LINKS ▼

Last Login Date: 8/11/2014 7:33:42 PM C
Last Login Source: Employer Portal

Reports

[HSA Account Detail Report \(76 Reports | Last Created: 8/1/2014\)](#)
View an overview of each consumer's HSA along with individual payroll deduction an report

[HSA Employer Summary Report \(38 Reports | Last Created: 8/1/2014\)](#)
View aggregate monthly HSA statistics and balances.



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Last Login Date: 11/1/2013 2:38:40 PM CDT
Last Login Source: Employer Portal

Reports: HSA Employer Summary Report

Report Dates	Date/Time Created	Created By	Action
HSA Employer Summary Report (10/1/2013 - 10/31/2013) PDF	11/1/2013 4:33:54 AM	Auto Generated	
HSA Employer Summary Report (9/1/2013 - 9/30/2013) PDF	10/1/2013 4:55:05 AM	Auto Generated	
HSA Employer Summary Report (8/1/2013 - 8/31/2013) PDF	9/1/2013 4:39:24 AM	Auto Generated	
HSA Employer Summary Report (7/1/2013 - 7/31/2013) PDF		Auto Generated	
HSA Employer Summary Report (6/1/2013 - 6/30/2013) PDF	7/1/2013 5:53:22 AM	Auto Generated	
HSA Employer Summary Report (5/1/2013 - 5/31/2013) PDF	6/1/2013 5:53:22 AM	Auto Generated	



Sample Reports

Open Ended HSA Imported Contribution Report

This report displays a count of all HSA contributions in a file, the number of contributions processed, and any errors or warnings that occurred. The report also includes all unrecognizable records received on a file.

Important Note: You access this report in your Completed/Cancelled queue with a processed contribution file.

Sheet 1: Summary

- Displays the total contribution records in a file minus any unrecognized records
- Processed contributions appear in the summary in total and a summary by payroll deductions and employer contributions

Open Ended HSA Imported Contribution Report- Summary			
File Statistics			
File Name	filename001.txt		
Total contribution records in file	256		\$3,000.00
Total processed contributions	255		\$2,500.00
Total records with errors and warnings	1		\$500.00
Payroll Deduction Summary			
Payroll deduction date	12/24/2010		
Total processed	200		\$2,000.00
Employer Contribution Summary			
Employer contribution date	12/24/2010		
Total processed	25		\$250.00
Employer contribution date	12/25/2010		
Total processed	25		\$250.00

Use this report to track your imported contribution files.

Sheet 2: Processed Contributions

This report displays all contributions successfully loaded along with employee ID, contribution type, date, amount, and row number in contribution file.

Row Number	Participant File Import ID	Identifier	Name	Division	Status	Contribution Type	Contribution Date	Amount
486	111111111	111111111	Adams, Jill	001	Active	Payroll Deduction	12/24/2010	\$10.00
1	111111111	111111111	Brown, Megan	001	Active	Employer Contribution	12/24/2010	\$10.00
22	111111111	111111111	Brown, Robert	001	Active	Payroll Deduction	12/24/2010	\$10.00
106	111111111	111111111	Brown, Robert	001	Active	Employer Contribution	12/25/2010	\$15.00
160	111111111	111111111	Jordan, Micheal	001	Active	Employer Contribution	12/24/2010	\$10.00
232	111111111	111111111	Nelson, Bob	001	Active	Payroll Deduction	12/24/2010	\$10.00
5	111111111	111111111	Peterson, Paul	001	Active	Payroll Deduction	12/24/2010	\$10.00
55	111111111	111111111	Tank, Frank	001	Active	Payroll Deduction	12/25/2010	\$10.00
98	111111111	111111111	Adams, Joe	001	Active	Employer Contribution	12/25/2010	\$10.00

Use this report to track all successfully loaded contributions.

Sheet 3: Errors and Warnings

This information displays contributions not processed and provides an error description

Severity	Row Number	Participant File Import ID	Record Type	Contribution Date	Amount	Field Name	Error Description	Error Data
Warning	486	012461283	CT			ContributionDate	Multiple contributions received for the same plan and contribution date. Last contribution record was processed.	12/124/2010

Use this report to track and correct contributions that did not process correctly.

HSA Plan Funding Collection Notification

This report reflects the funds for recently posted payroll and employer contributions and the date the funds will be posted. The report posts to the employer portal on the Reports menu one business day before the system pulls the funds from your employer account. If your organization uses divisional funding, then the report displays information sorted by division.

Sample Company, Inc.
HSA Plan Funding Collection Notification
 Create Date: 11/29/2010

SUMMARY

FUNDS TO BE COLLECTED

Use this report to track the funds recently posted to payroll and employer contributions.

Funding will be pulled as described below.

Contribution Type	Amount	Funding Account	Funding Date
Employer Contribution	\$500.00	xxxxxxxx333	11/30/2010
Employee Payroll Deduction	\$0.00	xxxxxxxx333	11/30/2010
Totals	\$500.00		

FUNDS ON HOLD

These employees have contributions posted but did not process because either the HSA account status is not active or the acceptance of HSA Terms and Conditions (T&C) is not complete. Once these conditions have been met, the contributions will process and a new notification will be available.

Contribution Type	Amount
Totals	\$0.00

HSA Plan Funding Collection Notification

This report provides aggregate monthly HSA statistics and balances. This report includes average account balance, distributions, and contributions.

Use this report to review aggregate monthly HSA statistics and balances.

Employer Logo		HSA Account Summary			
		Employer Name:	Deep Blue Sea		
		Reporting Period:	3/15/2011 - 4/14/2011		
Balance Summary					
Account Type	1/1/2011 Balance	3/15/2011 Opening Balance	4/14/2011 Closing Balance		
HSA Cash Account	\$3,438.13	\$130.00	\$179.00		
Investment Fair Market Value	\$330.02	\$295.00	\$330.00		
Total Balance	\$3,768.15	\$425.00	\$509.00		
Transaction Summary					
Current Period	Amount	#	Year to Date	Amount	#
Contributions	\$114.00	10	Contributions	\$659.02	26
Distributions	(\$6.00)	2	Distributions	(\$6.00)	2
Fees	(\$59.00)	14	Fees	(\$5,010.90)	37
Interest	\$0.00	0	Interest	\$0.00	0
Pending Contributions	\$0.00	0			
Pending Distributions	\$0.00	0			
Contributions					
Current Period	Amount	#	Year To Date	Amount	#
Payroll Deductions	\$44.00	1	Payroll Deductions	\$44.00	1
Employer Contributions	\$33.00	1	Employer Contributions	\$33.00	1
Other Contributions	\$37.00	8	Other Contributions	\$582.02	24
Prior Tax Year Payroll Deductions	\$0.00	0	Prior Tax Year Payroll Deductions	\$0.00	0
Prior Tax Year Employer Contributions	\$0.00	0	Prior Tax Year Employer Contributions	\$0.00	0
Prior Tax Year Other Contributions	\$0.00	0	Prior Tax Year Other Contributions	\$0.00	0
Total Deposits	\$114.00	10	Total Deposits	\$659.02	26
Contributions by Tax Year					
2010 Year To Date	Amount	#	2011 Year To Date	Amount	#
Payroll Deductions	\$0.00	0	Payroll Deductions	\$0.00	0
Employer Contributions	\$0.00	0	Employer Contributions	\$0.00	0

HSA Account Detail Report (Detail)

This report provides the contribution detail for the requested time period. This report only reports employees who have had a contribution for the requested time period.

A	B	C	D	E	F	G	H	I	J	K
Division	Identifier	Last Name	First Name	Account Number	Amount	Contribution Type	Tax	Processed		
All	1234	Doe	John	1234567890	\$125.00	Payroll Deduction	2011	1/16/2011		
All	1234	Doe	John	1234567890	\$50.00	Employer Contribution	2011	1/16/2011		
All	1234	Doe	John	1234567890	\$125.00	Payroll Deduction	2011	2/16/2011	2/15/2011 E	Payroll Deduction
All	1234	Doe	John	1234567890	\$50.00	Employer Contribution	2011	2/16/2011	2/15/2011 E	Employer Contribution
All	1234	Doe	John	1234567890	\$75.00	Unscheduled Employer Contribution	2011	2/16/2011	2/15/2011 E	Employer Contribution Adjustment
All	2345	Sample	Jane	987654321	\$100.00	Payroll Deduction	2011	1/16/2011	1/15/2011 E	Payroll Deduction
All	2345	Sample	Jane	987654321	\$100.00	Payroll Deduction	2011	2/16/2011	2/15/2011 E	Payroll Deduction
All	2345	Sample	Jane	987654321	\$250.00	Normal	2011	2/18/2011		
All	2345	Sample	Jane	987654321	\$250.00	Adjustment Distribution	2011	2/25/2011		For \$250 Normal Contribution processed on 2/18/2011

Use this report to review contribution detail for a specific time period.

HSA Account Detail Report (Summary)

This report provides aggregate contributions for prior and current tax year. This report shows employees in a blocked account status as well as employment status. If your organization uses direct deposit funding only, then account numbers will display.

Identifier	Last Name	First Name	Employment Status	Employment Status Effective Date	Account Creation Date	HSA Account Number	Account Status	IDV	Agreements	Current Period Payroll Deductions	Current Period Employer Contributions	Current Period Total Contribution
11111111	Dean	Tom	Active	01/01/2000	06/14/2011	30200011111	Active	Y	Y	\$25.00	\$25.00	\$50.00
44444444	Flynn	Sam	Active	01/01/2000	08/02/2012	30200122222	Active	Y	Y	\$0.00	\$0.00	\$0.00
22222222	Monroe	Jane	Active	01/01/2000	04/16/2012	30200133333	Active	Y	Y	\$0.00	\$25.00	\$25.00

YTD Payroll Deductions	YTD Employer Contributions	YTD Total Contributions	Prior Tax Year YTD Total Payroll Deductions	Prior Tax Year YTD Total Employer Contributions	Prior Tax Year YTD Other Contributions	Prior Tax Year YTD Total Contributions	Current Tax Year YTD Payroll Deductions	Current Tax Year YTD Employer Contributions	Current Year YTD Other Contributions	Current Tax Year YTD Total Contributions
\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00

Use this report to review aggregate contributions for the prior and current tax year.

Run Ad Hoc Reports

You can run a report on an ad hoc basis. This process lets you set the report parameters to include only the information you want to include. The parameters that you can set for the report vary by report. In our example, we show an HSA Account Detail report.

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

Last Login Date: 8/11/2014 4:04:34 PM C
Last Login Source: Employer Portal

1. Select the *Reports* tab.

2. Click the *Run New Report* link for the report you want to run.

Reports

[HSA Account Detail Report](#) (76 Reports | Last Created: 8/1/2014) [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.

[HSA Employer Summary Report](#) (38 Reports | Last Created: 8/1/2014)
View aggregate monthly HSA statistics and balances.

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Last Login Date: 2/11/2014 4:04:34 PM C
Last Login Source: Employer Portal

3. Specify a start date and an end date to include data for a specific time period.

Request HSA Account Detail Report

*Start Date: 2/11/2014
Format date as m/d/yyyy.

*End Date: 2/11/2014
Format date as m/d/yyyy.

*Detail to Include: Year to date data

*Report Detail Level: De-identified Detail

Email me when the report is available

4. Specify which detail to include and the level of detail to include.

5. Select the checkbox to have the system send an email to you when your report is complete.

* Required Field [View Reports](#) | [Cancel](#)

6. Click the Request button.



HOME **REPORTS** EMPLOYEES ▾ PLANS RES

Last Login Date: 2/11/2014 4:04:34 PM CST
Last Login Source: Employer Portal

Reports: HSA Account Detail Report [Run New Report](#)

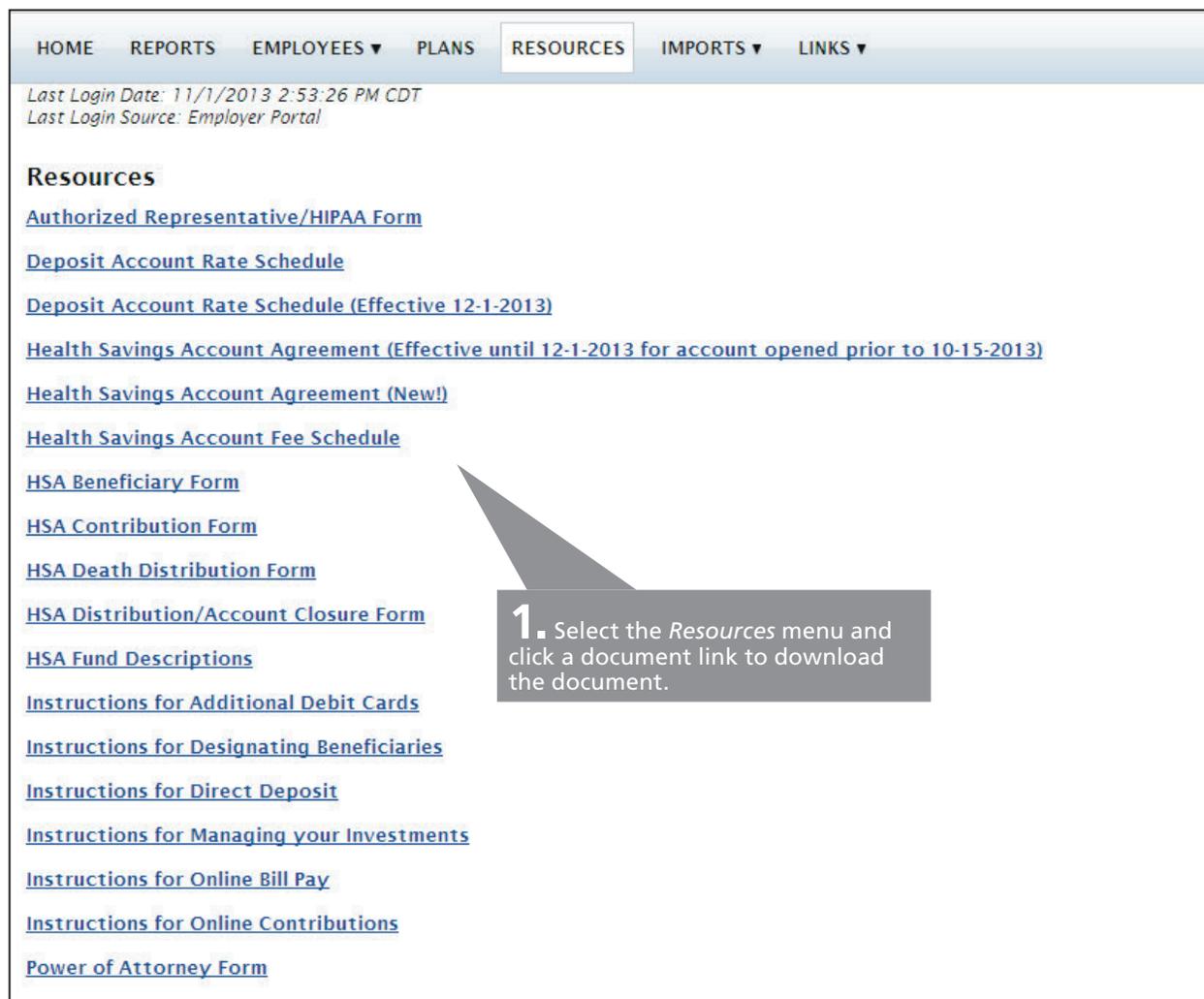
Report Dates	Date/Time Created	Created By	Action
HSA Account Detail Report (Summary Version) (2/11/2014 - 2/11/2014) De-identified Detail EXCEL Year To Date Data Summary	In Progress	Francis Drake	
HSA Account Detail Report (Detail Version) (2/11/2014 - 2/11/2014) De-identified Detail CSV Year To Date Data Detail	In Progress	Francis Drake	
HSA Account Detail (1/1/2014 - 1/31/2014) Detail Report EXCEL Year To Date Data Detail	2/1/2014 4:36:03 AM	Auto Generated	
HSA Account Detail (1/1/2014 - 1/31/2014) Detail Report EXCEL Year To Date Data Summary	2/1/2014 4:36:02 AM	Auto Generated	
HSA Account Detail (12/1/2013 - 12/31/2013) Detail Report EXCEL Year To Date Data Summary	1/1/2014 4:43:39 AM	Auto Generated	

8. A link to your report displays in the list of other reports with an *In Progress* status until it is ready to view.

Employee Forms and Guides

Your employees will find most account management functions easy to complete on the system. We encourage you to direct your employees to log in to their accounts to review information and review and manage their accounts. Most account management functions are self-service and accessible online.

For your employees who do not have access to a computer, we provide many forms that you can download, print, and mail to the employee.



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

Last Login Date: 11/1/2013 2:53:26 PM CDT
Last Login Source: Employer Portal

Resources

- [Authorized Representative/HIPAA Form](#)
- [Deposit Account Rate Schedule](#)
- [Deposit Account Rate Schedule \(Effective 12-1-2013\)](#)
- [Health Savings Account Agreement \(Effective until 12-1-2013 for account opened prior to 10-15-2013\)](#)
- [Health Savings Account Agreement \(New!\)](#)
- [Health Savings Account Fee Schedule](#)
- [HSA Beneficiary Form](#)
- [HSA Contribution Form](#)
- [HSA Death Distribution Form](#)
- [HSA Distribution/Account Closure Form](#)
- [HSA Fund Descriptions](#)
- [Instructions for Additional Debit Cards](#)
- [Instructions for Designating Beneficiaries](#)
- [Instructions for Direct Deposit](#)
- [Instructions for Managing your Investments](#)
- [Instructions for Online Bill Pay](#)
- [Instructions for Online Contributions](#)
- [Power of Attorney Form](#)

1. Select the *Resources* menu and click a document link to download the document.

Portal Requirements

System Requirements

To run the portal properly, your system must meet these requirements:

- Internet Explorer 6.0 or higher (See below for alternative browsers)
- Minimum 256MB RAM
- High-speed Internet connection (Dial-up is not recommended)
- NET 2.0 Framework (Claims Link Requirement)
- Adobe Reader 7.0 or greater
- For optimal viewing, monitor screen resolution should be at 1024 X 786

Browser Requirements

The chart below summarizes popular Web browsers and the minimum versions required to ensure optimal performance in both the Participant and Employer Portals:

Browser software	Minimum version required
Internet Explorer (IE)	IE 6.0
AOL (uses Internet Explorer)	IE 6.0
Firefox	1.2
Netscape Navigator	7.0
Opera	9.1
Safari	1.3.2

Customer Support

Optum Employer Services

Phone: 1-877-470-1772

E-mail: optumemployer@healthaccountservices.com

Health savings accounts (HSAs) are individual accounts offered by Optum Bank, Member FDIC, and are subject to eligibility and restrictions, including but not limited to restrictions on distributions for qualified medical expenses set forth in section 213(d) of the Internal Revenue Code. State taxes may apply. Fees may reduce earnings on account. This communication is not intended as legal or tax advice. Please contact a competent legal or tax professional for personal advice on eligibility, tax treatment, and restrictions. Federal and state laws and regulations are subject to change.



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