



Flexible Spending Account and Health Reimbursement Arrangement

Employer Guide

For additional information, visit mycdh.optum.com.

Version 1.1

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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.

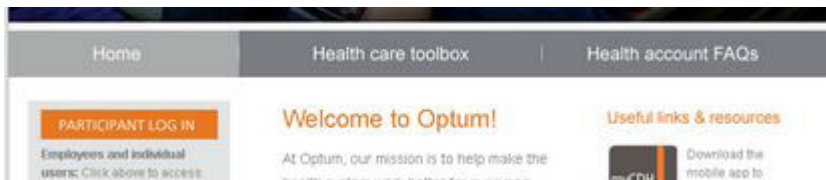
You can use this document as you implement your program using the Employer Portal.

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:

- 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
- Monthly account summaries

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 interface with numbered callouts explaining the steps:

Login

Login to your account

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

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 menu with options: HOME, REPORTS, EMPLOYEES (with a dropdown arrow), PLANS, RESOURCES, IMPORTS (with a dropdown arrow), and LINKS (with a dropdown arrow). Below the navigation menu, 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 starts with a 'Welcome, Francis' message, followed by a brief overview of the portal's purpose. 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 assistance. A note suggests viewing the 'Reports' tab for program information and a tip about uploading .xls files instead of .csv. The interface is divided into two columns. The left column, titled 'Recently Created Reports', lists several 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.

Tip! If you enroll an employee who currently has only an HSA into an FSA/HRA, then the effective date of the FSA/HRA enrollment prompts the system to issue a new debit card and deactivates the existing HSA debit card. Likewise, if you terminate the FSA/HRA plan for an employee with only an HSA, then the system also automatically issues a new debit card and cancels the existing debit card.

Use Self-service Direct Enrollment

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

- Profile information
- Enrollment information

The screenshot shows the Employer Portal interface. At the top, there is a navigation menu with items: HOME, REPORTS, EMPLOYEES (selected), PLANS, RESOURCES, IMPORTS, and LINKS. Below the menu, there are links for 'View All Employees' and 'Add Employee'. A callout box with a white arrow points to the 'Add Employee' link, containing the text: '1. From the Employees menu, select Add Employee.' The main content area includes a 'Search Employees' section with input fields for 'Last Name', 'First Name', and 'Employee Number', and a dropdown for 'Employee Status' set to 'Active'. There is also a 'Search' button. To the right, there is a 'Recently Viewed Employees' section with a note: 'Up to 5 of the most recently viewed employees will appear here as you view employees.' Below this, there are partial links for 'Contributions' and 'in the last 7 days'.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/11/2014 9:55:39 AM CST
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.

* Payroll Frequency: ▼

* Payroll Frequency Effective Date:
Format date as mm/dd/yyyy.

* Class: ▼

* Class Effective Date:
Format date as mm/dd/yyyy.

* Hours Worked Per Week:

Login Information

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

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

* Password:

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 log in.

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: 2/11/2014 9:55:39 AM CST Last Login Source: Employer Portal	
Add Employee Profile	
Personal Information	
* First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
* Last Name:	<input type="text"/>
* Birth Date:	<input type="text"/> <input type="button" value="📅"/> Format date as mm/dd/yyyy.
* SSN:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Gender:	<input type="radio"/> Female <input type="radio"/> Male
Marital Status:	<input type="radio"/> Married <input type="radio"/> Single
* Country:	<input type="text" value="United States"/> <input type="button" value="▼"/>
* Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="Alabama"/> <input type="button" value="▼"/>
* ZIP Code:	<input type="text"/>
Home Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Work Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Email Address:	<input type="text"/>
Employment Information	
* Employee Number:	<input type="text"/>
Employer Employee ID:	<input type="text"/>

6. Click the Add Enrollment link.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/11/2014 9:55:39 AM CST
Last Login Source: Employer Portal

Chris Smith: Add Enrollment

Status: Active (1/1/2000)
Division: Unassigned

HSA 2

* Payment Method: ▼
* Alternative Method: ▼

HSA

2014 Medical Plans

* Payment Method: ▼
* Alternative Method: ▼

Limited Medical FSA

Medical FSA

Dependent Care

* Required Field | [Cancel](#)

7. Note the payment method set by default to Healthcare Payment Card.

8. Click the Enroll button to expand the screen to show enrollment fields for each type of plan. Options displays for each type of plan the employee is eligible for.

2014 Medical Plans

* *Payment Method:*

* *Alternative Method:*

i The employee will need to setup a bank account for funds to be directly deposited into their bank account.

Limited Medical FSA ^

Limited Medical FSA [Remove Enrollment](#)

* *Effective Date:*

* *Election:* **?**

Payroll Frequency: Payroll (Default)
Per Payroll Amount: \$0.00

Medical FSA

Dependent Care

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

9. Specify an effective date and contribution amount. The system calculates the per payroll amount for you.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/13/2014 10:38:44 AM CDT
Last Login Source: Employer Portal

Chris Smith: Add Enrollment

Status: Active (3/1/2014)
Division: Unassigned

HSA 2

* Payment Method:
* Alternative Method:

HSA [Update](#)

2014 Medical Plans

* Payment Method:
* Alternative Method:

Limited Medical FSA

Limited Medical FSA [Remove Enrollment](#)

* Effective Date:
* Election:
Payroll Frequency: Payroll (Default)
Per Payroll Amount: \$12.50

Medical FSA

Medical FSA [Remove Enrollment](#)

* Effective Date:
* Election:
Payroll Frequency: Payroll (Default)
Per Payroll Amount: \$6.25

Dependent Care

Dependent Care [Remove Enrollment](#)

* Effective Date:
* Election:
Payroll Frequency: Payroll
Per Payroll Amount: \$2.50

* Required Field [Cancel](#)


10. Repeat the steps to add additional enrollments.

11. 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

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

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

Health Savings Account

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

* Required Field | [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 31), you can prepare and upload the enrollment file. This file contains plan name, effective date and annual election (for FSAs) and employer contribution total (for HRAs).

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

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

The screenshot shows the top navigation bar with 'IMPORTS' selected. A dropdown menu is visible with three options: 'Import Queue', 'Import Data', and 'Set Up Recurring Contributions'. Below the navigation bar, the page displays a welcome message and several informational links.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/11/2014 10:20:28 AM CST
Last Login Source: Employer Portal

Welcome, Employer

Welcome to the Employer Portal - your one source for managing your benefits spending account program(s).

If your employees had HSA distributions in 2013 the IRS Form 1099-SA will be available to download on 1/23/14 from the consumer portal.

Healthcare Mobile is available for all plan participants. [Learn more.](#)

Employer Guide: View the most recent version of the [guide](#) to assist in managing your program.

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

The screenshot shows the 'Import Data From File' page. The '*Data To Import:' dropdown menu is open, showing 'Demographic' as the selected option. Below the dropdown, there are four numbered steps for the import process. At the bottom, there is an '* Upload File:' section with a 'Browse...' button and an 'Import Data' button.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/11/2014 10:20:28 AM CST
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 "master" copy of the file for yourself:
Select File >> Save

Save a separate copy of the file as CSV to import:
Select File >> Save As
Select CSV (Comma delimited) under "Save as Type"
Consider adding "CSV" to the File Name so you can differentiate it from your "master" file
Save the file to a location you can remember
Select "Yes" from the message about preserving formatting and compatibility
Close the file by clicking the X, and when prompted to save click No.

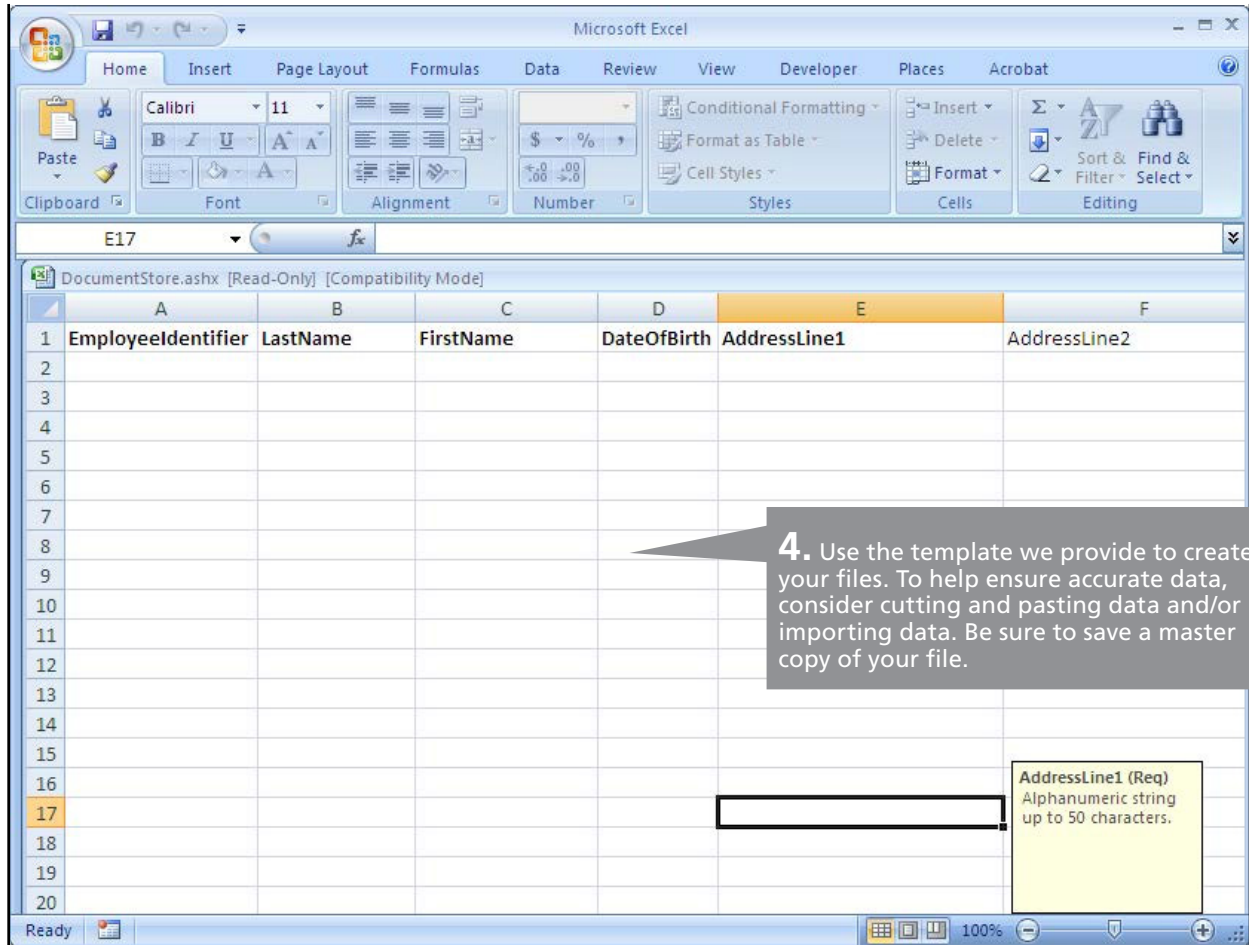
Note:
If you need to make edits after submitting a file, you should edit the master copy and when completed with your edits, re-save a new CSV file.

* Upload File:

Locate the CSV file you saved in step 4, containing the data you wish to import.

* Required field | [Cancel](#)

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



HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/11/2014 10:20:28 AM CST
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 "master" copy of the file for yourself:
Select File >> Save

Save a separate copy of the file as CSV to import:
Select File >> Save As
Select CSV (Comma delimited) under "Save as Type"
Consider adding "CSV" to the File Name
Save the file to a location you can re-locate
Select "Yes" from the message about file compatibility
Close the file by clicking the X, and work with the file from your "master" file

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

Note:
If you need to make edits after submitting a file, you can edit the master copy and when completed with your edits, re-save a new CSV file.

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

* Required field

6. Click the Import Data button.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/11/2014 10:20:28 AM CST
Last Login Source: Employer Portal

Import Queue

Import Submitted
You have successfully added a file to the queue. Below, where you can monitor its progress.

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

Data Import Type: Demographic
File Name: AcmeDemographicC...
Date Received: 2/11/2014 11:17 AM

Date Received:

Date Processed:

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.

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

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

Last Login Date: 2/11/2014 10:20:28 AM CST
Last Login Source: 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 "master" copy of the file for yourself:*
Select File >> Save

Save a separate copy of the file as CSV to import:
Select File >> Save As
Select CSV (Comma delimited) under "Save as Type"
Consider adding "CSV" to the File Name so
Save the file to a location you can remember
Select "Yes" from the message about preserving
Close the file by clicking the X, and when prompted

Note:
If you need to make edits after submitting a file, you should delete the master copy and when completed with your edits, re-save a new CSV file.

* Upload File: Employer ContributionCSV.csv Browse...

Locate the CSV 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.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/11/2014 10:20:28 AM CST
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: Contribution
File Name: Employer ContributionCSV.csv
Date Received: 2/11/2014 11:22 AM

Date Received:

Date Processed:

4. Note the confirmation message.

Contribution Discrepancy Report

You can use this report to get a count of all the contributions in a file, the number of contributions processed, and any errors or warning that occurred. The report also includes unrecognizable records received on a file. You can access the report under the Completed/Canceled queue with a processed contributions file.

HOME REPORTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

Last Login Date: 2/11/2014 10:20:28 AM CST
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: Contribution
 File Name: Employer ContributionCSV.csv
 Date Received: 2/11/2014 11:22 AM

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 (0 Files)

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

Completed / Canceled (77 Files)

Date Received	File Name	Status	Failed Records	Actions
2/11/2014 11:17 AM	AcmeDemographicCSV.csv	Complete	1 of 1	View Errors
2/10/2014 10:00 AM		Complete	0 of 3	
12/16/2013 1:00 PM		Complete	0 of 1	
12/16/2013 1:00 PM		Complete	0 of 1	
12/12/2013 8:00 AM		Complete	0 of 1	
12/11/2013 2:43 PM	EN File 1.csv	Complete	0 of 1	
9/5/2013 12:02 AM	HSA Recurring Contribution	Complete	0 of 0	

One or more contribution discrepancies were found. View the [Contribution Discrepancy Report](#) for more information on the file.

View the [Open Ended HSA Imported Contribution Report](#) for summary and detailed information on the file.

Date Received: 9/5/2013 12:02:21 AM (Version 1) [View History](#)

File Name: HSA Recurring Contribution

Date Processed: 9/5/2013 6:00:00 AM

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

8/29/2013 12:02 AM	HSA Recurring Contribution	Complete	0 of 0	
8/22/2013 12:01 AM	See Contributions			

1. To access the report, go to the Completed/Canceled queue and click the file name.

2. Click the Contribution Discrepancy Report link.

Summary page

	A	B	C
1	Contribution Discrepancy Report - Summary		
2			
3	File Statistics		
4	File Name		
5	Total contribution records on file		
6	Total processed		
7	Total records with errors and warnings		
8	Total discrepancies		
9	Total not received		
10			
11	Payroll Deduction Summary		
12	No Payroll Deduction Summary Data		
13			
14	Employer Contribution Summary		
15	No Employer Contribution Summary Data		
16			
17			
18			

The first page is a summary page that shows the total number of contribution records in a file, minus any unrecognized records.

The first page also shows the total number of processed contributions and summarizes payroll deductions and employer contributions.

Sheet 2: Contributions posted

Row Number	Participant File Import ID	Identifier	Consumer First and Last Name	Division	Plan Year	Plan	Status	Contribution Type	Contribution Date	Amount

Sheet 2 shows all contributions that loaded successfully. This page shows employee ID, contribution type, date, amount, and row number in the contribution file.

Sheet 2: Contributions posted

Participant File Import ID	Identifier	Name	Plan Year	Plan	Division	Status	Contribution Type	Contribution Date	Amount
004	004	Sample, Joyce	06/01/2011-05/31/2012	General Purpose Health Care Reimbursement Account	all	Active	Payroll Deduction		
005	005	Sample, Louise	06/01/2011-05/31/2012	General Purpose Health Care Reimbursement Account	all	Active	Payroll Deduction		

Sheet 3 shows amounts received that are different from the amounts in the system.

Sheet 4: Contributions Not Received

Participant File Import ID	Identifier	Name	Plan Year	Plan	Division	Status	Contribution Type	Contribution Date	Amount
77777	P11117	Sanders, Robert	06/01/2011-05/31/2012	Limited Purpose Health Care Reimbursement Account	all	Active			

Sheet 4 shows scheduled contributions that the system expected on the contribution file, but that the system did not receive.

Sheet 5: Contribution Errors and Warnings

Severity	Row Number	Participant File Import ID	Plan Name	Record Type	Contribution Date	Error Data

Sheet 5 shows contributions that did not process, including an error message.

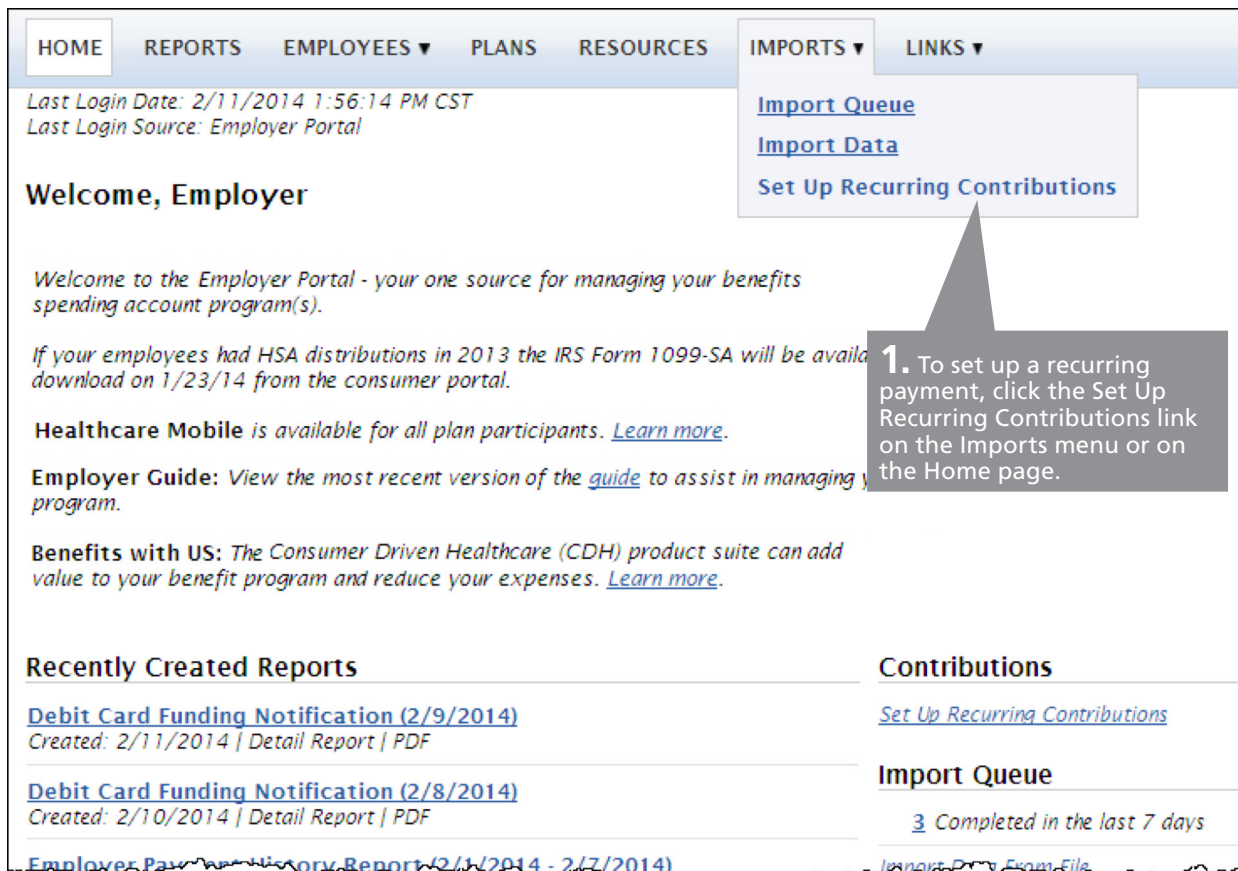
Sheet 6: Contribution Unrecognized Records

Row Number	Unrecognized Record

Sheet 6 shows records that the system did not recognize, including the row number.

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.



HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/11/2014 1:56:14 PM CST
Last Login Source: Employer Portal

Welcome, Employer

Welcome to the Employer Portal - your one source for managing your benefits spending account program(s).

If your employees had HSA distributions in 2013 the IRS Form 1099-SA will be available for download on 1/23/14 from the consumer portal.

Healthcare Mobile is available for all plan participants. [Learn more.](#)

Employer Guide: View the most recent version of the [guide](#) to assist in managing your program.

Benefits with US: The Consumer Driven Healthcare (CDH) product suite can add value to your benefit program and reduce your expenses. [Learn more.](#)

Imports

- [Import Queue](#)
- [Import Data](#)
- [Set Up Recurring Contributions](#)**

1. To set up a recurring payment, click the Set Up Recurring Contributions link on the Imports menu or on the Home page.

Recently Created Reports

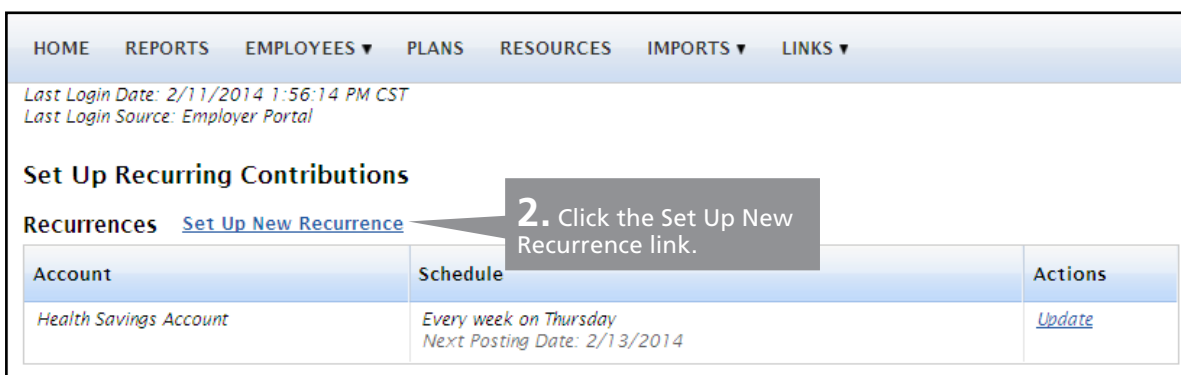
- [Debit Card Funding Notification \(2/9/2014\)](#)
Created: 2/11/2014 | [Detail Report](#) | [PDF](#)
- [Debit Card Funding Notification \(2/8/2014\)](#)
Created: 2/10/2014 | [Detail Report](#) | [PDF](#)
- [Employer Payment Report \(2/11/2014 - 2/7/2014\)](#)

Contributions

- [Set Up Recurring Contributions](#)

Import Queue

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



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Last Login Date: 2/11/2014 1:56:14 PM CST
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
Health Savings Account	Every week on Thursday Next Posting Date: 2/13/2014	Update

Date: 2/11/2014 1:56:14 PM CST

Set Up New Recurrence

* Plan Year:
Select the plan year for which you would like to set up recurring contributions.

* Contribution Frequency:
Select the contribution frequency for which you would like to set up recurring contributions.

| [Cancel](#)

3. Specify a plan year and a contribution frequency.

4. Click the Continue button.

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Last Login Date: 2/11/2014 1:56:14 PM CST
Last Login Source: Employer Portal

Set Up Recurring Contributions: 2014 Medical Plans

Schedule

Contribution Frequency: weekly payroll frequency

* Post Contributions: Business Days before the Contribution

Select the number of business days before the contribution date that you would like your contribution file to process. This allows you to review your file results prior to your contribution date and make changes (if applicable). Funds will not be available to your employees until the contribution date included in your file.

* Start Recurrence On: Contribution Date

Select the contribution date that you would like the recurrence to begin.

* End Recurrence On: Contribution Date

Select the contribution date that you would like the recurrence to end.

Contributions

* Contribution Amounts:

Either enter contribution amounts to automatically calculate

- Dependent Care
- Limited Medical FSA
- Medical FSA

Or, upload file with contribution amounts
Do not enter a contribution date in the file.

* Required Field / [Cancel](#)

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

6. Select to enter values for each account type or upload a file. If you are uploading a file, click the Download Template link, create the file, click Browse, and select the file.

7. Click the Enter Contributions button.

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Last Login Date: 2/11/2014 1:56:14 PM CST
Last Login Source: Employer Portal

Set Up Recurring Contributions: 2014 Medical Plans

Schedule [Update](#)

5 business days before each payroll frequency date
 Recurrence Start Date: 9/9/2014
 Next Posting Date: 9/2/2014
 Recurrence End Date: 12/30/2014

Limited Medical FSA

Contribution Amounts [Calculate Totals](#) Total Payroll Deductions: \$0.00

Name	Status	Identifier	Payroll Deduction
Test99, John		xxx-xx-1975	\$ 80

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Save | [Cancel](#)

8. Type the employee payroll deduction for each account.

9. Click the Save 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

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

10. Note the confirmation message.

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

	A	B	C	D	
1	EmployeeIdentifier	ContributionDate	ContributionDescription	ContributionAmount	PlanName
2	123456	02/15/2014	Payroll	50	Flex Spending Account
3	223456	02/15/2014	Payroll	75	Flex Spending Account
4	323456	02/15/2014	Payroll	25	Flex Spending Account
5	423456	02/15/2014	Payroll	10	Flex Spending Account
6	523456	02/15/2014	Employer	15	Flex Spending 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 reupload a new file.

If a record error occurs, the number of failed records displays under the Failed Records field within the Completed/Canceled section. Refer to the Import Alerts/Error Icons table on page 30 and the Troubleshoot Import Files on page 31 to see how to manage failed files and specific error messages.

You can manage errors for the following file types:

- Spreadsheet or CSV file. If you imported a spreadsheet or CSV file to the portal, then you can view any errors by clicking the View Errors button in the Actions column in the Completed /Canceled section. After you view the errors, then you can correct the issue and reimport your file.
- Text file. If you imported a pipe-delimited text file, you can view errors by reviewing the exception reports. You can then correct the errors and reimport a new or updated file.

Completed / Canceled (78 Files)				
Date Received	File Name	Status	Failed Records	Actions
2/11/2014 11:22 AM	Employer ContributionCSV.csv	Complete	2 of 2	View Errors
 One or more records have produced errors. View the Exception Report for more information.				
 One or more contribution discrepancies were found. View the Contribution Discrepancy Report for more information.				
 View the Open Ended HSA Imported Contribution Report for summary and detailed information about contributions received on the file.				

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Last Login Date: 2/11/2014 1:56:14 PM CST
Last Login Source: Employer Portal

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

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
No records to display.			

Failed / On Hold (0 Files)

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

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!

In Process (0 Files)

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

Completed / Canceled (78 Files)

Date Received	File Name	Status	Failed Records	Actions
2/11/2014 11:22 AM	Employer ContributionCSV.csv	Complete	2 of 2	View Errors
2/11/2014 11:17 AM	AcmeDemographicCSV.csv	Complete	1 of 1	View Errors
2/10/2014 10:11 AM	Screen Actors Guild CT File.csv	Complete	0 of 3	-
12/16/2013 1:50 PM	EN File 3.csv	Complete	0 of 1	-
12/16/2013 1:44 PM	EN File 2.csv	Complete	0 of 1	-
12/12/2013 8:44 AM	EN File 2.csv	Complete	0 of 1	-
12/11/2013 2:43 PM	EN File 1.csv	Complete	0 of 1	-

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Last Login Date: 2/11/2014 1:56:14 PM CST
Last Login Source: Employer Portal



Exception Log

Date Received: 2/11/2014 11:17:26 AM (Version 1) [View History](#)

File Name: AcmeDemographicCSV.csv

Date Processed: 2/11/2014 11:20:00 AM

Demographic (2 Errors/Warnings)

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

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

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[Resubmit File](#) / [Cancel](#)

3. 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.

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...	...and you should:
 Alert/Error	The record is incorrect and must be correct before uploading again.	Review the field in your file, make any needed changes, and reupload your file.
 Alert/Error action	You corrected the record successfully.	Nothing. This message lets you know you corrected the error.
 Warning	The record is uploaded into the system, but a specific field needs action.	Go to the field listed and make any needed corrections.

Troubleshoot import files

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

If you are working in this field...	and get one of these error message..	take this action...
ParticipantFileImportID	<p>ParticipantFileImportID cannot be greater than 20 characters. (If using Employee Number, it cannot be greater than 15 characters.)</p> <p>The Participant File Import ID specified already exists and is assigned to {last_name} {first_name}.</p> <p>ParticipantFileImportID does not match 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>
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}.</p> <p>EmployeeNumber is a required field.</p>	<p>Make sure the value is the correct employee number for the participant.</p>
Last name	<p>Last Name cannot be greater than 30 characters.</p> <p>Last name cannot contain special characters except a single quote (') or a dash (-).</p> <p>Last name is required field.</p>	<p>Make sure that if they only special characters you have used are single quotes (') or hypens (-).</p>
First name	<p>First name cannot be greater than 30 characters.</p> <p>First name cannot contain special characters except a single quote (') or a dash (-).</p> <p>First name is required field.</p>	<p>Make sure that if they only special characters you have used are single quotes (') or hypens (-).</p>
Middle initial	<p>Middle initial cannot be greater than 1 character.</p> <p>Middle initial cannot contain special characters.</p>	<p>Make sure that you have not put a period after the middle initial.</p>

If you are working in this field...	and get one of these error message..	take this action...
DateOfBirth	<p>DateOfBirth cannot be in the future.</p> <p>DateOfBirth must precede HireDate.</p> <p>DateOfBirth must precede PayrollFrequencyEffectiveDate.</p> <p>DateOfBirth must precede PayrollFrequencyEffectiveDate.</p> <p>DateOfBirth is not a valid date.</p> <p>DateOfBirth must be formatted as MMDDYYYY.</p> <p>DateOfBirth cannot be earlier than 1/1/1900.</p> <p>DateOfBirth cannot be later than 6/6/2079.</p> <p>DateOfBirth is a required field.</p>	<p>Please make sure that the date of birth value:</p> <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 MMDDYY
SocialSecurityNumber	<p>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.</p>	<p>Make sure the value contains nine digits, no hyphens, and is the correct SSN for the employee.</p>
ZipCode	<p>The Zip Code specified is not a valid postal code for the country 'US'. ZipCode is a required field for US addresses.</p>	<p>Make sure that if nine-digit ZIP codes do not include dashes.</p>
HomePhone	<p>HomePhone cannot be greater than 10 characters. The Home Phone specified is not a valid ten digit phone number.</p>	<p>Make sure the number does not include dashes, slashes, periods or spaces.</p>
EmployeeClass	<p>The Class specified is not valid for the employer.</p> <p>EmployeeClass is a required field.</p>	<p>Make sure the class name is correct as we determined during the plan implementation. The value is case sensitive.</p>
PayrollFrequency	<p>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.</p>	<p>Make sure the participant is active. Make sure the field has the correct frequency. The field case-sensitive.</p>

If you are working in this field...	and get one of these error message..	take this action...
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.
PlanName	Plan Name is a required field. {inputValue} does not match a plan name that the participant can enroll in. PlanName cannot be greater than 255 characters. Participant has an international address and is not eligible to enroll in an HSA plan.	Make sure you have spelled and notated the name correctly. This field is case-sensitive.
EmployerContribution-Level	Plan is not configured for Employer Contributions. {Employer Contribution Level} is not valid for {Plan Type}.	Make sure the employer contribution is one of the following: <ul style="list-style-type: none">• Employee• Employee+Child• Employee+Spouse• Family
ContributionDate	{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. ContributionDate is a required field. ContributionDate is too long. Must be formatted as MMDDYYYY.	Make sure the date does not include forward slashes and is formatted as MMDDYYYY. Make sure you have not submitted contributions with this date prior.

<p>ContributionDescription</p>	<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>
<p>ContributionAmount</p>	<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>

View Employee Details

Search and Select an Employee

HOME REPORTS **EMPLOYEES** PLANS RESOURCES IMPORTS LINKS

Last Login Date: 10/3/2013
Last Login Source: Employer

[View All Employees](#) | [Add Employee](#)

Welcome, Francis
Welcome to the HSA Employer Guide. Access reports, manage your account, and more.

Employer Guide: Contains information to help you assist in managing your HSA.

Recently Created Reports

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

Search Employees

Last Name:

First Name:

Employee Number:

Employee Status:

Recently Viewed

- [Smith, Chris \(123456789\)](#)
Viewed in the last 7 days

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	Jane	jdoe2222	Active (9/27/2012)	Active
Doe Demo	John	jdoe1111	Active (9/30/2012)	Active
Drake Demo	Francis	111111111	Active (1/1/2010)	Active
Eberhardt Demo	Isabell		(1/2010)	

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

View and Edit a Profile

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

Last Login Date: 2/12/2014 10:13:59 AM CST
Last Login Source: Employer Portal

James Dean Demo: Profile

Employee Status: Active (1/1/2000)
Employee Number: 11111111
HSA Status: Active
HSA Account Number: 30200059836

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

[Update Profile](#)

Personal Information

Name:	
Username:	jde
SSN:	xxx-xx-1111
Gender:	--
Marital Status:	Married
Address:	200 South 6th Street Minneapolis, MN 55402
Country:	United States
Home Phone:	(612) 123-4567
Work Phone:	--
Email:	jamesdean@acme.com

Employment Information

Status:	Active	
Status Effective Date:	1/1/2000	
Employee Number:	11111111	
Hire Date:	1/2/1980	
Payroll Frequency:	Semi-monthly	View history
Payroll Frequency Effective Date:	6/1/2011	
Class:	All Employees	View history
Class Effective Date:	1/1/2000	
Hours Worked Per Week:	0	

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

2. Click the View history link to view details of an event.

Payroll Frequency History

Name	Effective Date	Updated Date	Updated By
<i>Semi-monthly</i>	6/1/2011	6/14/2011	lh1 support (USBP\lh1 support)
<i>weekly</i>	1/1/2000	6/13/2011	lh1 support (USBP\lh1 support)

Payroll Frequency: *Semi-monthly* [View history](#)

3. Review the history and then click the Close button.

Dependents

HOME REPORTS **EMPLOYEES** PLANS RESOURCES IMPORTS LINKS

Last Login Date: 2/12/2014 10:13:59 AM CST
Last Login Source: Employer Portal

James Dean Demo: Dependents

Employee Status: Active (1/1/2000)
Employee Number: 11111111
HSA Status: Active
HSA Account Number: 30200059

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

Sarah Dean Demo (Spouse)

First Name: Sarah	Status: Active
Last Name: Dean Demo	Relationship: Spouse
Birth Date: 1/1/1980	Relationship Description: N/A
Gender: Female	Dependent Number: 1111111101
Full Time Student: No	

Account Summary

The Account Summary tab gives you an overview of the employee's active plan(s). The tab shows you the eligible amount (i.e., annual employer contribution plus any rollover amount), plus claim and balance information.

James Dean Demo: Account
 Employee Status: Active (1/1/2000)
 Employee Number: 11111111
 HSA Status: Active
 HSA Account Number: 30200059836

1. Click the Account Summary link to open the Account Summary tab.

2. Click an account name link to view plan rules and claim summary information.

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...

Account	Eligible Amount	Submitted Claims	Plan Year Balance	Available Balance	Cash Balance
Limited Medical FSA 1/1/2014 - 12/31/2014	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
Limited Medical FSA 1/1/2013 - 12/31/2013	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00

Previous Accounts

Account	Eligible Amount	Submitted Claims	Plan Year Balance	Available Balance	Cash Balance
LPFSA 1/1/2012 - 12/31/2012	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
LPFSA 1/1/2011 - 12/31/2011	\$1,500.00	\$124.00	\$1,376.00	\$1,376.00	\$757.94

3. Click a dollar value link to go to the Enrollments tab to view and edit contribution and claim information, as described in the next section.

Plan Rules

PLAN RULES

James Dean Demo

Limited Medical FSA (1/1/2014 - 12/31/2014)

Filing Rules: You must file claims before the final filing date with a service date no later than the date determined based on your current status.

Final Service Date: 12/31/2014	Final Filing Date: 3/31/2015
Current Status: ? Active	Status Effective Date: ? 1/1/2000

Debit Card Rules: Your debit card may be used for this plan as follows:

Debit Card Transactions Allowed: Yes Maximum per Transaction Amount: No maximum

Claim Summary

	Submitted	Paid	Pending	Denied
	\$0.00	\$0.00	\$0.00	\$0.00

Close

4. View the plan rules and claim summary information.

5. Click the Close button.

Administrator | Proprietary and Confidential

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View and Add Enrollments

HOME REPORTS **EMPLOYEES** PLANS RESOURCES IMPORTS LINKS

Last Login Date: 2/12/2014 10:13:59 AM
Last Login Source: Employer Portal

James Dean Demo: Enrollments

Employee Status: Active (1/1/2000)
Employee Number: 11111111
HSA Status: Active
HSA Account Number: 30200059836

[Profile](#) [Dependents](#) [Account Summary](#) **Enrollments** [Contributions](#) [Claims](#) [Payments](#) [Status](#)

[Add Enrollment](#)

Active Accounts

Health Savings Account
Enrollment Effective Date: 1/1/2011

Tax Year	Employer Contributions	Employee Contributions	Actions
2014	\$25.00	\$25.00	Update
2013	\$0.00	\$0.00	
2012	\$0.00	\$486.20	
2011	\$200.00	\$50.00	
2010	\$0.00	\$0.00	

1/1/2014 - 12/31/2014
Payment Method: Healthcare Payment Solutions Card

Account	Effective Date	Election	Employer Contributions	Employee Contributions	Payroll Deduction	Actions
Limited Medical FSA	1/1/2014	\$1,000.00	\$0.00 of \$0.00	\$0.00 of \$1,000.00	\$41.67 Semi-monthly	Update

1/1/2013 - 12/31/2013
Payment Method: Healthcare Payment Solutions Card | Direct Deposit

Account	Effective Date	Annual Election	Employer Contributions	Employee Contributions	Payroll Deduction	Actions
Limited Medical FSA	1/4/2013	\$1,000.00	\$0.00 of \$0.00	\$0.00 of \$1,000.00	\$41.67 Semi-monthly	Update
Limited Medical FSA	1/2/2013	\$0.00	\$0.00 of \$0.00	\$0.00 of \$0.00	\$0.00 Semi-monthly	
Limited Medical FSA	1/1/2013	\$1.00	\$0.00 of \$0.00	\$0.00 of \$1.00	\$0.04 Semi-monthly	

Previous Accounts

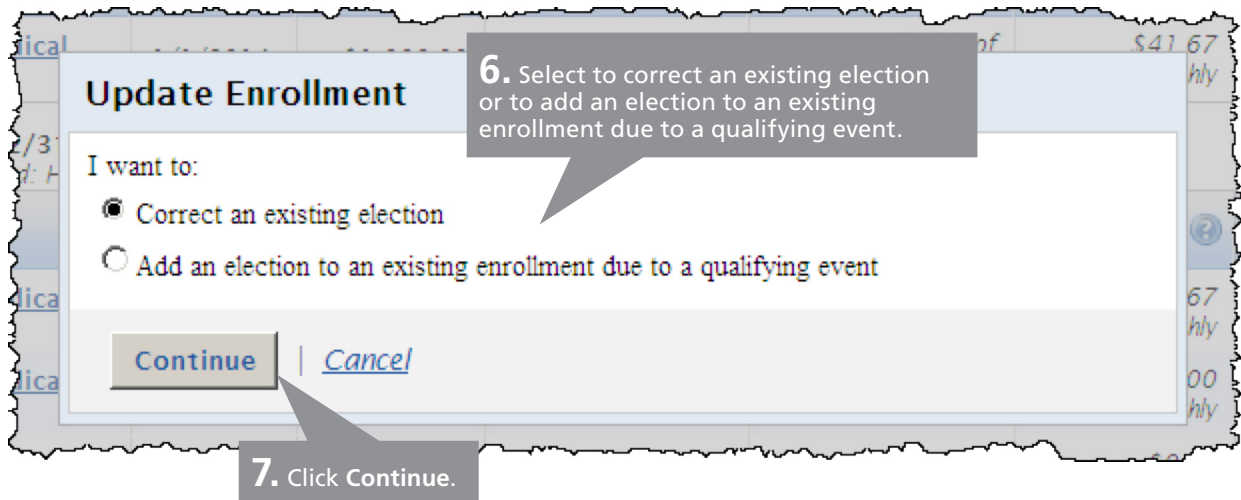
1/1/2012 - 12/31/2012
Payment Method: Healthcare Payment Solutions Card | Check

Account	Effective Date	Annual Election	Employer Contributions	Employee Contributions	Payroll Deduction
LPFSA	1/1/2012	\$1,000.00	\$0.00 of \$0.00	\$0.00 of \$1,000.00	\$41.67 Semi-monthly

1/1/2011 - 12/31/2011
Payment Method: Healthcare Payment Solutions Card | Direct Deposit

Account	Effective Date	Annual Election	Employer Contributions	Employee Contributions	Payroll Deduction
LPFSA	1/1/2011	\$1,500.00	\$0.00 of \$0.00	\$881.94 of \$1,500.00	\$28.85 Semi-monthly

Tip! If you enroll an employee who currently has only an HSA into an FSA/HRA, then the effective date of the FSA/HRA enrollment prompts the system to issue a new debit card and deactivates the existing HSA debit card. Likewise, if you terminate the FSA/HRA plan for an employee with only an HSA, then the system also automatically issues a new debit card and cancels the existing debit card.



HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/12/2014 10:13:59 AM CST
 Last Login Source: Employer Portal

James Dean Demo: Update Enrollment


Employee Status: Active (1/1/2000)
 Employee Number: 11111111
 Division: Unassigned
 HSA Status: Active
 HSA Account Number: 30200059836

Current Enrollment [Can I update prior elections?](#)

Effective Date	Election	Employer Contribution
1/1/2014	\$1,000.00	\$0.00

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Limited Medical FSA

* Effective Date: 
 Update the date on which the enrollment is effective.

* Election: \$ Estimated Payroll Deduction:
 \$41.67 Semi-monthly
 Update the annual amount that the employee will contribute.
[View Scheduled Payroll Deductions](#)

* Required field | [Cancel](#)

8. To update an enrollment, make your enrollment changes and then click the **Update Enrollment** button.

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/12/2014 10:13:59 AM CST
 Last Login Source: Employer Portal

James Dean Demo: Add New Election


Employee Status: Active (1/1/2000)
 Employee Number: 11111111
 Division: Unassigned
 HSA Status: Active
 HSA Account Number: 30200059836

Current Enrollment

Effective Date	Election	Employer Contribution
1/1/2014	\$1,000.00	\$0.00

< Prev 1 Next > | Page 1 of 1

Limited Medical FSA

* Effective Date: 
 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 | [Cancel](#)

9. To add a new election, specify the election information and click the **Add New Election** button.

View Contributions

HOME REPORTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

Last Login Date: 2/12/2014 10:13:59 AM CST
Last Login Source: Employer Portal

James Dean Demo: Contributions

Employee Status: Active (1/1/2000)
Employee Number: 11111111
HSA Status: Active
HSA Account Number: 30200059836

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

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

Account type:
Non-HSA ▾

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

Contributions Export

Date	Contribution Type	Account	Status	Amount
12/15/2014	Payroll Deduction	Limited Medical FSA 01/01/2014 - 12/31/2014	Scheduled	
12/1/2014	Payroll Deduction	Limited Medical FSA 01/01/2014 - 12/31/2014	Scheduled	
11/15/2014	Payroll Deduction	Limited Medical FSA 01/01/2014 - 12/31/2014	Scheduled	\$41.67
11/1/2014	Payroll Deduction	Limited Medical FSA 01/01/2014 - 12/31/2014	Scheduled	\$41.67
10/15/2014	Payroll Deduction	Limited Medical FSA 01/01/2014 - 12/31/2014	Scheduled	\$41.67
10/1/2014	Payroll Deduction	Limited Medical FSA 01/01/2014 - 12/31/2014	Scheduled	\$41.67

4. Click the Export button to export the data as a CSV file.

3. Review the contribution information.

Claims

HOME REPORTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

Last Login Date: 2/12/2014 10:13:59 AM CST
Last Login Source: Employer Portal

James Dean Demo: Claims

Employee Status: Active (1/1/2000)
Employee Number: 11111111
HSA Status: Active
HSA Account Number: 30200059836

[Profile](#) [Dependents](#) [Account Summary](#) [Enrollments](#) [Contributions](#) **Claims** [Payments](#) [Status](#)

Account:
Submit Date Within:
Method Filed: [VIEW ALL](#)

Claims

Date of Service	Claim Amount and Details	Account	Claim Status
6/2/2011	\$59.00 filed on 6/14/2011 Pending: \$0.00 Paid: \$59.00 Denied: \$0.00 Filed via Participant portal Receipt: Received	LPFSA 1/1/2011 - 12/31/2011	Paid
3/2/2011	\$65.00 filed on 6/14/2011 Pending: \$0.00 Paid: \$65.00 Denied: \$0.00 Filed via Participant portal Receipt: Received	LPFSA 1/1/2011 - 12/31/2011	Paid

< Prev 1 Next > | Page 1 of 1

3. Review the information, which includes a complete history of the employee's claims. The data included lets you answer questions without including any protected health information such as provider or expense information.

Payment

HOME REPORTS EMPLOYEES PLANS RESOURCES IMPORTS LINKS

Last Login Date: 2/12/2014 10:13:59 AM CST
Last Login Source: Employer Portal

James Dean Demo: Payments

Employee Status: Active (1/1/2000)
Employee Number: 11111111
HSA Status: Active
HSA Account Number: 30200059836

[Profile](#) [Dependents](#) [Account Summary](#) [Enrollments](#) [Contributions](#) [Claims](#) **Payments** [Status](#)

Payments

Date	Payment Number	Method	Status	Amount
6/15/2011	0000100000	Check	Paid	\$59.00
6/15/2011	0000100001	Check	Paid	\$65.00

< Prev 1 Next > Page 1 of 1

1. Click an amount to view claims included in the payment.

HOME REPORTS EMPLOYEES PLANS RESOURCES IMPORTS LINKS

Claims Included in Payment

Effective Date: 6/15/2011
Payment Number: 0000100000

Date of Service	Claim Number	Account	Claim Amount	Payment Amount
6/2/2011	CBRS09797110614P0000202	LPFSA 2011 Plan	\$59.00	\$59.00
Total:				\$59.00

2. Review the information, which including de card, direct deposit, and checks for online claim. The history includes information about repayments for overpaid claims. Click the **Close** button.

Close

< Prev 1 Next > Page 1 of 1

View and Edit Employee Status

HOME REPORTS EMPLOYEES ▼ PLANS RESOURCES IMPORTS ▼ LINKS ▼

Last Login Date: 2/12/2014 2:24:56 PM CST
Last Login Source: Employer Portal

James Dean Demo: Status

Employee Status: Active (1/1/2000)
Employee Number: 11111111
HSA Status: Active
HSA Account Number: 30200059836

[Profile](#) [Dependents](#) [Account Summary](#) [Enrollments](#) [Contributions](#) [Claims](#) [Payments](#) **Status**

Employee Status History

Status Effective Date	Status	Status Details	Actions
1/1/2000	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.

HOME	REPORTS	EMPLOYEES ▾	PLANS	RESOURCES	IMPORTS ▾	LINKS ▾
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Last Login Date: 2/12/2014 2:24:56 PM CST
 Last Login Source: Employer Portal

James Dean Demo: Add New Status

Employee Status: Active (1/1/2000)
 Employee Number: 11111111
 HSA Status: Active
 HSA Account Number: 30200059836

New Status

*Status:	<input type="text" value="LOA"/>
*Status Effective as of:	<input type="text" value="3/1/2014"/>
<i>Enter the first day the new status takes affect. For example, if the employee's last day is 10/1, then the effective date should be 10/2.</i>	
*Continue Payroll Deductions For:	<input checked="" type="checkbox"/> Limited Medical FSA <i>Select the accounts for which the employee will continue to make payroll deductions while on LOA.</i>
*Allow Services to be Incurred while on LOA:	<input checked="" type="checkbox"/> HSA <input checked="" type="checkbox"/> Limited Medical FSA <i>Select the accounts for which the employee may incur services for while on LOA.</i>

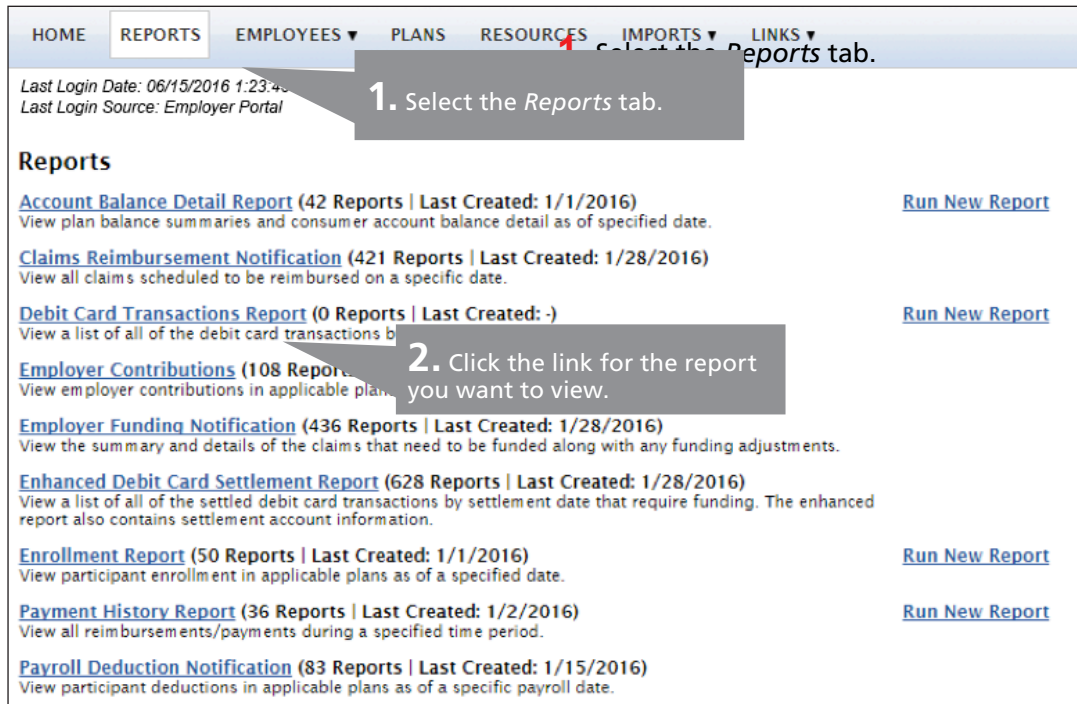
* Required field

| [Cancel](#)

3. Specify status information and then click the **Add Status** button.

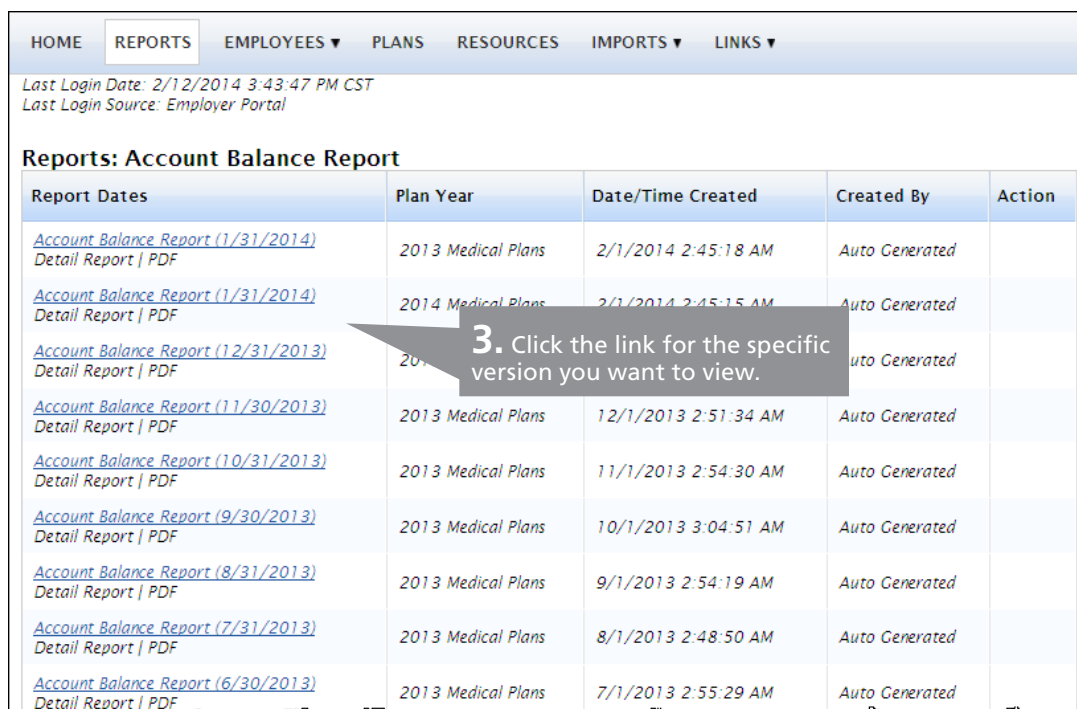
View a report

You can view reports that we have run for you. You can also run reports when you want to, filtered to include only the data that you find useful. In this section, you will learn how to view reports that we have run for you. For information on running your own reports, refer to the Run Ad Hoc Reports quick start guide.



1. Select the Reports tab.

2. Click the link for the report you want to view.



3. Click the link for the specific version you want to view.

Report Dates	Plan Year	Date/Time Created	Created By	Action
Account Balance Report (1/31/2014) Detail Report PDF	2013 Medical Plans	2/1/2014 2:45:18 AM	Auto Generated	
Account Balance Report (1/31/2014) Detail Report PDF	2014 Medical Plans	2/1/2014 2:45:15 AM	Auto Generated	
Account Balance Report (12/31/2013) Detail Report PDF	2013 Medical Plans	12/1/2013 2:51:34 AM	Auto Generated	
Account Balance Report (11/30/2013) Detail Report PDF	2013 Medical Plans	11/1/2013 2:54:30 AM	Auto Generated	
Account Balance Report (10/31/2013) Detail Report PDF	2013 Medical Plans	10/1/2013 3:04:51 AM	Auto Generated	
Account Balance Report (9/30/2013) Detail Report PDF	2013 Medical Plans	9/1/2013 2:54:19 AM	Auto Generated	
Account Balance Report (8/31/2013) Detail Report PDF	2013 Medical Plans	8/1/2013 2:48:50 AM	Auto Generated	
Account Balance Report (7/31/2013) Detail Report PDF	2013 Medical Plans	7/1/2013 2:55:29 AM	Auto Generated	

Screen Actors Guild Demo

Account Balance Report

As Of 1/31/2014

Plan Year: 1/1/2013 - 12/31/2013

Plan: Limited Medical FSA

Participant Name	Election	Employer Contribution	Rollover Contribution	Paid*	Pending	Participant Deposits	Employer Deposits	Plan Year Balance	Available Balance	Cash Balance
Dean Demo, James (11111111)		\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
Plan Totals:	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00

Plan: Medical FSA

Participant Name	Election	Employer Contribution	Rollover Contribution	Paid*	Pending	Participant Deposits	Employer Deposits	Plan Year Balance	Available Balance	Cash Balance
Weldon, Bryan (123456)		\$20.00	\$0.00	\$3.38	\$0.00	\$0.00	\$0.00	\$6.62	\$6.62	(\$13.38)
Plan Totals:	1	\$20.00	\$0.00	\$3.38	\$0.00	\$0.00	\$0.00	\$6.62	\$6.62	(\$13.38)

Grand Totals:

Participants:	Election	Employer Contribution	Rollover Contribution	Paid*	Pending	Participant Deposits	Employer Deposits	Plan Year Balance	Available Balance	Cash Balance
Participants:	2	\$1,020.00	\$0.00	\$3.38	\$0.00	\$0.00	\$0.00	\$1,006.62	\$1,006.62	(\$13.38)
Employer Savings:		\$0.00								

* Paid amounts are based on the date the payment is generated not the effective date of the payment.

R - Debit card refunds are deducted from the paid amount.

4. Review the report

Sample reports

Account Balance Detail Report

The Account Balance Detail report gives you summary totals for the reporting period and detailed information that include detailed information per participant. The report also includes a cash balance summary, cash balance detail, and a report key.

	B	C	D	E	F	G	H	I
1	Screen Actors Guild Demo							
2	Account Balance Detail Report							
3	Available Balance							
4	As Of 2/12/2014							
5	Plan Year: 2013 Medical Plans							
6								
7		Consumers	Election	Paid*	Pending	Consumer Deposits	Plan Year Balance	Available Balance
8	Grand Totals:			\$0.00	\$0.00	\$0.00		\$0.00
9	* Paid amounts are based on the date the payment is generated not the effective date of the							
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Enrollment report

The *Enrollment* report shows you information on your employee's annual elections, your organization's contributions (if applicable), and payroll deduction amounts for a specified year plan.

Screen Actors Guild Demo Member Enrollment Report																				
As of 2/7/2014																				
Plan Year: 1/1/2014 - 12/31/2014																				
Identifier	Address Type	Address Line 1	Address Line 2	City	State	Zip	Country	Enrollment Effective	Status	Last Update	First Pay Date	Plan Name	Employer Contribution	Election	Eligible Amount	Payroll Deduction	Total Deduction	Rem. Method	Auto Claims	
11111111	HomeAddress	200 South 6th Street		Minneapolis	MN	55402	UNITED STATES	01/01/2014	A	1/27/2014	1/15/2014	Limited Medical FSA	\$0.00	\$1,000.00	\$1,000.00	\$41.67	\$41.67	DC (DK)	Y	
123456	HomeAddress	4025 3th Avenue	Suite C	Fargo	ND	58103	UNITED STATES	01/01/2014	A	2/3/2014	1/31/2014	Medical FSA	\$0.00	\$50.00	\$50.00	\$9.33	\$9.33	DC (DD)	Y	
Total Participants: 2													Totals:	\$0.00	\$1,050.00	\$1,050.00	\$50.00	\$50.00		

Total Elections and Contributions by Plan:				
Plan	Election	Employer Contribution	Total Eligible	Total Enrollments
Limited Medical FSA	\$1,000.00	\$0.00	\$1,000.00	1
Medical FSA	\$50.00	\$0.00	\$50.00	1

Key		
Status	Reimbursement Method	Enroll Method
A Active	CK Check	C Consumer
LOA Leave of Absence	DD Direct Deposit	E Employer
C COBRA	RC Reimbursement Card	F File
L/O Laid-Off	DC Debit Card	M Manual
R Retired		A Auto-Enroll
T Terminated		

Use this report to see employee elections, employer contributions, and payroll deductions.

Payment history report

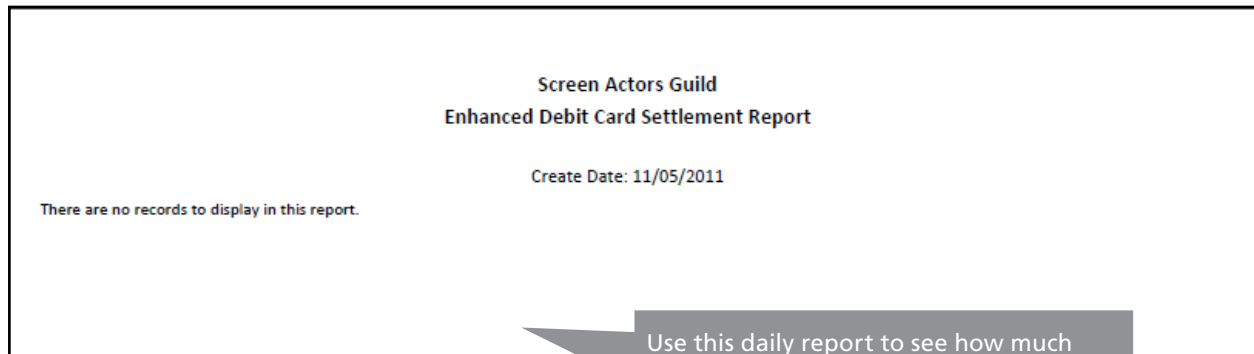
The *Payment History* report gives you a summary of the amount issued in payments for the previous month. Payments issued include checks, direct deposits, debit card transactions, and repayments. This report gives you a month's detail of the daily detail in the Reimbursement Notification and Enhanced Debit Card Settlement reports.

Screen Actors Guild Demo Payment History Report 11/1/2013 - 2/13/2014		
Summary		
PAYMENT SUMMARY BY METHOD		
Method	Amount	Number of Payments
Debit Card		2
Total Payments:		2
Grand Total:		

Use this report to review a summary of payment amounts for the previous month.

Enhanced Debit Card Settlement Report

The *Enhanced Debit Card Settlement* report is a daily report that shows you the amount your organization will fund in debit card transactions for the previous day. You will get a daily email notification automatically, whether or not the report includes any data. If your organization does not have any debit card transactions on a specific day, the report will be blank.

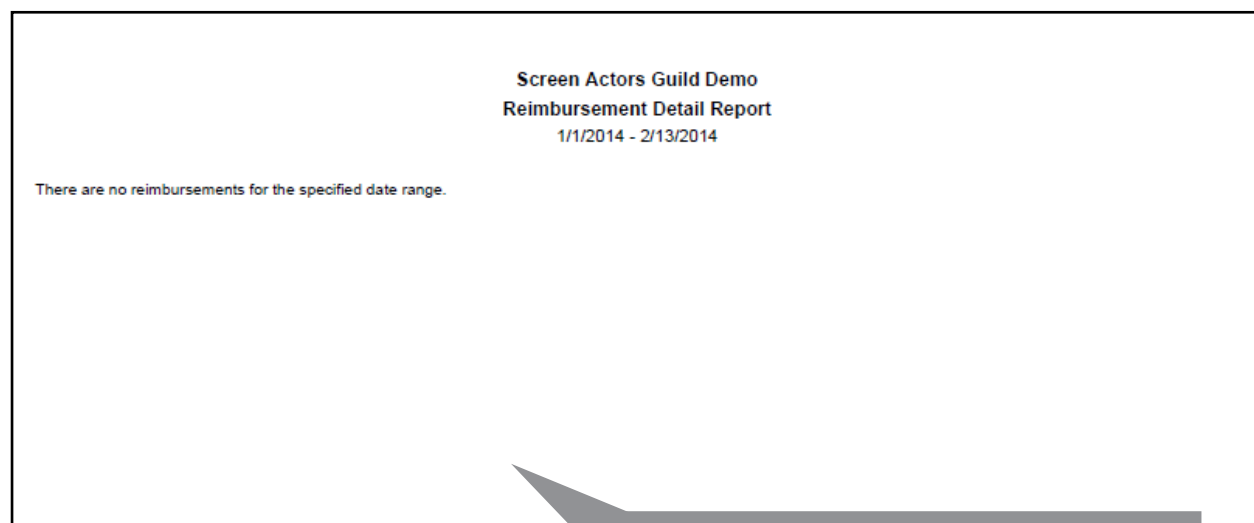


Use this daily report to see how much your organization will fund in debit card transactions for the previous day.

Tip! You may have access to the Enhanced Debit Card Settlement Report if you do not receive the ER Fund Notification, which captures both debit card and claim activity.

Reimbursement Detail Report

The *Reimbursement Detail* report is an activity-based report that gives you the amount your organization will fund for claim reimbursements, including checks and direct deposits.



Use this report to see how much your organization will fund for claim reimbursements.

Repayment Report

The *Repayment* report shows you a month's summary of your employees' repayments that your organization received via check, electronic funds transfer, and payment deduction. The report shows repayments only within the month, although you might have repayments from employees outside the month shown.

The report shows pending repayments for employees who need to pay back the plan for denied claims/debit card transactions.

Screen Actors Guild Demo						
Repayments Report						
1/1/2014 - 2/13/2014						
SUMMARY						
Repayment Method	Created Repayments	Scheduled Repayments	Received Repayments	Claims Applied	Cancelled	Repayments
Checks	\$10.00	N/A	\$0.00	\$0.00		\$0.00
Electronic Funds Transfers	\$0.00	\$0.00	\$0.00	N/A		\$0.00
Payroll Deductions	\$0.00	\$0.00	\$0.00	N/A		N/A
Provider	\$0.00	N/A	\$0.00	N/A		N/A
TOTALS	\$10.00	\$0.00	\$0.00	\$0.00		\$0.00

Use this report to see a month's summary of your employees' repayments.

Run an Ad Hoc Report

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.

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

Last Login Date: 06/15/2016 11:45 PM CST
Last Login Source: Employer Portal

Reports

1. Click the link for the report you want to view.

[Account Balance Detail Report \(0 Reports | Last Created: 1/1/2016\)](#) [Run New Report](#)
View plan balance summary and detail as of specified date.

[Claims Reimbursement Notification \(421 Reports | Last Created: 1/28/2016\)](#)
View all claims scheduled to be reimbursed on a specific date.

[Debit Card Transactions Report \(0 Reports | Last Created: -\)](#) [Run New Report](#)
View a list of all of the debit card transactions by settlement date.

[Employer Contributions \(108 Reports | Last Created: 1/15/2016\)](#)
View employer contributions in applicable plans as of specific contribution date.

[Employer Funding Notification \(436 Reports | Last Created: 1/28/2016\)](#) **2.** Click the Run New Report link for the report you want to run.
View the summary and details of the claims that need to be funded along with a list of the claims.

[Enhanced Debit Card Settlement Report \(628 Reports | Last Created: 1/28/2016\)](#)
View a list of all of the settled debit card transactions by settlement date that require funding. The enhanced report also contains settlement account information.

[Enrollment Report \(50 Reports | Last Created: 1/1/2016\)](#) [Run New Report](#)
View participant enrollment in applicable plans as of a specified date.

[Payment History Report \(36 Reports | Last Created: 1/2/2016\)](#) [Run New Report](#)
View all reimbursements/payments during a specified time period.

[Payroll Deduction Notification \(83 Reports | Last Created: 1/15/2016\)](#)
View participant deductions in applicable plans as of a specific payroll date.

[Reconciliation by Batched EFTs Report \(36 Reports | Last Created: 1/1/2016\)](#)
View all transactions into/out of specified employer bank account(s).

[Reimbursement Detail Report \(0 Reports | Last Created: -\)](#) [Run New Report](#)
View all claims reimbursed during a specified time period.

[Repayments Report \(0 Reports | Last Created: -\)](#) [Run New Report](#)
View summary and detail of participant repayments for a specific period of time

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

Last Login Date: 2/11/2014 2:23:45 PM CST
Last Login Source: Employer Portal

Request Enrollment Report

*Report Format: PDF EXCEL DataFile

*As Of:
Format date as m/d/yyyy.

*Plan Year:

*Report Detail Level:

Include Additional Information: Yes No

Email me when the report is available

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

3. Select a report format.

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

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

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

7. Click the Request button.



8. Click the Ok button on the confirmation message.

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

Last Login Date: 2/11/2014 2:23:45 PM CST
 Last Login Source: Employer Portal

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

Report Dates	Date/Time Created	Created By	Action
AccountBalanceDetailEmployerReport (2/12/2014) Detail Report EXCEL Cash Balance Detail	In Progress	Employer Demo	

< Prev **1** Next > | Page 1 of 1

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

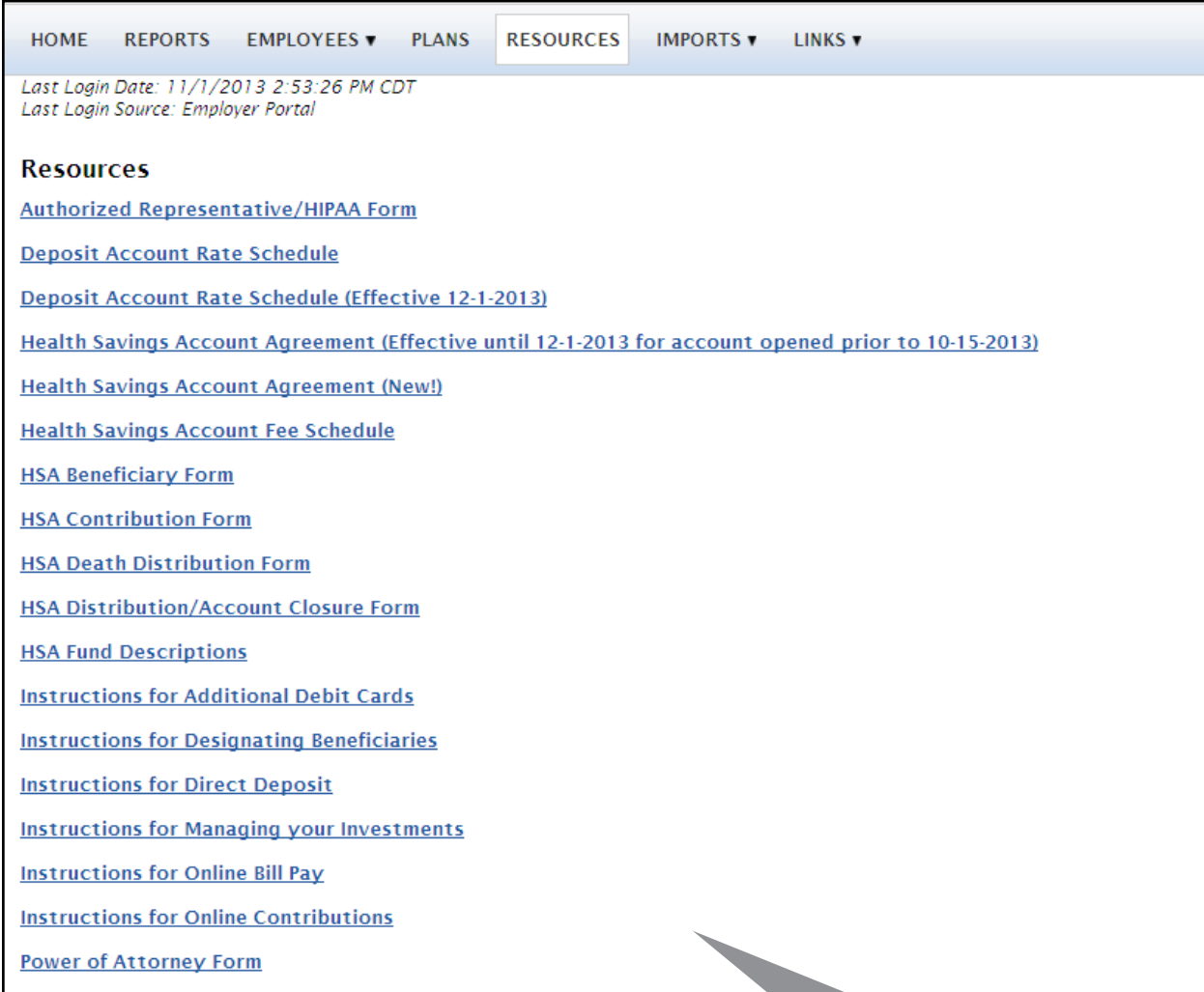
For this report	You can set these parameters...	For this purpose...
Account Balance Detail Report	As of	Set the ending date for the balance
	Plan year	Filter the data by year
	Report level detail	Display the report data as full detail or de-identified detail (for added security)
	Cash balance detail	Include cash balance detail in you report
	Email me when the report is ready	Get an email message when the report is ready to view
Debit Card Transactions Report	Report format	Specify the report output format: PDF, Excel, or data file
	Start date	Filter the report data by a specified time period
	End date	Filter the report data by a specified time period
	Report level detail	Display the report data as full detail or de-identified detail (for added security)
	Email me when the report is ready	Get an email message when the report is ready to view
Enrollment Excel Report	Report format	Specify the report output format: PDF, Excel, or data file
	As of	Set the ending date for the balance
	Plan Year	Filter the data by year
	Report Level Detail	Display the report data as full detail, de-identified detail, or de-identified summary (for added security)
	Include additional information	Include or exclude additional report data
	Email me when the report is ready	Get an email message when the report is ready to view
Enrollment Report	Report format	Specify the report output format: PDF, Excel, or data file
	As of	Set the ending date for the balance
	Plan year	Filter the data by year
	Report level details	Filter the report data to include year-to-date data or reporting period data
	Email me when the report is ready	Get an email message when the report is ready to view

For this report	You can set these parameters...	For this purpose...
Payment History Report	Report format	Specify the report output format: PDF, Excel, or data file
	Date	Filter the report data by a specified time period
	End date	Filter the report data by a specified time period de-identified detail (for added security)
	Payment type	Filter the report data to include all payment types, only checks, only direct deposits, or only healthcare payment solutions cards
	Included voided and canceled deposits direct deposits	Include or exclude voided checks and canceled direct Checks
	Report level detail	Display the report data as full detail or de-identified detail (for added security)
	Email me when the report is ready	Get an email message when the report is ready to view
mbursement Detail Report	Report format	Specify the report output format: PDF, Excel, or data file
	Start date	Filter the report data by a specified time period
	Filter the report data by a specified time period	Filter the report data by a specified time period
	Report level detail	Display the report data as full detail or de-identified detail (for added security)
	Email me when the report is ready	Get an email message when the report is ready to view
ments Report	Report format	Specify the report output format: PDF, Excel, or data file
	Start date	Filter the report data by a specified time period
	End date	Filter the report data by a specified time period
	Repayment method	Filter the data to include all repayment methods, only checks, or only payroll deduction
	Status	Filter the data to include all statuses, or only pending, only scheduled, only repaid, or only canceled statuses
	Report detail level	Display the report data as full detail or de-identified detail (for added security)
	Email me when the port is ready	Get an email message when the report 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.



The screenshot shows a web application interface with a navigation bar at the top containing the following items: HOME, REPORTS, EMPLOYEES ▼, PLANS, RESOURCES (highlighted), IMPORTS ▼, and LINKS ▼. Below the navigation bar, the page displays the following text:

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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