



Oca

Office of  
Compliant  
Administration



# Employer Guide

OCA's welcome kit for employer users



## Contents

<b>Introduction.....</b>	<b>2</b>
How to use this guide? .....	2
<b>Accounts Overview .....</b>	<b>2</b>
Health Savings Account .....	2
Health Reimbursement Account .....	2
Flexible Spending Accounts .....	2
<b>Enrollment Overview .....</b>	<b>4</b>
Enrollment overview .....	4
Health Savings Account opening process .....	4
<b>Contributions &amp; Elections Overview.....</b>	<b>6</b>
HSA contributions.....	6
FSA, DCA, and Commuter contributions.....	7
<b>Employee Experience .....</b>	<b>8</b>
Account access & management.....	8
Proactive and targeted communications .....	9
Paying for qualified medical expenses .....	9
Customer service .....	10
<b>Navigating the Employer Portal .....</b>	<b>11</b>
Personalize employer portal user navigation tiles .....	12
Employer portal view of a single employee’s accounts.....	14
Employer portal view of multiple employee elections and contributions .....	16
Uploading/creating contributions through the employer portal .....	19
Create contributions on screen .....	19
Upload contribution files through the employer portal.....	23
Important processing information for HSA contributions.....	26
Uploading contributions and annual elections summary.....	27
Loading annual elections for non-HSAs.....	27
Payroll deposit loading options .....	27
SFTP Processing .....	27
<b>Reporting.....</b>	<b>28</b>
Generating reports .....	28
List of available reports .....	29
Report delivery .....	30
Most common reports.....	30

---

## Introduction

Thank you for selecting OCA as your consumer-driven health plan (CDHP) administrator. By offering CDHPs through OCA, you and your employees benefit from a single solution to manage all health accounts provided to your employees.

### How to use this guide?

We are excited to share the features and capabilities available to you for managing your CDHP program. This guide includes all the information you need to launch a successful CDHP program for you and your employees. If you have any questions, please contact OCA's implementation team at [implementation@oca125.com](mailto:implementation@oca125.com)

## Accounts Overview

### Health Savings Account

A **Health Savings Account (HSA)** is a special tax-sheltered savings account used with a high-deductible health plan. Employees can use the money in their HSA to help pay their deductible, coinsurance and other qualified in-network or out-of-network expenses. Employees can also save money in their HSA for future health care costs. The account grows with interest and employees can have access to investment options after their account reaches a minimum balance. The HSA belongs to the employee and the money in the account is theirs to keep, even if they leave the company. The HSA is funded by the employee's own pre-tax contributions and can also be funded by the employer. The employee may also contribute money to the HSA after taxes are taken out.

### Health Reimbursement Account

A **Health Reimbursement Account (HRA)** is an IRS-approved, employer-funded, tax-advantaged employer health benefit plan that reimburses employees for out-of-pocket medical expenses (typically deductibles, coinsurance, and copays). An HRA must be funded solely by an employer and contributions cannot be paid through a reduction in an employee's salary. The employer designs the HRA: how much each employee receives, when they receive it, what is eligible on the account, whether a debit card will be offered, etc.

### Flexible Spending Accounts

A health **Flexible Spending Account (FSA)** lets employees use pre-tax dollars to pay for eligible health care expenses for themselves, their spouses, and their eligible dependents. Money is set aside from an employee's paycheck before taxes are taken out. They can then use their pre-tax FSA dollars to pay for eligible health care expenses throughout the plan year. The full annual election is immediately available to the employee on day 1 of the plan year even though funds have not yet been withdrawn from future paychecks. Employees save money on expenses they are already paying for, like doctors' office visits, prescription drugs, and much more.

---

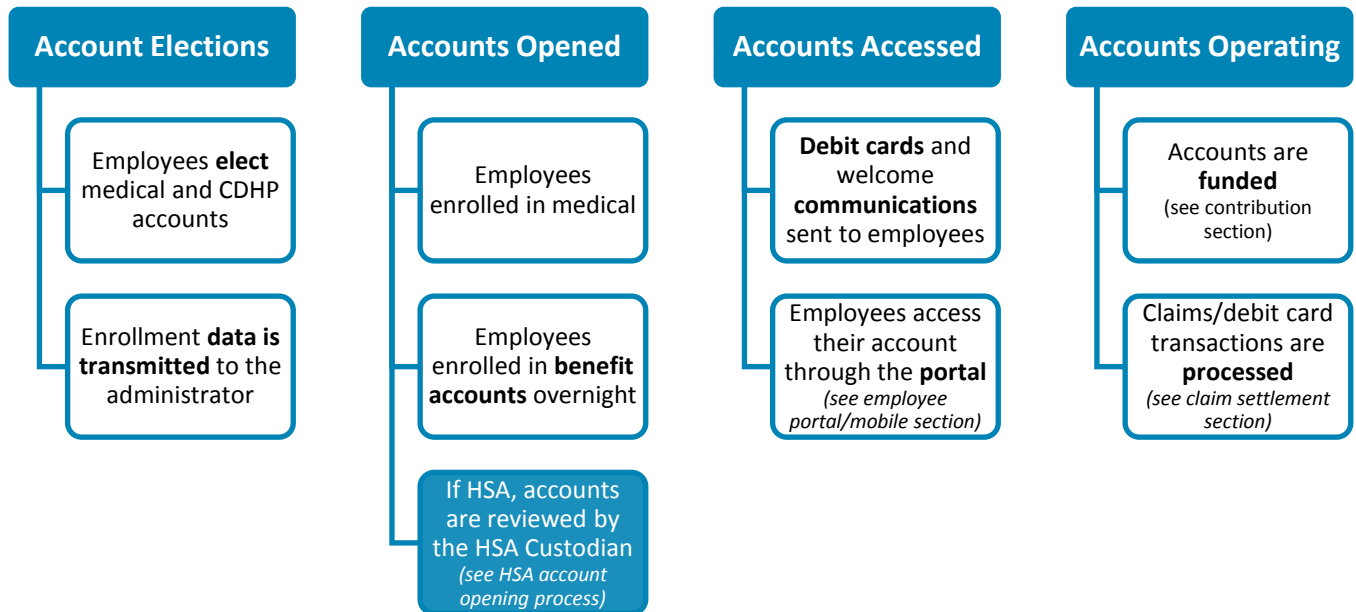
A **Limited-Purpose FSA (LPFSA)** is offered with an HSA and pays for eligible vision and dental expenses only. Since a health FSA cannot be offered with an HSA, an LPFSA is a good option to provide employees who have an HSA. Like a health FSA, the full annual election is immediately available to the employee on day 1 of the plan year even though funds have not yet been withdrawn from future paychecks.

A **Dependent Care FSA (DCA)** lets employees use pretax dollars to pay for eligible expenses related to care for a child, disabled spouse, elderly parent, or other dependent who is physically or mentally incapable of self-care, so the employee can work, or if married, for a spouse to work, look for work, or attend school full time. The money for DCAs can only be used as it is accrued in the account.

## Enrollment Overview

Employee enrollment is performed alongside medical enrollment with OCA making it easy for employers to enroll employees in all their benefits at once.

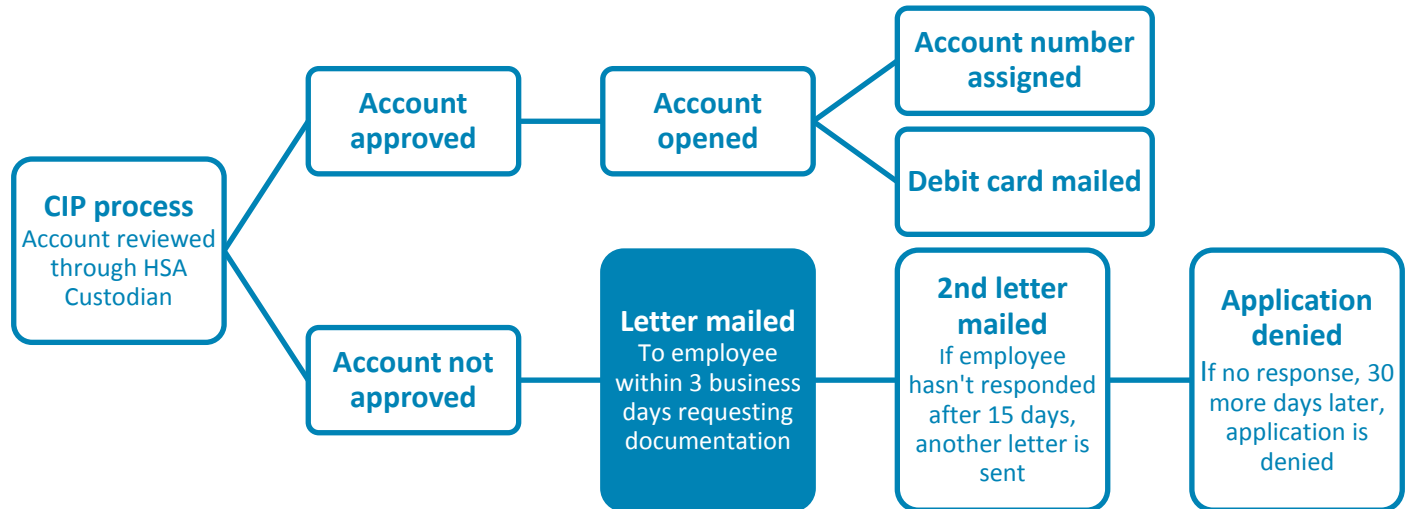
### Enrollment overview



### Health Savings Account opening process

HSA applications must be reviewed through a Customer Identification Process (CIP). The HSA Custodian will verify the identity of the applicant in real-time, based on the information provided at enrollment (such as first name, last name, address, date of birth and social security number). If the employee passes, the accounts are automatically approved and assigned an account number. If the employee does not pass, usually due to incorrect data or spelling, OCA will follow up with the employee directly to obtain corroborating information, such as a copy of their driver's license. Sometimes OCA will contact the employer if incomplete or inaccurate information was received on the enrollment file. If this is the case, the employer will need to resubmit data to expedite the opening of the account.

Here's a high-level flow of the enrollment process for Health Savings Accounts:



#### What can an employer do during this process?

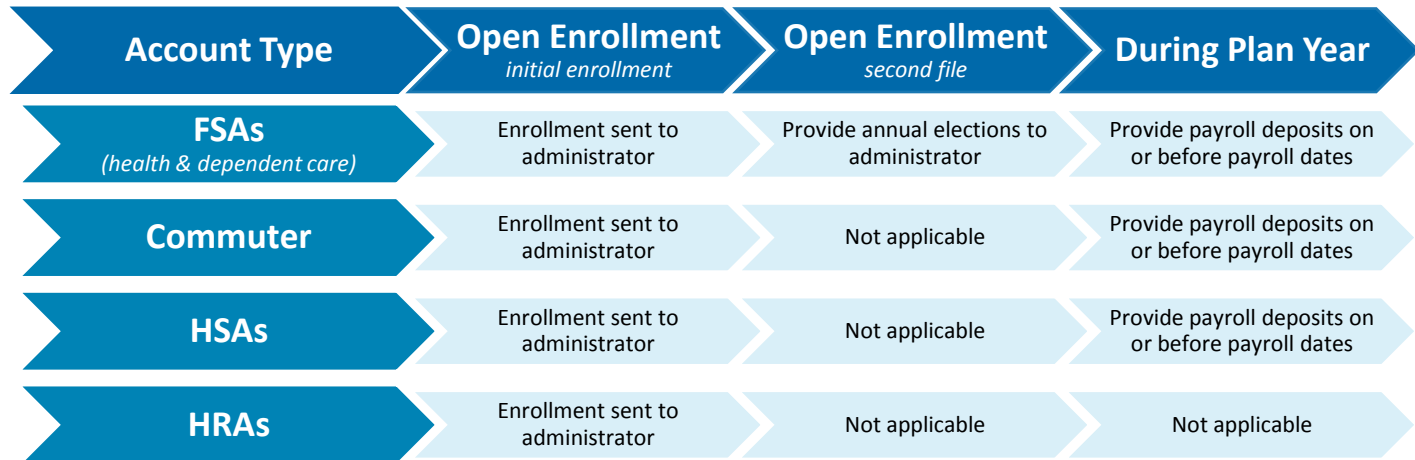
- Encourage employees to return the documentation to the HSA Custodian so their account can be opened.
- Employees who are in pending status can be viewed by the employer on the *HSA Account Details* report. The *Account Upload Status* field provides the status of employees' HSA application.
  - **Approved:** The HSA application has been approved and the account opened.
  - **Requires Bank Review:** The HSA Custodian is currently reviewing the application as the account could not be automatically opened.
  - **Awaiting Additional Information:** The HSA Custodian has requested documentation from the employee.

#### Can the employer provide the information being requested for a CIP failure?

- No, due to government regulations, the supporting documentation must come from the employee.

## Contributions & Elections Overview

After an employee is enrolled in a benefit account, the employer can begin sending in elections, payroll deposits and HSA contributions. Here's a high-level flow of the process:



### HSA contributions

When moving to a High Deductible Health Plan (HDHP) with an HSA, nothing is more important than to seed money into employees' HSAs. Employer contributions not only encourage employees to move to an HSA, but also show that the employer is 'in it' with the employees. Whether the employer is contributing, just employees are, or both, there is a great deal of flexibility in managing contributions to employees' HSAs. The chart below depicts the various options – employers should pick the one that is best for them.

Method	Employee identifier used	Ability to specify payroll date	Ability to specify employer vs employee contribution	Group funding process	What if employee's HSA is not active?	Ability to specify current vs. prior year contribution
<b>File Upload</b> <i>SFTP</i>	SSN	Yes (can be current day, past or future)	Yes	Employer debited next day for total of processed contributions	No deposit is processed, employer can upload again once reactivated	No
<b>File Upload</b> <i>Employer Portal</i>						Yes
<b>Contribution Manager</b> <i>Employer Portal</i>	N/A pull up full list					
<b>Direct ACH</b>	HSA Account Number	No	No	Funded through employer's bank direct to HSAs	The direct deposit ACH is returned to the employer	No

### FSA, DCA, and Commuter contributions

After employers have enrolled employees in a spending account, employers must fund the accounts by providing elections and or payroll deposits. Healthcare FSAs are prefunded, meaning employees have access to the full election on day 1, whereas accounts like Dependent Care FSA and Commuter accounts are payroll funded, meaning employees can only spend what has been deducted through payroll.

Elections and contributions for FSAs are sent separately from account enrollment. There are a few ways to manage payroll contributions, depending on the size of group and the employer or payroll company's technical abilities.





## Employee Experience

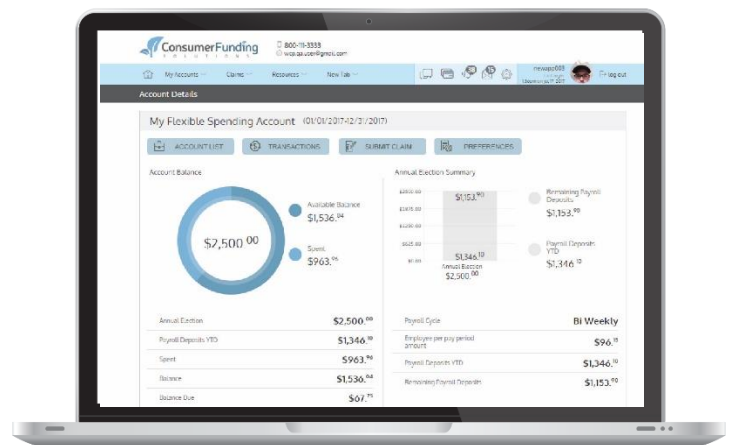
### Account access & management

#### ONLINE ACCESS

Employees can access and manage their benefit accounts through **one** website at any time. Members can sign-on to their account and access information on all their spending accounts with all the self-service capabilities they'll need.

#### ONLINE ACCESS FOR CDHP ACCOUNTS INCLUDE:

- Ability to make online contributions to an HSA
- View account information and transaction activity
- Request reimbursements and HSA online bill payments
- Review medical, dental, pharmacy and vision claims and request reimbursement from a spending account with one-click
- Manage communications and alerts
- Replace or re-order debit cards
- Access to planning tools and calculators
- Add an investment account to an HSA

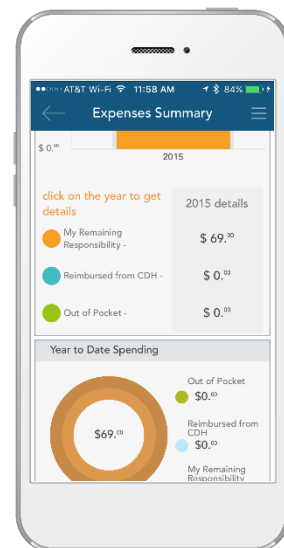


#### MOBILE ACCESS

Employees can also access their benefit accounts “on the go” through the mobile app.

Through the mobile app, employees can:

- View account balances
- View transaction history
- Transfer money to their HSA or withdraw funds
- Request an online HSA bill payment
- Submit claims and attach receipts
- Edit alerts



### Proactive and targeted communications

To help employees better manage their spending accounts, communications will be sent to them to keep them up-to-date and aware of any changes to their account – certain communications also help to prevent fraud. These communications are distributed via email and some are available via SMS text message. Employees must have an email account on file to receive these communications; for text messages, employees can add one or more mobile number(s) online. **It is recommended to encourage them to log into their accounts to make sure their email address is current.**

#### These communications include:

- Low account balance alerts
- Claim submission confirmation
- Confirmation of card lost or stolen report
- Direct deposit change
- Reimbursement request approval
- Receipt of deposit
- Denied transactions
- IRS grace period reminder
- Run out date reminder
- Year-end reminder

### Paying for qualified medical expenses

Employees can pay for qualified medical expenses either with their benefits debit card or by requesting a reimbursement.

#### BENEFITS DEBIT CARD

- Can be tied to multiple accounts (i.e., HSA, HRA, FSA). The technology understands which purchases should be applied to which accounts.
- Most efficient option since it does not require any money out-of-pocket.
- Works like a standard debit card, but funds are spent from the employee's benefit account.
- When swiped, the purchase may be auto-substantiated, meaning submission of receipts is not required. Copay matching, claims feeds, recurring expenses, and the Inventory Information Approval System (IIAS) are used to ensure a positive experience for employees.
- Provides real time, on-demand access to funds and eliminates out-of-pocket expenses, claim forms, and reimbursement checks.
- Real-time splitting – if the purchase exceeds the balance in one account, then another eligible account is accessed in real time.

#### ✓ QUICK TIP

Remind your employees that some locations may ask for a PIN when using the benefits debit card – If they don't know their PIN, they can select credit and sign instead.



## PAYING OUT-OF-POCKET

When there isn't an option to use a debit card, or an employee just prefers not to use it, they can pay for qualified medical expenses out-of-pocket and request to be reimbursed by:

- Submitting a claim through the mobile app or portal.
- Sending in a claims form with proper documentation.
- Logging into their account online and reviewing medical, pharmacy, dental or vision claims and requesting reimbursement without the need to upload a receipt.

### ✓ QUICK TIP

Encourage your employees to add a bank account online to speed up reimbursement via direct deposit.

## Member service

If employees have any questions regarding their benefit accounts, they can call customer service to speak to a representative, the number is 1.855.622.0777.

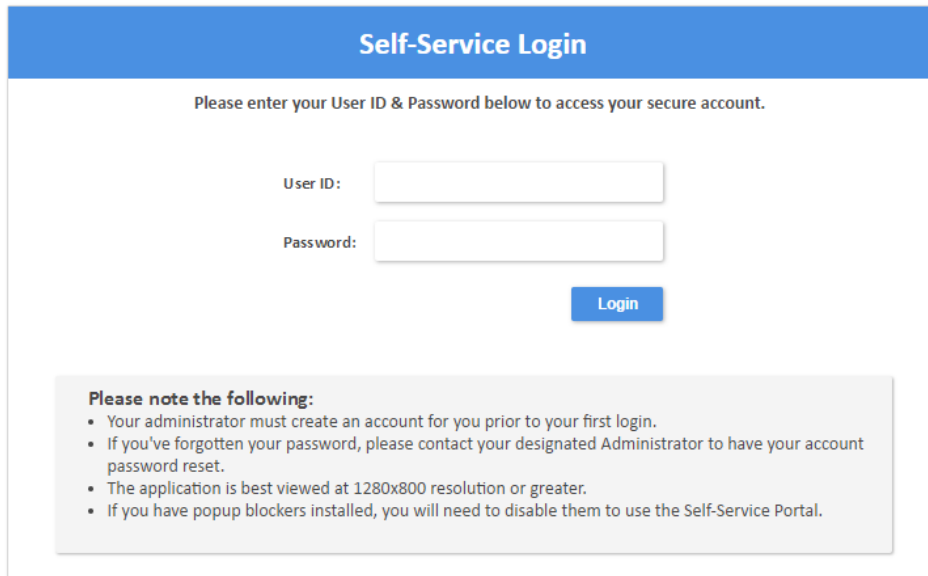
### ✓ QUICK TIP

The interactive voice response (IVR) also includes some great self-service features:

- Card activation
  - Get balance for one or all spending accounts
  - Get recent transactions
-

## Navigating the Employer Portal

Sign into the employer portal at [wealthcareadmin.com/selfservicelogin.aspx](http://wealthcareadmin.com/selfservicelogin.aspx)



**Self-Service Login**

Please enter your User ID & Password below to access your secure account.

User ID:

Password:

Login

**Please note the following:**

- Your administrator must create an account for you prior to your first login.
- If you've forgotten your password, please contact your designated Administrator to have your account password reset.
- The application is best viewed at 1280x800 resolution or greater.
- If you have popup blockers installed, you will need to disable them to use the Self-Service Portal.

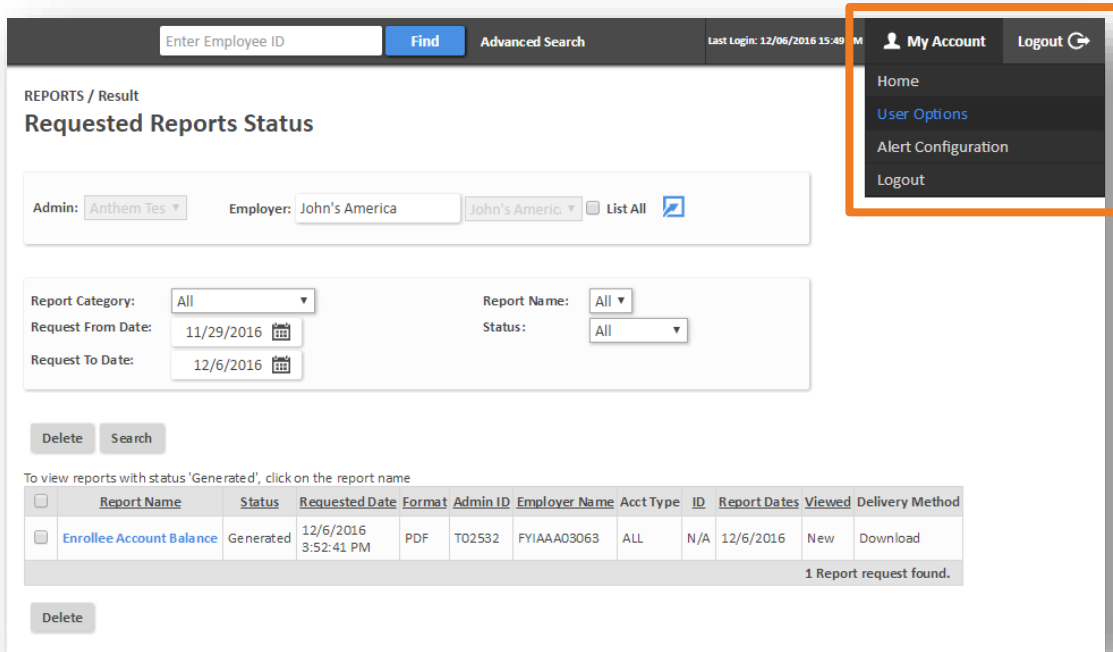
The employer portal answers some of the most important questions employers and employees may have:

- What accounts are active vs. terminated?
  - How much has been prefunded to various accounts (i.e.: FSA, HRA, DCA, etc.) and how much is remaining?
  - Which health savings applications are pending vs. open and active?
  - What are the balances in employees' non-HSA accounts? (Due to compliance requirements, employers cannot view employee HSA balances)
  - Did payroll contributions successfully process?
  - Have debit cards been issued to employees?
  - And more.
-

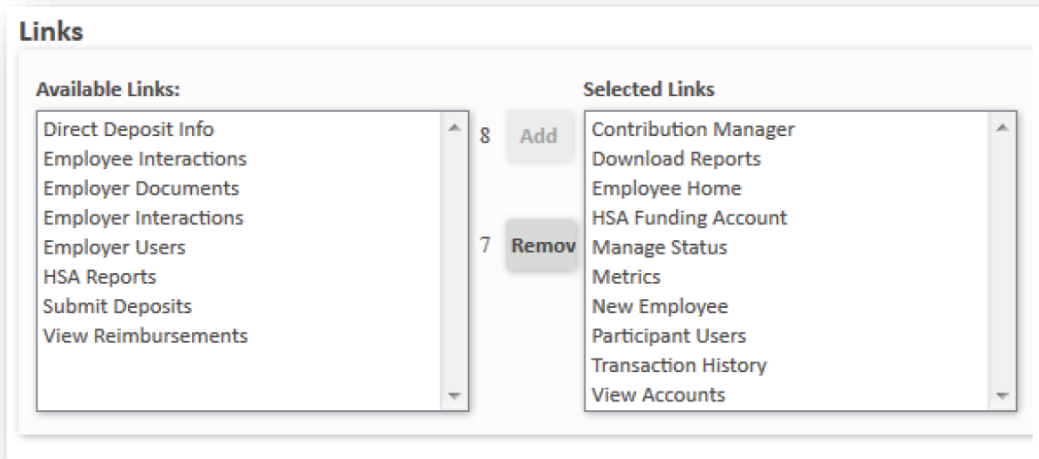
### Personalize employer portal user navigation tiles

Employers can customize up to 10 shortcuts for easy access – from anywhere within the application. This powerful level of customization allows individual employer users instant access to their most-used pages, eliminating the need to click through multiple menus.

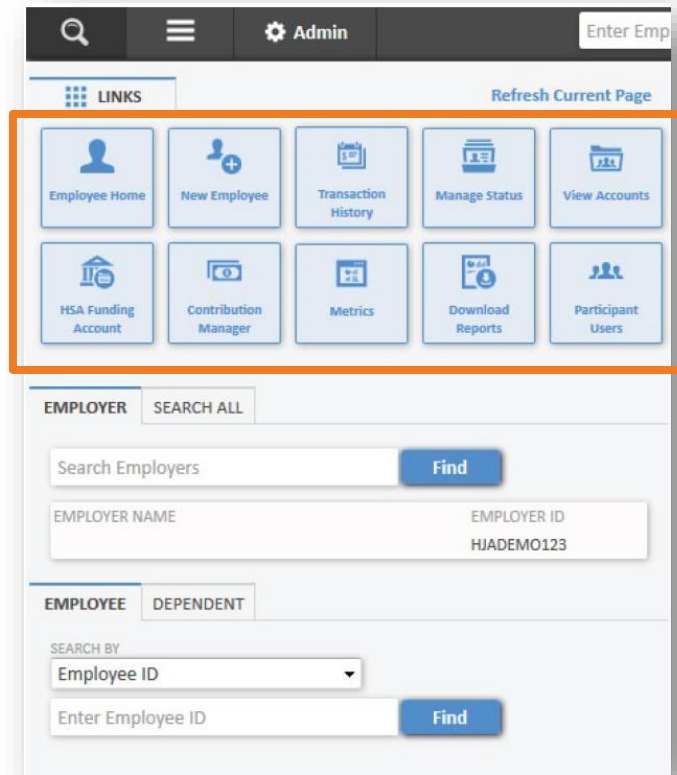
Employers can select their shortcut tiles using the **my account** menu, found under the **user options** button, as shown below:



Within this option menu, employers can specify their preferred shortcuts, by toggling to add and/or remove tiles, as shown below:



Once configured, navigation tiles will appear on the application home page, as well as the system navigator. To access the system navigator, select the magnifying glass in the upper left corner of any application page.



## Employer portal view of a single employee's accounts

By using the search tool, employers can access an employee and see important information about the account:

Important account information is highlighted in the screenshot below.

Accounts											
Plan Year: <span>Current</span>											
Type	Plan Date	PlanId	1 Annual Election	2 Contrib YTD	Other Deposits	Disb YTD	Avail Bal	Preauth	3 Disb. Bal	4 Balance Due	5 Status
FSA	Start: 1/1/2017 End: 12/31/2017	FSA001	\$1,000.00	\$500.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	New
HRA	Start: 1/1/2017 End: 12/31/2017	HRA001	\$500.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	New
TRN	Start: 1/1/2015 End: 12/31/2199	TRN001	\$0.00	\$500.00	\$0.00	\$150.00	\$350.00	\$0.00	\$350.00	\$0.00	New
PKG	Start: 1/1/2016 End: 12/31/2199	PKG001	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	New
Balance Due Total										\$0.00	4 Accounts found.

HSAs and VEBAs										
Type	Plan Date	PlanId	Current Yr Contrib	Current Yr Dist	Current Balance	Holds	Acct Avail Balance	Portfolio Balance	EE Acct Status / HSA/VEBA Account Status	7
UMB	Start: 1/1/2015 End: 12/31/2199	HSA001	N/A	N/A	N/A	N/A	N/A	N/A	6 New / Active	7
										1 Account found.

1. **Annual Election:** The amount allocated or elected for the account.
2. **Contrib YTD:** Shows the total of payroll deposits made to date for the account.
3. **Disb. Bal:** Is the amount the employee can spend (disbursable balance).
4. **Balance Due:** Is the total of amounts that have either been overpaid (claims) or marked as ineligible (card). These amounts need to be paid back to the plan or will be offset by future participant submitted claims.
5. **Status:** The participant's current status in an account.
  - **New:** The account has been received and no activity has yet occurred.
  - **Active:** The account is active.
  - **Temporarily Inactive:** The account has been temporarily inactive due to ineligible card use.
  - **Terminated:** The employee account has been terminated.
  - **Permanently Inactive:** The account has been incorrectly created and cannot be used.

**For HSAs:** Employers will not be presented with any balances due to banking regulations.

6. The status shown on the left is the employee's status in the account with the employer; once an employee is terminated, the HSA will show as closed and the hover will indicate the account has been re-associated to a retail account.
  7. The HSA account status on the right is the bank account status, which will show:
    - **Application Processing:** The HSA account has been received but has not run through the Customer Identification Process (CIP, also known as Patriot Act requirements).
    - **Pending:** The account did not pass the CIP process. If hovering on the note icon, additional information will appear:
      - **Requires bank review:** The account has failed identity verification and will be reviewed within 2-3 business days to determine if the account can be approved or requires additional information.
      - **Awaiting additional information:** The employee will receive a request to submit documentation to verify their identity such as a copy of their driver's license.
-

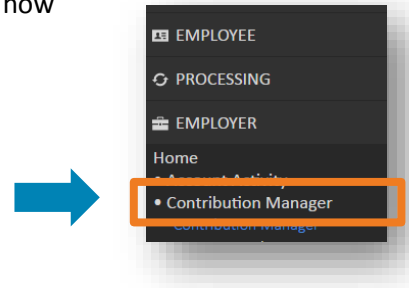


## Employer portal view of multiple employee elections and contributions

The employer portal contribution manager is a very easy tool to use to see how much employees have contributed, annual elections, and individual contributions.

For viewing posted contributions to employee's accounts:

1. Navigate to the Contribution Manager, which can be found under **Employer > Contribution Manager** on the main menu
2. Complete the search criteria on the contribution manager page



EMPLOYER / Contribution Manager

### Employer Contribution Manager

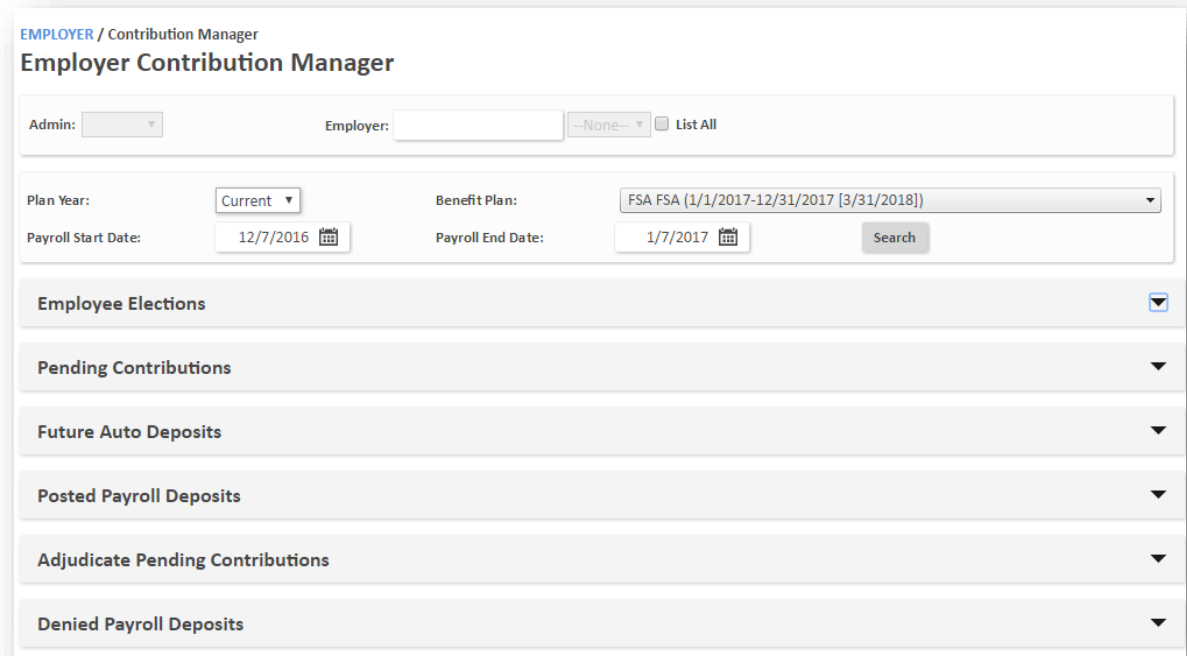
Admin:  Employer:   List All

Plan Year:  Benefit Plan: **1**

Payroll Start Date:  **2** Payroll End Date:  **3**

1. Select the benefit plan (FSA, HSA, DCA, etc.) that you would like to view contributions for
2. Enter the Payroll Start and Payroll End date range (the system defaults to the last 30 days and is limited to a 90-day range)
3. Click **Search**

- After search has been clicked, information on employer’s accounts is provided:



**Note:** screens may look different than the above, depending upon access provided.

**Let’s focus on the most important sections**

- First, let’s focus on the **Employee Elections** section. Here, employers can see employees and their contributions year to date, account type, the per pay period amounts, the annual election, and the balance for each account. By scrolling all the way to the bottom, the number of contributions and the total of the contributions can be seen.

**Employee Elections**

Employee ID ▲	Name	Contributions YTD	Account Type	Employee per pay Period	Employer per pay Period	Annual Election	Disb. Bal
000M11111	TEST, ROBERT	\$28.84	FSA	\$0.00	\$0.00	\$1,500.00	\$1,500.00
000M22222	TEST, JANE	\$9.61	FSA	\$0.00	\$0.00	\$250.00	\$250.00
000M33333	TEST, KATHERINE	\$19.23	FSA	\$0.00	\$0.00	\$1,000.00	\$1,000.00
000M44444	TEST, JOHN	\$98.07	FSA	\$0.00	\$0.00	\$2,550.00	\$2,543.45
000M55555	TEST, FRANK	\$0.96	FSA	\$0.00	\$0.00	\$50.00	\$50.00
000M66666	TEST, SARAH	\$3.00	FSA	\$0.00	\$0.00	\$156.00	\$156.00
<b>Total:</b>		<b>\$84,356.18</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,200,233.55</b>	

Page 1 of 59 2906 employee elections found.

- Next, the **Posted Payroll Deposits** section lists the contributions made to the accounts during the date range. By scrolling all the way to the bottom of the section, the number of contributions and the total of the contributions can be seen.

Posted Payroll Deposits								
Employee ID	Name	Effective Date	Deposit Type	Account Type	Employee Amount	Employer Amount	Contributions YTD	Disb. Bal
000M11111	TEST, ROBERT	1/5/2017	Admin - Payroll Deposit	HSA	\$55.76	\$0.00	N/A	\$0.00
000M22222	TEST, JANE	1/5/2017	Admin - Payroll Deposit	HSA	\$58.00	\$0.00	N/A	\$0.00
000M33333	TEST, KATHERINE	1/5/2017	Admin - Payroll Deposit	HSA	\$3.84	\$0.00	N/A	\$0.00
000M44444	TEST, JOHN	1/5/2017	Admin - Payroll Deposit	HSA	\$3.00	\$0.00	N/A	\$0.00
000M55555	TEST, FRANK	1/5/2017	Admin - Payroll Deposit	HSA	\$76.92	\$0.00	N/A	\$0.00
000M66666	TEST, SARAH	1/5/2017	Admin - Payroll Deposit	HSA	\$0.57	\$0.00	N/A	\$0.00
Total:					\$27,422.95	\$0.00		
Page 1 of 14								683 posted payroll deposits found.

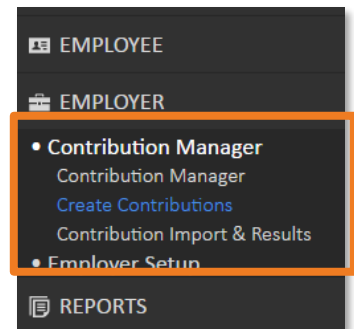
- Finally, the **Denied Deposits** section shows which deposits did not process – usually this happens when the employee HSA has not yet been opened or the employee has been terminated.

## Uploading/creating contributions through the employer portal

This section is intended for groups with less than 250 employees. While the **Create Contributions** page can manage up to 400 active participants per plan, it is recommended to use SFTP for over 250 employees.

### Create contributions on screen

To load payroll deposits/contributions on screen, navigate to the **Contribution Manager > Create Contributions** page as shown in the diagram to the right. Once there, you can begin to post contributions to employees' accounts – make sure to select the Plan Year contributions are for (HSAs are always current) and the Benefit Plan.



 A screenshot of the 'Create Contributions' page. The page header includes a search bar, 'Admin' button, 'Enter Employee ID' field, 'Find' button, 'Advanced Search' link, 'Last Login: 02/08/2017 10:15 AM', 'My Account' link, and 'Logout' button. The main content area has a title 'EMPLOYER / Contribution Manager Create Contributions'. Below the title are fields for 'Admin' (dropdown), 'Employer' (JFA Employer Group), 'Plan Year' (Current, marked with a red '1'), and 'Benefit Plan' (FSA FSA001 (1/1/2017-12/31/2017 [3/31/2018]), marked with a red '2'). A paragraph of instructions follows. At the bottom, there are three numbered steps: '1. Select Payroll Date:' (3/16/2017), '2. Select Method to Auto-Populate Contributions:' (Per Pay Period Amounts), and '3. Select Accounts to Receive Contributions:' (Only Active Accounts). A 'Display Contributions' button is at the bottom left.

Once the Plan the contributions are for is selected, follow the on-screen numbered steps:

#### Step 1. Select payroll date.

Enter the date that the contribution will be posted to the participants' accounts.

 A close-up screenshot of the '1. Select Payroll Date:' step. The date '2/23/2016' is entered in the field, and a calendar icon is visible to the right. Below this, the '2. Select Method to Auto-Populate Contributions:' step shows 'Per Pay Period Amounts' selected in a dropdown menu. The '3. Select Accounts to Receive Contributions:' step shows 'Only Active Accounts' selected in a dropdown menu. A 'Display Contributions' button is at the bottom left.

**Step 2.** Select method to auto-populate contributions.

In this step, employers can choose to have the system automatically load the amount of each contribution by **coverage tier** or **division**, if the plan is set up with either of those features. If not, employers can choose to load by **per pay period amount**. If necessary, any individual contribution can be edited once the contributions have been loaded.

1. Select Payroll Date: 2/23/2016

2. Select Method to Auto-Populate Contributions: Per Pay Period Amounts

3. Select Accounts to Receive Contributions: Only Active Accounts

Display Contributions

Below is an example of what users see when the ‘set by coverage tier’ option is selected.

2. Select Method to Auto-Populate Contributions:

Coverage Tier	Per Pay Period Amounts	
	Employee Amount (\$)	Employer Amount (\$)
SING1 - Single	0.00	0.00
FAM1 - Family	0.00	0.00
THre - HusbandWife	0.00	0.00
None Assigned	0.00	0.00

**Step 3.** Select accounts to receive contributions.

In this step, employers can choose to load only **active accounts**, or **all accounts**. Typically, an employer will only want to select active accounts since they will not be making contributions to inactive accounts.

1. Select Payroll Date: 2/23/2016

2. Select Method to Auto-Populate Contributions: Per Pay Period Amounts

3. Select Accounts to Receive Contributions: Only Active Accounts

Display Contributions

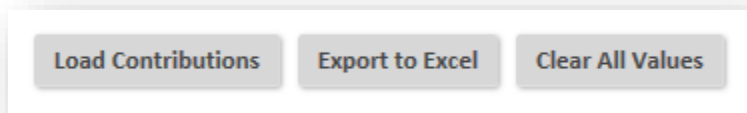
**Click display contributions button**

Once done with these three steps, click the **Display Contributions** button, and based on the selections, a contribution table populates below. From here employers can manually edit any contributions in the table if necessary. They may notice that either a *division or coverage* tier column appears in the contribution table. These columns only appear if they have been chosen as the method to auto-populate contributions in step 2.

Employee ID	Employee Status	Account Status	Last Name	First Name	Coverage Tier	Current or Prior Year	Employee Amount (\$)	Employer Amount (\$)	Total Amount (\$)
22222222	New	New	Reynolds	Lara	SING1 - Single	Current Year	50.00	25.00	75.00
33333333	New	New	Hall	Kerry	THre - HusbandWife	Current Year	75.00	60.00	135.00
44444444	New	New	Osborne	Ryan	FAM1 - Family	Current Year	100.00	50.00	150.00
55555555	New	New	Stanton	Carl	SING1 - Single	Current Year	50.00	25.00	75.00
<b>Total:</b>							\$275.00	\$160.00	\$435.00

4 contributions found.

Below the contribution table are three buttons:



Load Contributions	Export to Excel	Clear All Values
Loads all contributions in the table above as pending contributions; the pending contributions can be reviewed once more, before they are submitted for processing	Exports the contributions in the table above as an Excel spreadsheet	Zeroes-out all currently-populated contribution amounts in the table above, so that they may be manually entered

**Note:** For easy reference, hovering the cursor over each of these buttons in the user interface provides helpful reminders on their functions.

**Step 4.** Click load contributions.

After clicking **Load Contributions** a results table appears, showing all the contributions that were just loaded.

**Note:** All newly-loaded contributions begin in a pending status.

**Contribution Results**

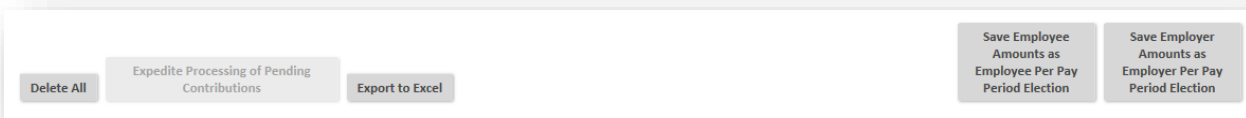
The table below lists the contributions pending for the payroll date above, including payroll contributions previously loaded. To load additional contributions, please click reload the 'Create Contributions'

Employee ID	Name	Display Date	Account Type	Deposit Type	Status	Employee Amount	Employer Amount	Action
222222222	<a href="#">Reynolds, Lara</a>	5/7/2015	HRA	Payroll	Pending - Future Deposit	\$50.00	\$25.00	<a href="#">Edit</a> <a href="#">Delete</a>
333333333	<a href="#">Hall, Kerry</a>	5/7/2015	HRA	Payroll	Pending - Future Deposit	\$75.00	\$60.00	<a href="#">Edit</a> <a href="#">Delete</a>
444444444	<a href="#">Osborne, Ryan</a>	5/7/2015	HRA	Payroll	Pending - Future Deposit	\$100.00	\$50.00	<a href="#">Edit</a> <a href="#">Delete</a>
555555555	<a href="#">Stanton, Carl</a>	5/7/2015	HRA	Payroll	Pending - Future Deposit	\$50.00	\$25.00	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total:</b>						\$275.00	\$160.00	

4 pending contributions found.

From this page, the *edit* or *delete* buttons can be used in the action column to make any additional changes to the now-pending deposits.

Below the results table are five buttons:



- **Delete All:** Similar to the *delete* button in the action column, which deletes an individual contribution, this button deletes all contributions that were just saved.
- **Expedite Processing of Pending Contributions:** Allows any payroll-funded HSA contributions that are within 2 days of their payroll date to bypass the regular timeframe and begin processing immediately. If none of the currently-displayed contributions are eligible to be expedited, this button will be disabled, as shown above.
- **Export to Excel:** Exports the contributions in the table above as an Excel spreadsheet.
- **Save Employee Amounts as Employee Per Pay Period Election:** Saves the currently-loaded employee amounts as the employee per-pay-period election. Next time contributions are loaded using 'per-pay-period amounts' as the method to auto-populate contributions, this amount populates as the employee amount. Saved amounts must be greater than \$0.00.
- **Save Employer Amounts as Employer Per Pay Period Election:** Saves the currently-loaded employer amounts as the employer per-pay-period election. Next time contributions are loaded using 'per-pay-period amounts' as the method to auto-populate contributions, this amount populates as the employer amount. Saved amounts must be greater than \$0.00.

## Upload contribution files through the employer portal

Some administrator or employer users may prefer working with payroll files offline, as opposed to loading contributions within the WCA user interface. This can be done on the **Contribution Import & Results** page (*main menu > employer > contribution manager > contributions import & results*). Users can download a payroll file in .CSV format from this page, manipulate the contribution amounts as needed in excel, and then load the completed file back into the system for processing.

### 1. Create a Payroll file

EMPLOYER / Contribution Manager

## Contribution Import & Results

Admin:  Employer: JFA Employer Group   List All [↗](#)

### Download Payroll File

To create and download the payroll file, please select one of the below options. When selected, an excel file will be downloaded and populated with either all accounts or only active accounts.

Please note: leading zeros are dropped from employee IDs when populated in the excel file. This will be an issue for any employee ID that begins with a zero. To fix, please manually add the zero before importing the file so that the employee ID will be properly matched upon import.

1 Plan Year:  3 Benefit Plan:

2 Select Payroll Date:  4  Include employee SSN on payroll file

5

As enumerated in the screen above, employers can:

1. Select the Plan Year (Current Previous, Future or all).
2. Specify the payroll date contributions will be made for.
3. Select the benefit plan contributions are being made to.
4. Indicate whether the Social Security Number should be included on the file. Since the Healthcare ID is used as the employee identifier, the SSN should likely be chosen.
5. Click the **Create Payroll with all Accounts** button to create a file. A CSV formatted payroll file is generated with employees enrolled in the benefit plan, which can be manipulated off line. Modify the file as needed. The employee and employer contribution columns can be edited right from the .CSV file, as shown above.

### ✓ QUICK TIP

It is recommended to load payroll deposits for HSAs 2-days ahead so employees see the deposit in their account on the payroll date.



	A	B	C	D	E	F	G	H	I	J
1	Payroll Date	Account Type Code	Plan Start Date	Plan End Date	Last Name	First Name	Employee ID	SSN	Employee Contributions Per Pay Period	Employer Contributions Per Pay Period
2	20170316	FSA	20170101	20171231	Feelgood	Johnny	AATEST1234	XXX-XX-8124	250	0
3	20170316	FSA	20170101	20171231	Fever	Johnny	AATEST1239	XXX-XX-XXXX	500	0
4										

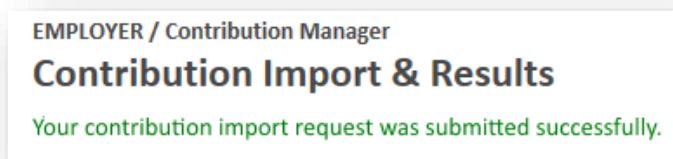

**QUICK TIP**

Excel drops leading zeroes on SSNs (if a profile does not allow full view of SSN, xxx-xx will appear. Any missing zeroes need to be added back onto the file before importing it into the user interface. If any missing zeroes are not added back to the file, the system will be unable to properly match the contribution to the participant.

## 2. Import Contributions

On the contributions import & results page, click the **Browse** button and find the saved payroll file. Click the **Process** button.

If the submission was successful, a green confirmation message appears at the top of the page:



**Note:** Once the contribution file is successfully submitted, it may take a few moments for it to complete processing and appear in 'view results'.

## 3. View Results

Click the *refresh* button after a few moments, and when the system has finished loading the file, a results table appears in the *view results* section near the bottom of the page.

This table indicates success or failure for each line of your uploaded file. Successful contributions are placed in a pending status, and can be viewed and edited in the *pending contributions* section of the main *contribution manager* page, until they have been processed.

Line	Empc ID	Empe ID	Employee Amount	Employer Amount	Resp Code	Resp Code Error	Result
1	PRDHEATHER	22222222	\$88.00	\$88.00	0	Success.	Success
2	PRDHEATHER	33333333	\$45.00	\$66.00	0	Success.	Success
3	PRDHEATHER	44444444	\$26.00	\$288.00	0	Success.	Success
4	PRDHEATHER	55555555	\$88.00	\$88.00	0	Success.	Success
Total Approved:			\$247.00	\$530.00			4 lines found.
Total Requested:			\$247.00	\$530.00			4 lines found.

### Important processing information for HSA contributions

Employers may edit or delete contributions in a pending contribution status. When a funded contribution is initiated, both the current date and the deposit's payroll date play a role in the timing of when the deposit begins processing. The system looks for any HSA pending deposits that are within two days of the payroll date. Each night, any deposits meeting that criteria are pushed from *pending* into a *processing* status when the agent runs. Employers may expedite this process by clicking the *Expedite Pending Contributions* button after loading contributions on screen or on the *Contribution Manger > Pending Contribution section*. From there, contributions are posted based on a one day bank processing delay.

#### Processing example for a future dated contribution

For example, if a contribution is entered Wednesday for a Friday payroll date, the contribution is placed immediately into a *pending* status. If not expedited to processing by the user, the system picks up the deposit overnight Wednesday/Thursday and it will post to the account at the end of business day Thursday at 7:00 PM ET. At that time, the deposit posts and is available for spending.

Posting Timeline		
June 3	June 4	June 5
Day 0	Day 1	Day 2
<p><b>Before 4:45 PM ET. Payroll deposit is entered with a June 5 payroll date.</b></p> <p><b>Status = Pending</b></p> <p><b>Overnight, Payroll deposit is pushed to processing.</b></p> <p><b>Status = Processing</b></p>	<p>At 7:00 PM ET, payroll deposit is posted and available for spending.</p> <p>Status = Posted</p>	<p>Payroll date. Deposit has already been processed and posted the night before.</p>

## Uploading contributions and annual elections summary

### Loading annual elections for non-HSAs

Method	Group Size	How
Export file from Employer Portal and upload file through employer portal	0-250 participants	Contact CDH Employer Service for assistance
Secure FTP	250+	Load files through SFTP Contact CDH Employer Service for setup – we will work with the employer to manage this process

### Payroll deposit loading options

Method	Group Size	How
Contribution Manager	0-250 participants	Manage payroll deposits on screen. Contact rep for access to creating contributions.
Secure FTP	250+	See next section for loading SFTP files

### SFTP Processing

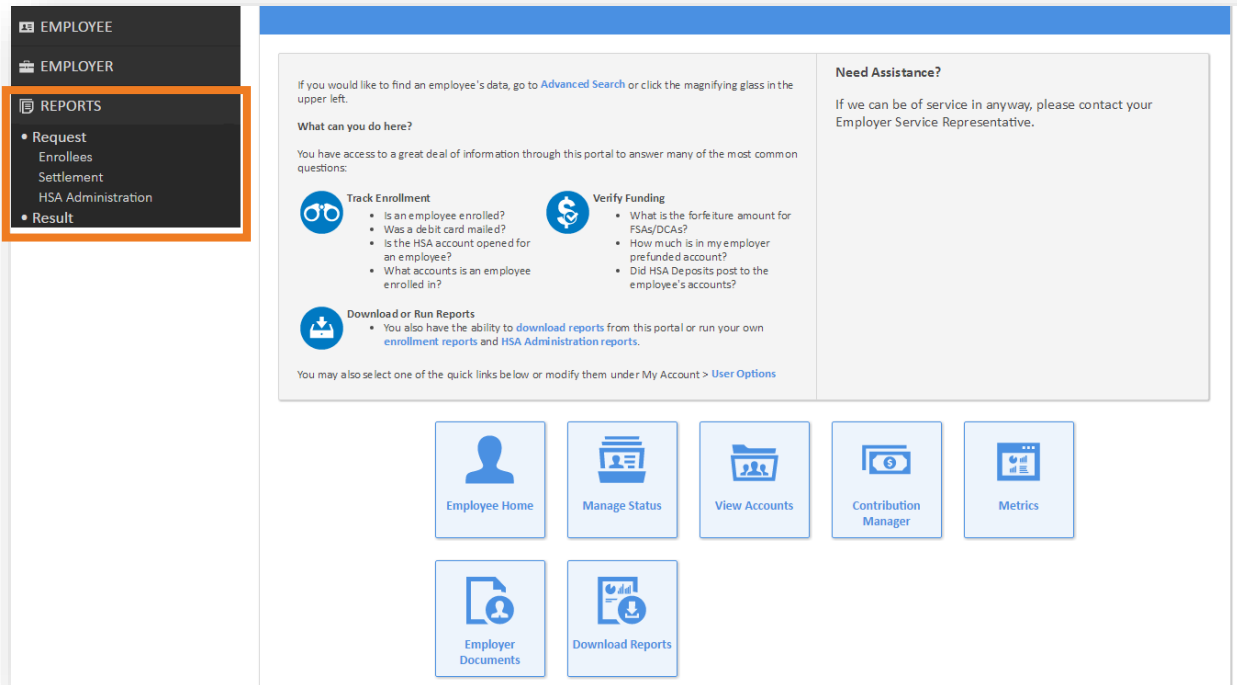
If you are sending files via SFTP, please refer to the Employer SFTP Guide.

---

## Reporting

### Generating reports

Reports can be accessed by logging into the employer portal and navigating to the **reports section** of the **Main Menu**.



To generate a report on demand, open the main menu, expand the reports section, and then expand the request subsection. Reports are grouped by type (transactions, enrollees, settlement, etc.). Click on the desired report type in the menu to see a list of available reports in that category.

Main Menu > Reports > Request > Desired Report Category

Each report has a specific set of parameters and filters that can be configured to customize the desired report's results.

### List of available reports

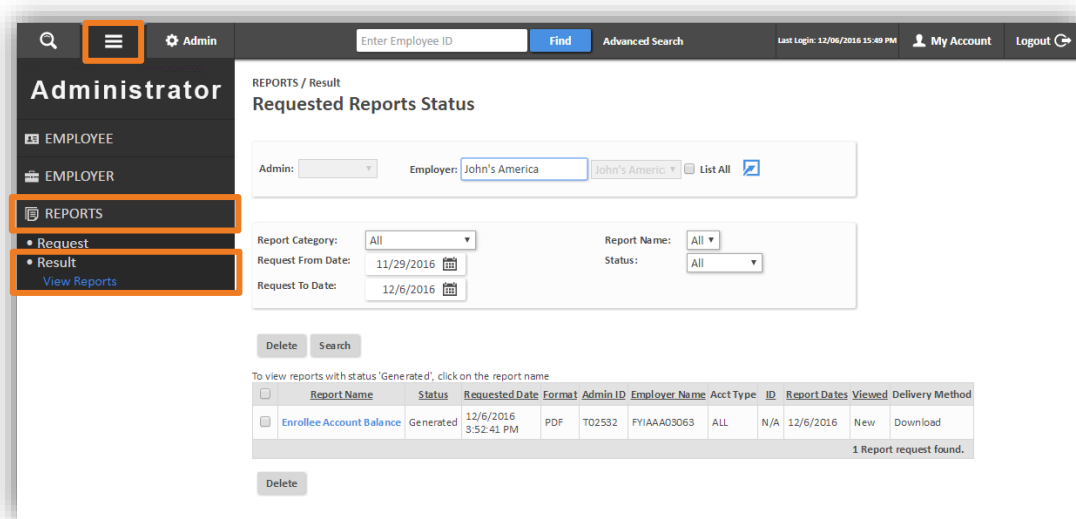
Individual report request pages are divided into categories, as shown in the table below.

Report Categories	Available Reports
Enrollees	<ol style="list-style-type: none"> <li>1. Year End Letter</li> <li>2. Enrollee Account Balance</li> <li>3. Negative Disbursable Balance</li> <li>4. Enrollee Summary</li> <li>5. Enrollee List</li> <li>6. PCS Enrollee Statement</li> <li>7. HSA Status</li> <li>8. Participant Communication</li> <li>9. Open Enrollment</li> <li>10. Employer Confirmation</li> <li>11. Employee Confirmation</li> <li>12. Enrolled Participants</li> <li>13. Enrollee Account Balance</li> <li>14. Negative Disbursable Balance</li> </ol>
Settlement	<ol style="list-style-type: none"> <li>15. ACH Settlement</li> <li>16. Administrator Settlement</li> <li>17. Daily Settlement</li> <li>18. Bank Transaction Reconciliation</li> <li>19. Check Register</li> <li>20. Claims Based Funding</li> <li>21. Employer Account Reconciliation</li> <li>22. Employer Disbursements</li> <li>23. Employer Funding</li> <li>24. Reimbursement History</li> <li>25. Reimbursement Statement</li> <li>26. Pending Reimbursements</li> </ol>
HSA Administration	<ol style="list-style-type: none"> <li>27. Employee Deposit Log</li> <li>28. HSA Account Details</li> <li>29. HSA Future Contributions</li> <li>30. HSA Funded Contributions</li> <li>31. HSA Payroll Reconciliation</li> <li>32. HSA Terminations</li> </ol>

## Report delivery

Once a report has been generated, employers will need to retrieve their report in the results section of the reports menu. Click **View Reports**.

Main Menu > Reports > Result > View Reports



## Most common reports

### EMPLOYER FUNDS TRACKING REPORT

The Employer Funds Tracking Report can be used to track the replenishment of employer funds to pay or claims activity / prefunding requirements. This report can be requested by deposit type, deposit date, and optionally can exclude posted or pending logical deposits. Any check numbers or notes included with logical deposits can also be tracked with this report.

#### Account Type(s)

- Member Pay HRA
- Provider Pay HRA
- Flexible Spending Account (FSA)
- Dependent Care Account (DCA)
- Transit and Parking

**Note:** HSA Payroll Reconciliation Report must be used for HSA funding reconciliation.

**Accessing report**

Main Menu > Reports > Request > Transactions

Select **Employer Funds Tracking** in the list of available reports.

Choose the desired fields for the report.

The screenshot shows a configuration form for the report. It includes the following fields and their values:

- Admin\*: [Empty dropdown]
- Employer: <All> [dropdown]
- Start Date\*: 5/17/2016 [calendar icon]
- End Date\*: 5/17/2016 [calendar icon]
- Deposit Type: All [dropdown]
- Optional Fields: Plan Type [dropdown]
- Deposit Options: Include Pending Deposits [dropdown]
- Include Disbursements: No [dropdown]
- Format: Excel [dropdown]
- Show Hidden Deposits/Disbursements: No [dropdown]

Report Request Field	Description
Admin	Auto-filled
Employer	When run by an employer user, only their employer will appear.
Deposit Type	Dropdown options: <b>All, ACH, Check, Other</b>
Optional Fields	Additional fields to choose: Select All, Plan Type, TXN Type, Deposit Type, Begin Balance, End Balance, Deposit Status, Notes, Check Number, Funds, Cleared Date, Reject Date, Reject Note, Account Type, Account Start Date, Account End Date
Format	Available in <b>Excel</b> only
Show Hidden Deposits	Choose <b>Yes</b> or <b>No</b>

**Example Employer Funds Tracking Report**

**Employer Funds Tracking Report**  
Consumer Funding Solutions  
(01/01/2016 - 03/08/2016)

Employer	Acct Name	Employee Last Name	Employee First Name	Employee Id	Claim Type	Plan Type	Date	TXN Type	Deposit Type	Amount	Begin Balance	Ending Balance	Deposit Status	Check Number
Demo Group	Demo Group Notional Account	Smith	John	SG0024	POS	FSA	2/11/2016 12:22:55 PM	POS		(\$50.00)	\$1,000.00	\$950.00		
Demo Group	Demo Group Notional Account	Smith	John	SG0024	Reversal	FSA	3/4/2016 10:10:50 AM	Reversal		0.00	\$864.00	\$864.00		
Demo Group	Demo Group Notional Account	Baudoin	Larry	SG0014	Claim	FSA	3/4/2016 12:55:06 PM	Claim		(\$25.00)	\$2,000.00	\$1,975.00		231
Demo Group	Demo Group Notional Account				Employer	All	3/4/2016 2:14:16 PM	Credit	Other	\$2,500.00	\$11,284.75	\$13,784.75	Posted	
Demo Group	Demo Group Notional Account				Employer	All	3/4/2016 2:16:53 PM	Debit	Other	(\$784.75)	\$13,784.75	\$13,000.00	Posted	
Demo Group	Demo Group Notional Account				Employer	All	3/4/2016 2:17:19 PM	Credit	Other	\$8,700.00	\$13,000.00	\$21,700.00	Posted	
Demo Group	Demo Group Notional Account	Demos	Mark	MCdemo	POS	FSA	3/4/2016 2:35:06 PM	POS		(\$2.00)	\$10.00	\$8.00		



### ENROLLEE ACCOUNT BALANCE REPORT

The Enrollee Account Balance Report provides an overview of enrollment and year-to-date utilization of the account. It also provides transparency and visibility to employees who owe the plan repayment. This report can be run for one, some, or all employee statuses (active, terminated, temporarily active, and permanently active). The *As of Date* parameter enables you to see balances as of the specified date.

#### Account Type(s)

- Member Pay HRA
- FSA
- DCA
- Transit and Parking

#### Accessing Report

Main Menu > Reports > Request > Enrollees

Select **Enrollee Account Balance** in the list of available reports.

Choose the desired fields for the report.

Admin*:	<input type="text"/>	Employer:	John's America ▼
Division:	<All> ▼	Class:	<All> ▼
Plan Year:	Current ▼	Account Type:	<All> ▼
Plan Date:	<All> ▼	As of Date:	12/6/2016 12:00:00 AM
Employee Status:	New, Active, TempInactive, Perm ▼	Mask Cardholder ID:	Yes ▼
Exclude HSA Account Balances:	No ▼	Sort By:	LastName ▼
Format:	PDF ▼		

**Report Delivery Options:**

UI Download   
  Email   
  FTP

Email address of recipient\*:

Email address of sender\*: john.bull@alegeus.com

\*Field is required.

Report Request Field	Description
Admin	Auto-filled
Employer	When run by an employer user, only their employer will appear.
Division	If the employer group has divisions, there will be an option to choose one or all divisions.
Class	If the employer group has classes, there will be an option to choose one or all classes.
Plan Year	Can choose to run report for <b>Previous, Current, or Future</b> plan years
Account Type	Choose one or all 3-digit account type(s)
Plan Date	Ranges will populate based on the selection made for plan year. Can choose one or all available plan date ranges.
As of Date	Report will show balance information as of the date provided.
Sort By	Dropdown options: <b>Last Name, EmployeeID</b>
Employee Status	Can choose All or multiple options: New, Active, Temporarily Inactive (TI), Permanently Inactive (PI), Terminated
Format	Dropdown options: <b>PDF, Excel, CSV</b>

Example Enrollee Account Balance Report

Consumer Funding Solutions-T02238 Demo Group-WCDEMO													Total Employer Contributions To Date: \$0.00		
Employee Name	Employee ID	Effective/ Termination Date	Employee Status	Payroll Cycle	Annual Election	Employee Deposits	Employer Deposits	Deposits	Other Deposits	Total Disbursed	Forfeiture Balance	Available Balance	Balance Due		
<b>Account Type : FSA (Prefunded)</b>															
<b>Plan ID : FSA</b>															
Bass, Claudia	XXX-XX-0011	1/1/2015 - N/A	New	None	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00		
Baudoin, Larry	XXX-XX-0014	N/A	Active	None	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00		
Bizzell, Dorothy	XXX-XX-0026	1/1/2015 - N/A	New	None	\$0.00	\$0.00	\$0.00	\$0.00	\$79.01	\$69.22	\$9.79	\$9.79	\$69.22		
Blaze, Elliott	XXX-XX-0015	1/1/2015 - N/A	New	None	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00		
Cooper, Abby	XXX-XX-0028	N/A	New	None	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00	(\$12.00)	\$88.00	\$0.00		
Demo, MC	XXX-XX-demo	N/A	New	None	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00	\$0.00		
Doe, John	XXX-XX-e001	N/A	Active	None	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00		
Farrow, Matthew	XXX-XX-9999	1/1/2015 - N/A	New	Bi-Weekly	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	(\$100.00)	(\$100.00)	\$100.00		
Hackett, Joe	XXX-XX-0023	10/1/2015 - N/A	New	Semi-Monthly	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$251.55	\$248.45	\$248.45	\$226.55		
Health, Collective	XXX-XX-lth1	N/A	New	Semi-Monthly	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00		
Jones, David	XXX-XX-0050	1/1/2015 - N/A	New	None	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00		
Longname, Johnny	XXX-XX-name	1/1/2015 - N/A	New	None	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Lopez, Tony	XXX-XX-2345	N/A	New	Semi-Monthly	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$85.00	\$915.00	\$915.00	\$0.00		
Lopez, Tony	XXX-XX-z123	7/1/2015 - N/A	New	Semi-Monthly	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00		
Lopez, Tony	XXX-XX-1234	8/1/2015 - N/A	New	None	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00		
Marroquin, Alma	XXX-XX-0037	1/1/2015 - N/A	New	None	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00		
Mitchell, Juan	XXX-XX-0025	N/A	New	None	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	(\$40.00)	\$960.00	\$0.00		
Paille, Edna	XXX-XX-0041	N/A	New	None	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00		
Smith, John	XXX-XX-h50	1/1/2015 - N/A	New	None	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00		
Smith, John	XXX-XX-gra1	1/1/2015 - N/A	New	None	\$1,500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$49.33	\$450.67	\$1,950.67	\$0.00		
Smith, John	XXX-XX-0024	1/1/2015 - N/A	New	Semi-Monthly	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$500.00	\$936.00	\$864.00	\$864.00	\$0.00		
Smith, John	XXX-XX-0047	N/A	Active	None	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Account Type : HRA (Prefunded)</b>															
<b>Plan ID : HRA-SHARE</b>															
Mitchell, Juan	XXX-XX-0025	N/A	New	None	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00	(\$110.00)	\$890.00	\$0.00		
<b>Account Type : HRA (Prefunded)</b>															
<b>Plan ID : HRA</b>															
Doe, John	XXX-XX-e001	N/A	Active	None	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	(\$250.00)	\$0.00	\$97.79		
Hackett, Joe	XXX-XX-0023	N/A	New	None	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$500.00)	\$0.00	(\$500.00)	\$1,000.00	\$0.00		

### ENROLLED PARTICIPANT REPORT

The Enrolled Participant Report can be used to confirm enrolled employees and their dependents. It provides employers with a combination of employee demographic information and benefit account details, including balances. Each employee account can be expanded to show which individual dependents are linked to the account.

#### Account Type(s)

- Provider Pay HRA
- FSA
- DCA
- Transit and Parking

#### Accessing Report

Main Menu > Reports > Request > Enrollees

Select **Enrolled Participant** in the list of available reports.

Choose the desired fields for the report.

Admin*:	<input type="text"/>	Employer:	<All>
Division:	<All>	Class:	<All>
Show Dependents:	No	Plan Year:	Current
Plan Id:	<All>	Account Type:	<All>
Plan Date:	<All>	Employee Status:	All
Exclude HSA Account Balances:	Yes	Sort by:	Last Name
Mask Employee/Dependent ID:	Yes	Mask Card Number:	Yes
Format:	Excel		

Report Request Field	Description
Admin	Auto-filled
Employer	When run by an employer user, only their employer will appear.
Division	If the employer group has divisions, there will be an option to choose one or all divisions.
Class	If the employer group has classes, there will be an option to choose one or all classes.
Show Dependents	If <b>Yes</b> is selected, dependents will appear as a sub-record under their associated employee. If <b>No</b> is selected, only employees will display.
Plan Year	Can choose to run report for <b>Previous, Current, or Future</b> plan years
Account Type	Choose one or all 3-digit account type(s)
Plan Date	Ranges will populate based on the selection made for plan year. Can choose one or all available plan date ranges.
Employee Status	Can choose All or one option: New, Active, Temporarily Inactive (TI), Permanently Inactive (PI), Terminated
Exclude HSA Account Balances	Automatically set to <b>Yes</b> , resulting in any HSA balances being populated as blank. This includes disbursed year-to-date and account balance fields for HSA product partner account types.
Sort By	Dropdown options: <b>Last Name, EmployeeID</b>
Mask Employee/Dependent ID	When enabled, all but the last 4 characters of the employee or dependent ID are masked.
Mask Card Number	When enabled, all but the last 4 digits of the card number are masked.
Format	Available in <b>Excel</b> only

Example Enrolled Participant Report

State	Zip	Email Address	Phone	Mobile Number	Card Number	Card Status	Card Expiration Date	Plan Type	Plan ID	Plan Yr Start	Plan Yr End	Acct. Eff. Date	Acct. Term Date	Annual Employee/Family Amount	Individual Amount	EE Contrib. YTD.	ER Contrib. YTD.	Disbursed YTD.	Balance	Participant Type	
N	K0669				X00000000000004884	New	08/30/2017	ANP	ANTHSA	01/01/2013	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K0669	tony.lopez@megus.com			X00000000000004104	New	07/31/2018	FCA	TRANBIT	01/01/2014	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K0669	tony.lopez@megus.com			X00000000000004104	New	07/31/2018	FBA	FBA	01/01/2016	12/31/2016	01/01/2016		\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.00	\$1,972.00 Employee	
N	K0669	chris.lopez@megus.com						FCA	TRANBIT	01/01/2014	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K0669	chris.lopez@megus.com						FCA	TRANBIT	01/01/2014	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K0669	chris.lopez@megus.com						FCA	TRANBIT	01/01/2014	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
IA	K1214	jsacthr@megus.com			X00000000000007243	New	12/31/2018	FBA	FBA	01/01/2016	12/31/2016			\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
IA	K1214	jsacthr@megus.com			X00000000000007243	New	12/31/2018	ANY	ANTHSA	01/01/2013	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K0669	chris.lopez@megus.com						FCA	TRANBIT	01/01/2014	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K0669	chris.lopez@megus.com						FCA	TRANBIT	01/01/2014	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K1249		512729999		X00000000000004147	TI	12/31/2018	FBA	FBA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Dependent	
N	K1249		512729999		X00000000000004162	TI	12/31/2018	FBA	FBA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Dependent	
N	K1249		512729999		X00000000000004162	TI	12/31/2018	HRA	HRA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Dependent	
N	K1249		512729999		X00000000000004147	TI	12/31/2018	HRA	HRA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Dependent	
N	K1249	matthew.fern@megus.com			X00000000000008891	TI	12/31/2018	HRA	HRA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K1249	matthew.fern@megus.com			X00000000000008891	TI	12/31/2018	FBA	FBA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K1249	matthew.fern@megus.com			X00000000000008891	TI	12/31/2018	ANY	ANTHSA	01/01/2013	12/31/2099	01/01/2016	12/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K0669	tony.lopez@megus.com			X00000000000008878	TI	12/31/2018	ROL	ROLLOVER	01/01/2016	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
N	K0669	chris.lopez@megus.com			X00000000000008832	New	03/31/2017	FCA	TRANBIT	01/01/2014	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
IA	K1214				X00000000000001987	New	07/31/2018	TEN	TEN	01/01/2016	12/31/2099			\$1,000.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00 Employee	
N	K0669	ken@megus.com			X00000000000007728	New	08/31/2018	ANY	ANTHSA	01/01/2013	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
IA	K1249	tony.lopez@megus.com		5555551234	X00000000000008848	New	07/31/2018	ORA	ORA	12/24/2015	12/31/9999			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.00 Employee	
IA	K1249	tony.lopez@megus.com		5555551234	X00000000000008848	New	07/31/2018	FBA	FBA	01/01/2016	12/31/2016			\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$247.00	\$753.00 Employee
IA	K1249	tony.lopez@megus.com		5555551234	X00000000000008848	New	07/31/2018	ANY	ANTHSA	01/01/2013	12/31/2099			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Employee	
IA	K0491	john.bur@megus.com		781-111-0222	X00000000000004283	New	08/30/2017	ANZ	HBA	01/01/2014	12/31/2199			\$0.00	\$0.00	\$6,870.00	\$400.00	\$0.00	\$0.00	\$0.00 Employee	

## EMPLOYER DISBURSEMENTS REPORT

The Employer Disbursements Report provides transaction details on debit card transactions, reimbursed manual claims, and refunds. Employers can use this report to reconcile all claim activity for a specified timeframe.

### Account Type(s)

- Member Pay HRA
- Provider Pay HRA
- FSA
- DCA
- Transit and Parking

### Accessing Report

Main Menu > Reports > Request > Settlement

Select **Employer Disbursements** in the list of available reports.

Choose the desired fields for the report.

Admin*:	<input type="text"/>	Employer:	<All>
Division:	<All>	Start Date*:	5/17/2016
End Date*:	5/17/2016	Plan Year:	<Select a Value>
Plan Id:		Account Type:	
Mask Cardholder ID:	Yes	Claim Type:	All
Plan Date:		Sort By:	Employee Name
Format:	Excel		

Report Request Field	Description
Admin	Auto-filled
Employer	When run by an employer user, only their employer will appear.
Division	If the employer group has divisions, there will be an option to choose one or all divisions.
Plan Year	Can choose to run report for <b>All, Previous, Current, or Future</b> plan years
Account Type	Choose one or all 3-digit account type(s)
Mask Cardholder ID	When enabled, all but the last 4 characters of the cardholder (employee) ID are masked.
Claim Type	Can choose All or one option: Card, Direct Deposit, Check, POS Refund, Manual Refund
Plan Date	Ranges will populate based on the selection made for plan year. Can choose one or all available plan date ranges.
Sort By	Dropdown options: Employee Name, Employee SSN
Format	Available in <b>Excel</b> only

### Example Employer Disbursements Report

Employer Disbursements Report												
02/01/2016 - 03/04/2016												
Report Generated: 3/4/2016 8:41:20												
Employer	Division	Settlement Date	Employee Name	Employee Id	Service Date	Claim Type	Amount	Check Number	Account Type	Plan Id	Plan Start Date	Plan End Date
Demo Group		02/11/2016	Simon, John	XXXXXX-0024	02/11/2016	Card	\$50.00		FSA	FSA	01/01/2016	12/31/2016
Demo Group		02/26/2016	Simon, John	XXXXXX-0024	12/24/2015	Direct Deposit	\$25.00	25	FSA	FSA	01/01/2015	12/31/2015
Demo Group		02/26/2016	Simon, John	XXXXXX-0024	12/02/2015	Check	\$10.00	27	FSA	FSA	01/01/2015	12/31/2015
Demo Group		02/26/2016	Hitchell, Juan	XXXXXX-0025	12/07/2015	Check	\$30.00	28	HR4	HR4-SHARE	01/01/2015	12/31/2015
Demo Group		02/26/2016	Hitchell, Juan	XXXXXX-0025	12/07/2015	Check	\$20.00	28	FSA	FSA	01/01/2015	12/31/2015

### HSA ACCOUNT DETAILS REPORT

The HSA Account Details Report provides an overview of Health Savings Accounts (HSA), in addition to enrollment status and HSAs in Customer Identification Process (CIP) review.

#### Account Type(s)

- Health Savings Account (HSA)

#### Accessing Report

Main Menu > Reports > Request > HSA Administration

Select **HSA Account Details** in the list of available reports.

Choose the desired fields for the report.

*The below table provides an explanation of all the report generation options shown in the screenshot above:*

Report Request Field	Description
Product Partner	Auto-filled with the HSA Custodian name, which the system refers to as a “Product Partner”
Partner Account Upload Status	<p>These values are the status of your employee’s HSA applications and can be filtered based on the data you are looking for:</p> <p>If you want:</p> <ul style="list-style-type: none"> <li>• All employee’s accounts statuses &gt; select ‘All’</li> <li>• Just accounts that failed account verification and are awaiting information, select:                             <ul style="list-style-type: none"> <li>○ Requires Bank Review – the bank is reviewing the application</li> <li>○ Awaiting Additional Information – an email and/or letter has been sent requesting documentation to verify identity</li> </ul> </li> <li>• Accounts that are opened and active:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Select 'All' and then select 'Active' under Partner Bank Account Status below</li> <li>● Accounts that could not be opened due to bank policy or lack of documentation being submitted timely: <ul style="list-style-type: none"> <li>○ Application Denied – No Reapply</li> <li>○ Application Denied – Reapply Allowed</li> </ul> </li> </ul>
Admin	Auto-filled
Partner Bank Account Status	<p>This option provides the status of accounts:</p> <ol style="list-style-type: none"> <li>1. Can choose 'All' or multiple options</li> <li>2. Accounts that have been opened will have one of the following status: <ol style="list-style-type: none"> <li>1. Active</li> <li>2. Dormant</li> <li>3. Closed Account</li> <li>4. Frozen (post no transactions)</li> <li>5. Frozen (post no debits)</li> <li>6. Frozen (post no checks)</li> </ol> </li> <li>1. Accounts that were not yet opened due to CIP failure: <ol style="list-style-type: none"> <li>1. Pending</li> </ol> </li> <li>2. Accounts that could not be opened: <ol style="list-style-type: none"> <li>1. Rejected – Need Additional Information</li> <li>2. Rejected – No Updates Allowed</li> </ol> </li> </ol>
Employer	When run by an employer user, only their employer will appear.
Mask Bank Account Number	When enabled, all but the last 4 digits of the bank account number are masked.
Division	If the employer group has divisions, there will be an option to choose one, many, or all divisions.
Account Type	Choose an individual HSA account type, or choose for the report to return all HSA account types associate with the employer.
Class	If the employer group has classes, there will be an option to choose one, many, or all classes.
Exclude HSA Account Balances	If <b>Yes</b> is selected, any balance fields display as empty. If <b>No</b> is selected, any balance fields populate with appropriate balance information.
Employee ID	If an employee ID is entered, the report only returns data for participant(s) with a matching employee ID. If left blank, the report is not filtered by a specific employee ID.
Include HDHP Eligible Non-Enrolled Employees	If <b>Yes</b> is selected, employees who are flagged as HDHP eligible in <i>employee demographics</i> , but are not enrolled in an HSA, are included in the report.
Mask Employee ID	When enabled, all but the last 4 characters of the employee ID are masked.



Format	Available in <b>Excel</b> or <b>PDF</b>
Optional Columns	One, some, or all of the optional columns can be included in the report. Items marked with an asterisk (*) will be hidden, masked, or blank if <b>Exclude HSA Account Balances</b> is set to <b>Yes</b> . See <b>Optional Columns</b> table on next page for more information on each optional field.
Mask SSN	When enabled, all but the last 4 characters of the social security number are masked.
Sort By	Dropdown options: Employee ID, Last Name, Account Number
Accounts Create On or After	If a date is provided, the report will return items where the HSA account was opened on or after the provided date.

Example HSA Account Details Report

Employee Email	Account Type Code	CHP Eligible	Account Updated Status	Enrollment Date	Enrollment Method	ID Verification Status	ID Verification Failure Reason	Employee Account Status	Error Code	Error Description	Account Number	Reassignment Account Number	Account Status	Sig Card Received/Account Open	Opt-in Status	E Signature Received Status	E Signature Received Date	E Signature Received Time	Priority Disclosure Code	Account Open Date	Account Close Date	Next Interest Payment Date	Last Interest Payment Date	Next Statement Date	Last Statement Date	Employee Paj Period Election	
small@small.com	HSA	No	None	4/29/2015 1:53:05 AM	Online	No ID Check	N/A	Enrolling			XXXXXXXXXXXXXXXXXXXXX1583		Pending	No	No	No	1/1/1900	0:00								\$0.00	
small@small.com	HSA	No	Application Approved	1/1/2015 10:53:20 AM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1583		Active	Yes	No	No	1/1/1900	0:00		11/10/2015		03/31/2016	02/29/2016	3/18/2016	2/18/2016	\$0.00	
small@small.com	HSA	No	Application Approved	11/10/2015 11:44:16 AM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1584		Active	Yes	No	No	1/1/1900	0:00		11/10/2015		03/31/2016	02/29/2016	3/9/2016	2/9/2016	\$0.00	
small@small.com	HSA	No	Application Approved	11/10/2015 11:52:22 AM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1585		Active	Yes	No	No	1/1/1900	0:00		11/10/2015		03/31/2016	02/29/2016	3/9/2016	2/9/2016	\$0.00	
small@small.com	HSA	No	Application Approved	9/15/2014 11:50:43 AM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1582	7702001483	Active	Yes	No	Yes	1/1/1900	0:00		08/08/2015		03/31/2016	02/29/2016	3/24/2016	2/24/2016	\$0.00	
small@small.com	HSA	No	Awaiting Approval Information	1/27/2015 12:10:53 PM	Online	No ID Check	N/A	New	174	Invalid Customer info	XXXXXXXXXXXXXXXXXXXXX1583		Pending	No	No	Yes	12/9/2014	13:37								\$0.00	
small@small.com	HSA	No	Application Approved	10/1/2014 12:52:05 PM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1372		Active	Yes	No	Yes	1/1/1900	0:00		12/18/2014		03/31/2016	02/29/2016	3/17/2016	2/17/2016	\$0.00	
small@small.com	HSA	No	Application Approved	11/26/2014 9:55:03 AM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1483		Closed	Yes	No	Yes	11/26/2014	11:13		01/20/2015		01/31/2015		2/27/2015	1/27/2015	\$0.00	
small@small.com	HSA	No	Application Denied - History	12/2/2014 1:24:53 PM	Online	No ID Check	N/A	New	173	Bank cannot open account	XXXXXXXXXXXXXXXXXXXXX1483		Pending	No	No	Yes	12/2/2014	13:28								\$0.00	
small@small.com	HSA	No	Application Approved	12/3/2014 11:28:24 AM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1388		Closed	Yes	No	Yes	12/3/2014	11:28		12/22/2014				1/22/2015	12/22/2014	\$0.00	
small@small.com	HSA	No	Requires Bank Review	12/12/2014 9:13:53 AM	Online	No ID Check	N/A	New	103	Div Service Failure	XXXXXXXXXXXXXXXXXXXXX1388		Pending	No	No	Yes	12/12/2014	9:16								\$0.00	
small@small.com	HSA	No	Application Approved	5/21/2015 8:21:59 AM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1585		Active	No	No	Yes	5/21/2015	8:23		05/21/2015		03/31/2016	02/29/2016	3/20/2016	2/20/2016	\$25.00	
small@small.com	HSA	No	None	1/29/2016 10:51:52 AM	Online	No ID Check	N/A	Enrolling					Pending	No	No	No	1/1/1900	0:00								\$0.00	
small@small.com	HSA	No	Requires Bank Review	1/11/2016 3:57:41 PM	Online	No ID Check	N/A	New	103	Div Service Failure	XXXXXXXXXXXXXXXXXXXXX1578		Pending	No	No	No	1/1/1900	0:00									\$0.00
small@small.com	HSA	No	Application Approved	1/11/2016 9:52:38 AM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1578		Active	Yes	No	No	1/1/1900	0:00		11/10/2015		03/31/2016	02/29/2016	3/9/2016	2/9/2016	\$0.00	
small@small.com	HSA	No	Application Approved	4/23/2016 8:13:08 AM	Online	No ID Check	N/A	Enrolling					Pending	No	No	No	1/1/1900	0:00								\$0.00	
small@small.com	HSA	No	Application Approved	12/29/2016 2:40:38 PM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1719		Active	No	No	No	1/1/1900	0:00		12/29/2016		03/31/2016	02/29/2016	3/28/2016	2/28/2016	\$100.00	
small@small.com	HSA	No	Requires Bank Review	1/29/2016 12:05:39 PM	Online	No ID Check	N/A	New	103	Div Service Failure	XXXXXXXXXXXXXXXXXXXXX1719		Pending	No	No	Yes	1/29/2016	12:06									\$80.00
small@small.com	HSA	No	Requires Bank Review	1/29/2016 4:18:12 PM	Online	No ID Check	N/A	New	103	Div Service Failure	XXXXXXXXXXXXXXXXXXXXX1719		Pending	No	No	Yes	1/29/2016	16:19									\$0.00
small@small.com	HSA	No	Requires Bank Review	5/20/2016 10:05:32 AM	Online	No ID Check	N/A	New	25	New account	XXXXXXXXXXXXXXXXXXXXX1578		Active	No	No	Yes	5/20/2016	10:07		05/20/2016		03/31/2016	02/29/2016	3/19/2016	2/19/2016	\$0.00	

## Optional Column Detail

See the table below for information on each of the optional columns available in this report.

Optional Field Name	Field Value Location	Field Masked or Hidden When <i>Exclude HSA Account Balances</i> is enabled
Division	Employee HR info	No
Class	Employee HR info	No
Employee ID	Employee demographics	No
Employee SSN	Employee demographics	No
Employee date of birth	Employee demographics	No
Employee address line 1	Employee demographics	No
Employee address line 2	Employee demographics	No
Employee city	Employee demographics	No
Employee state	Employee demographics	No
Employee zip	Employee demographics	No
Employee email	Employee demographics	No
Account type code	Benefit account	No
HDHP eligible	Employee demographics	No
Account upload status	Product partner account details	No
Enrollment date	Benefit account	No
Enrollment method	Benefit account	No
ID verification status	Product partner account details	No
Employee account status	Benefit account	No
Account open date	Product partner account details	No
Account close date	Product partner account details	No
Next statement date	Product partner account details	No
Last statement date	Product partner account details	No
Employee pay period election	Benefit account	Yes
Employer pay period election	Benefit account	Yes

### HSA PAYROLL RECONCILIATION REPORT

The HSA Payroll Reconciliation Report provides employers with a list of HSA credits processed through payroll. It can be used to reconcile HSA contributions made by the employer or employee.

#### Account Type(s)

- HSA

#### Accessing Report

Main Menu > Reports > Request > HSA Administration

Select **HSA Payroll Reconciliation** in the list of available reports.

Choose the desired fields for the report.

The screenshot shows a configuration form for the HSA Payroll Reconciliation Report. The fields are arranged in two columns:

- Time Periods:** Months (dropdown)
- Return Data For The Last:** 1 Month (dropdown)
- Product Partner:** Any HSA Custodian (dropdown)
- Admin\*:** Lopez Administration Service (dropdown)
- Employer:** Joe's Coffee House (dropdown)
- Division:** <All> (dropdown)
- Class:** <All> (dropdown)
- Employee ID:** (text input) with a  NULL checkbox
- Product Partner Account #:** (text input) with a  NULL checkbox
- Date Type:** Posting Date (dropdown)
- Transaction Type:** <All> (dropdown)
- Transaction Description:** <All> (dropdown)
- Mask Account Number:** Yes (dropdown)
- Mask Cardholder ID:** Yes (dropdown)
- Format:** Excel (dropdown)

Report Request Field	Description
Product Partner	Auto-filled
Admin	Auto-filled
Employer	When run by an employer user, only their employer will appear.
Division	If the employer group has divisions, there will be an option to choose one, many, or all divisions.
Class	If the employer group has classes, there will be an option to choose one, many, or all classes.
Employee ID	If an employee ID is entered, the report only returns data for participant(s) with a matching employee ID. If left blank, the report is not filtered by a specific employee ID.
Product Partner Account#	If a product partner account # is entered, the report will only return data for participant(s) with a matching employee ID. If left blank, the report will not be filtered by a specific employee ID.

Date Type	Dropdown options: Transaction Date or Posting Date
Transaction Type	Can choose All or multiple options: Funded Payroll Deposit – Employer, Funded Payroll Deposit – Employee, ACH Credit
Transaction Description	Can choose one or both options: Current Year Normal Contribution – Employer or Prior Year Normal Contribution - Employer
Mask Account Number	When enabled, all but the last 4 characters of the account number are masked.
Mask Cardholder ID	When enabled, all but the last 4 characters of the cardholder (employee) ID are masked.
Format	Available in <b>Excel</b> only

Example HSA Payroll Reconciliation Report

HSA Payroll Reconciliation Report														
Requested Dates: 1/1/2015 - 10/19/2015														
Requested Date Type: Posting Date														
Transaction Type: <All>														
Transaction Description: <All>														
Generated: 10/19/2015 12:15:41														
Product Partner Name	Administrator Name	Employer Name	Employee First Name	Employee Last Name	Division	Class	Employee ID	Account Number	Transaction Date	Effective Date	Posting Date	Transaction Type	Posted Amount	HSA Transaction Description
WealthCare HSA Beta	Consumer Funding Solutions	Sample Group	John	Tester			xxx-xx-ter1	xxxxxxxxxxxxxxxxxxxx1396	01/11/2015 19:06:21	01/11/2015	01/12/2015	Funded Payroll Deposit - Employer	\$120.00	Current Year Normal Contribution – Employer
WealthCare HSA Beta	Consumer Funding Solutions	Sample Group	John	Tester			xxx-xx-ter1	xxxxxxxxxxxxxxxxxxxx1396	01/11/2015 19:06:55	01/10/2015	01/12/2015	Funded Payroll Deposit - Employer	\$120.00	Current Year Normal Contribution – Employer
WealthCare HSA Beta	Consumer Funding Solutions	Sample Group	John	Tester			xxx-xx-ter1	xxxxxxxxxxxxxxxxxxxx1396	01/12/2015 18:05:58	01/11/2015	01/12/2015	Funded Payroll Deposit - Employer	\$120.00	Current Year Normal Contribution – Employer
WealthCare HSA Beta	Consumer Funding Solutions	Sample Group	John	Tester			xxx-xx-ter1	xxxxxxxxxxxxxxxxxxxx1396	01/12/2015 18:05:58	01/11/2015	01/12/2015	Funded Payroll Deposit - Employer	\$120.00	Current Year Normal Contribution – Employer
WealthCare HSA Beta	Consumer Funding Solutions	Sample Group	John	Bull			xxx-xx-0011	xxxxxxxxxxxxxxxxxxxx1370	01/20/2015 01:04:06	12/24/2014	01/20/2015	Funded Payroll Deposit - Employer	\$200.00	Current Year Normal Contribution – Employer
WealthCare HSA Beta	Consumer Funding Solutions	Sample Group	John	Reassociated			xxx-xx-ver3	xxxxxxxxxxxxxxxxxxxx1354	01/20/2015 01:04:07	12/24/2014	01/20/2015	Funded Payroll Deposit - Employer	\$200.00	Current Year Normal Contribution – Employer
WealthCare HSA Beta	Consumer Funding Solutions	Sample Group	Melody	Peterson			xxx-xx-rson	xxxxxxxxxxxxxxxxxxxx1362	01/20/2015 01:04:07	12/24/2014	01/20/2015	Funded Payroll Deposit - Employer	\$200.00	Current Year Normal Contribution – Employer