NORTH COAST ADMINISTRATORS

Employer Guide

Updated January 2021

Employee Experience

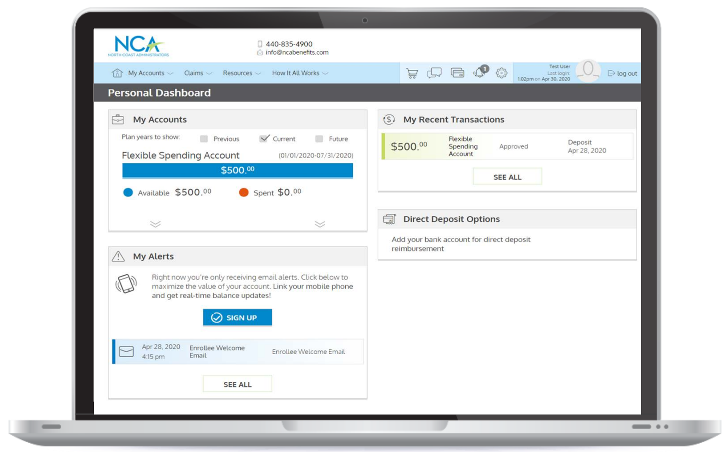
Account access & management

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

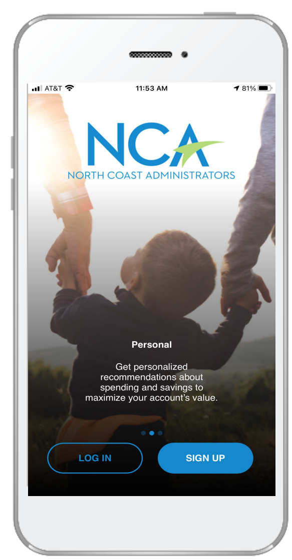


MOBILE ACCESS

Employees can also access their benefit accounts "on the go" through the NCA Benefits 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.

Customer service

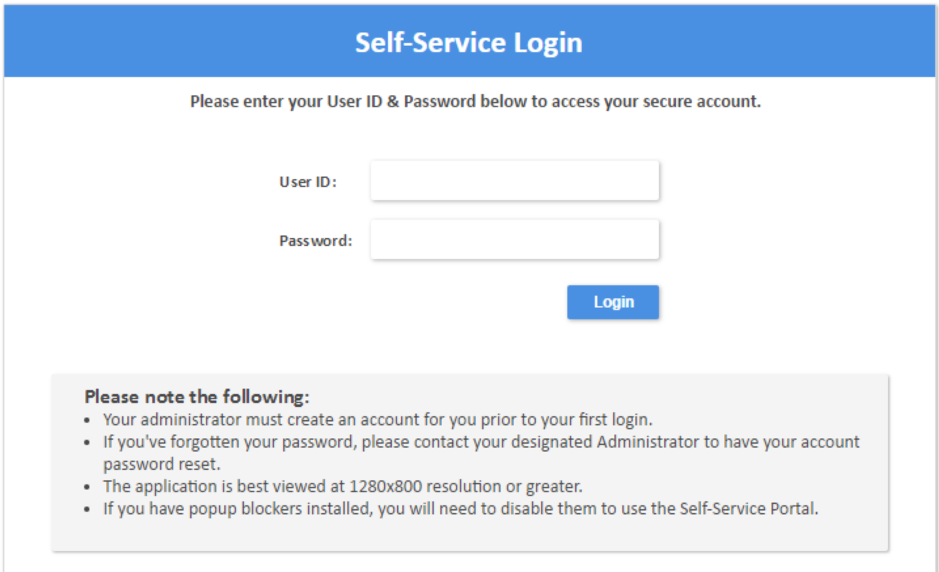
If employees have any questions regarding their benefit accounts, they can call customer service to speak to a representative, the number is 800-677-6690.

QUICK TIP

Employees can text for their balance by texting BAL to 97487

Navigating the Employer Portal

Sign into the employer portal at wealthcareadmin.com/selfservicelogin.aspx



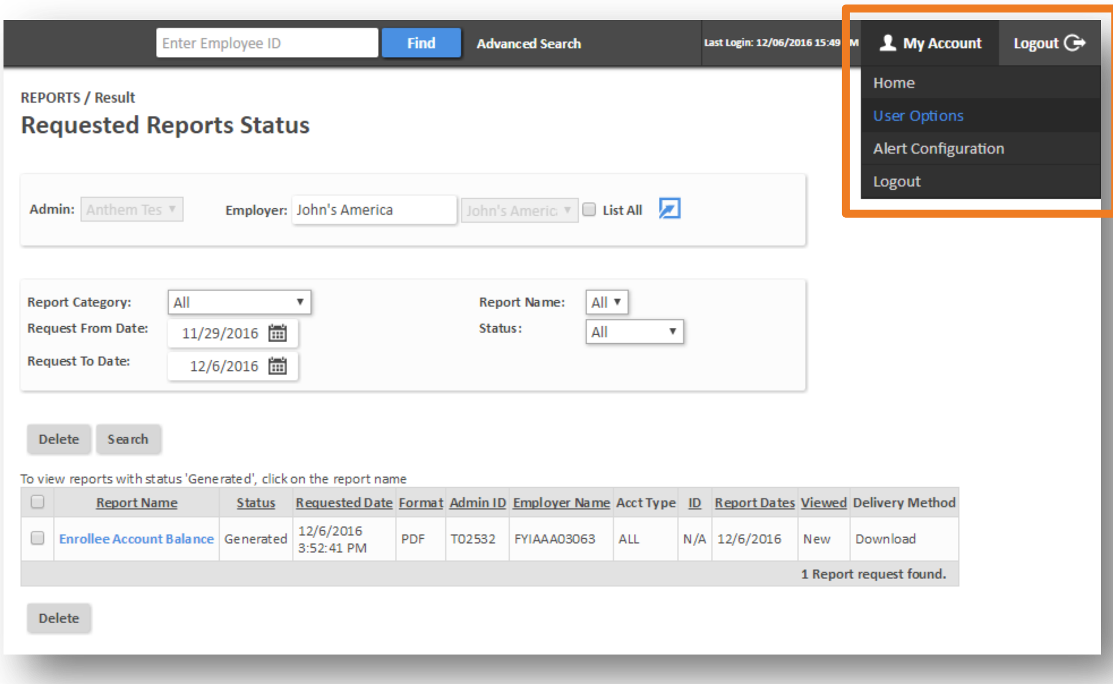
The employer portal answers some of the most important questions employers and employees may have:

- 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.

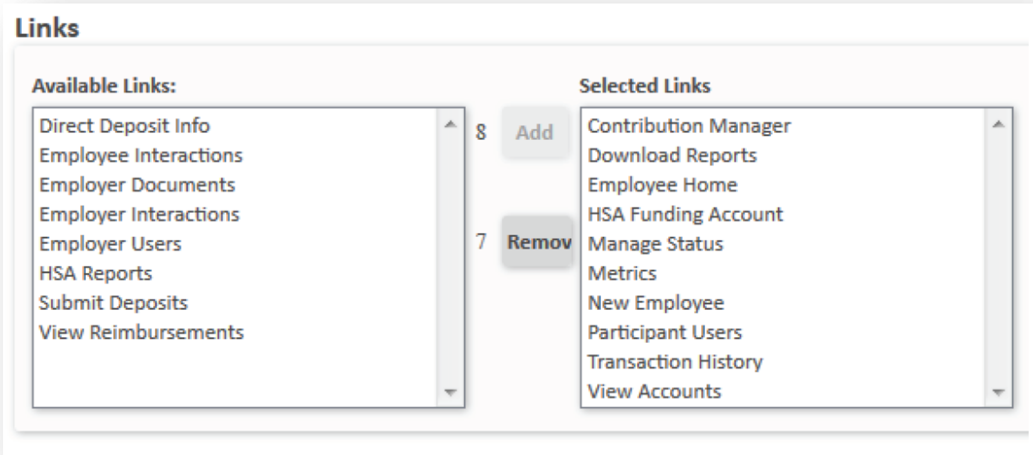
Personalize employer portal user navigation tiles

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.

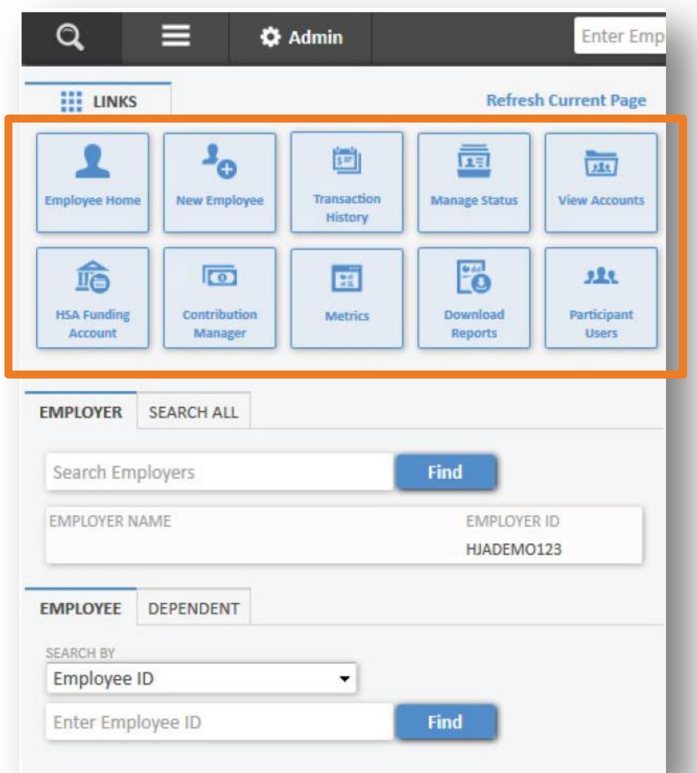
Employers can select their shortcut tiles using the **My Account** menu, found under the **user options** button, as shown below:



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: Current

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

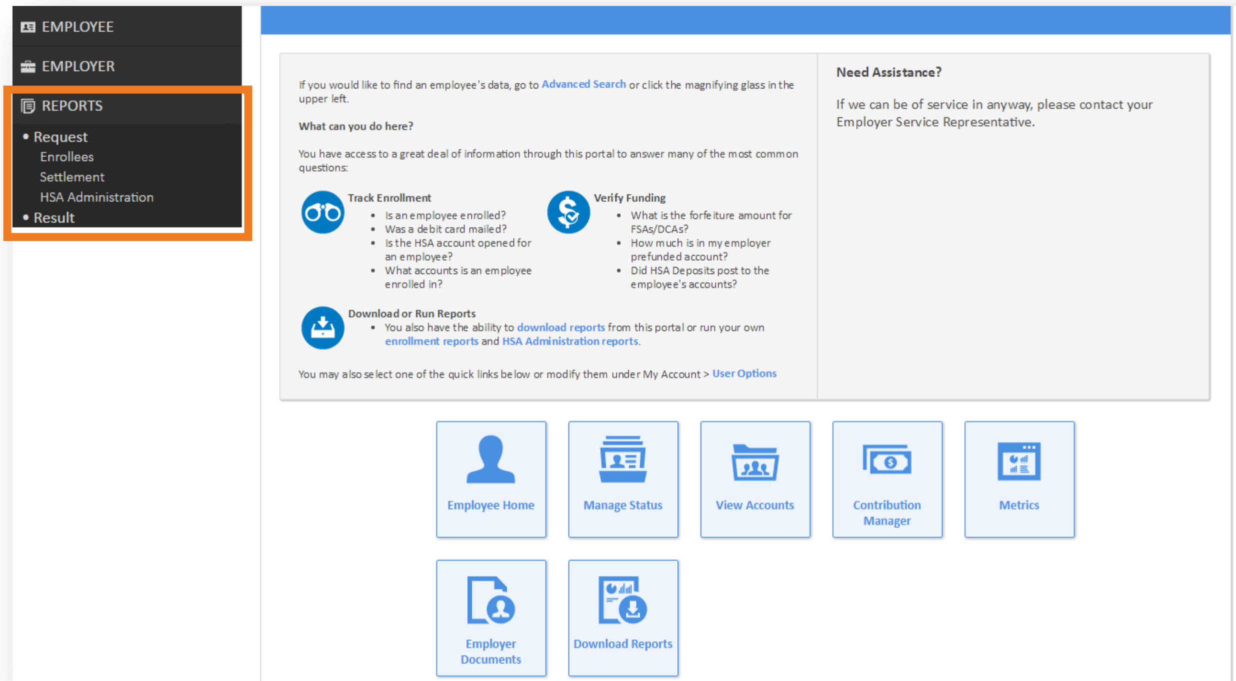
Type	Plan Date	PlanId	Current Yr Contrib	Current Yr Dist	Current Balance	Holds	Acct Avail Balance	Portfolio Balance	EE Acct Status / HSA/VEBA Account Status
UMB	Start: 1/1/2015 End: 12/31/2199	HSA001	N/A	N/A	N/A	N/A	N/A	N/A	6 New / Active 7
									1 Account found.

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.

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.

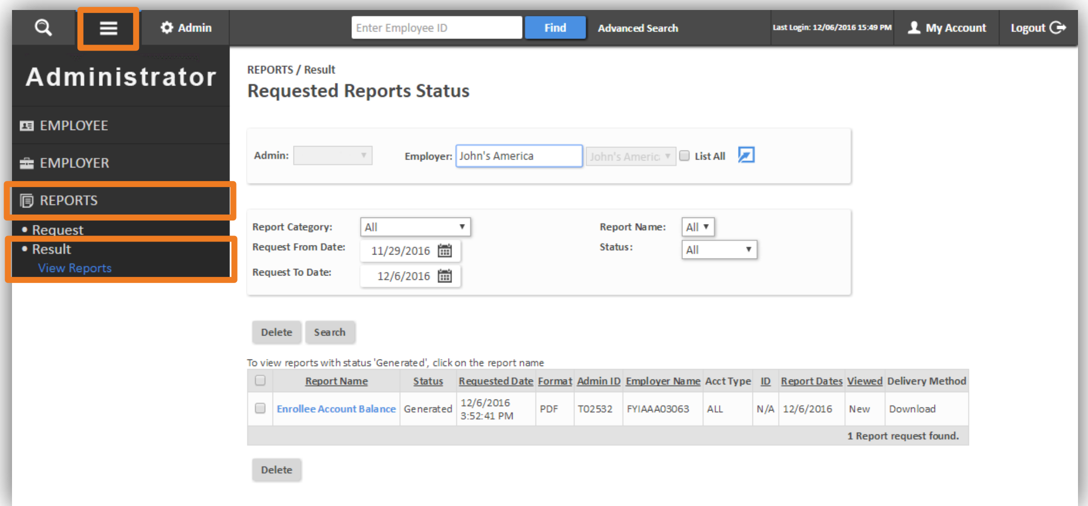
Main Menu > Reports > Request > Desired Report Category

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

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

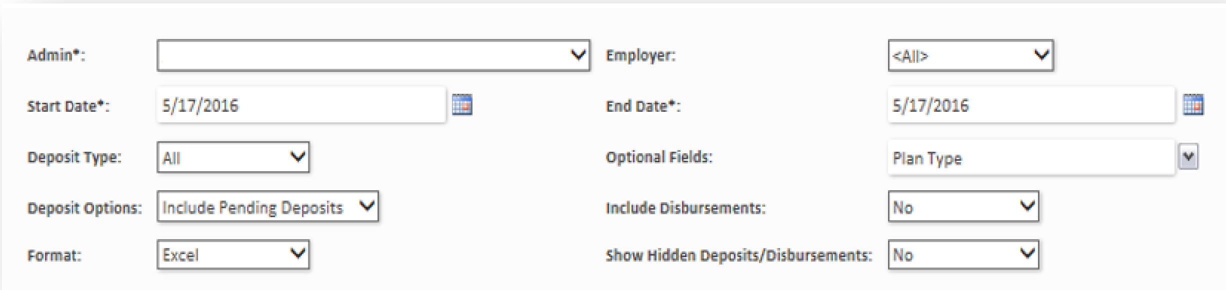
Note: *HSA Payroll Reconciliation Report must be used for HSA funding reconciliation.*

Accessing report

Main Menu > Reports > Request > Transactions

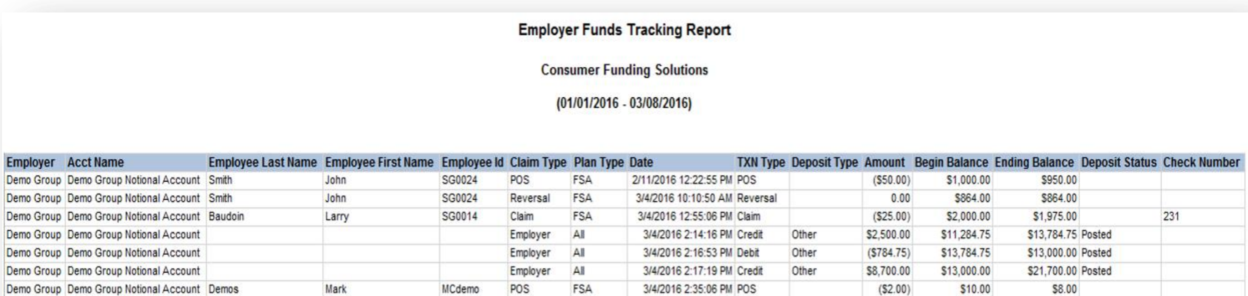
Select **Employer Funds Tracking** in the list of available reports.

Choose the desired fields for the report.



Report Request Field	Description
Admin	Auto-filled
Employer	When run by an employer user, only their employer will appear.
Deposit Type	Dropdown options: **All**, **ACH**, **Check**, **Other**
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 **Excel** only
Show Hidden Deposits	Choose **Yes** or **No**

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)

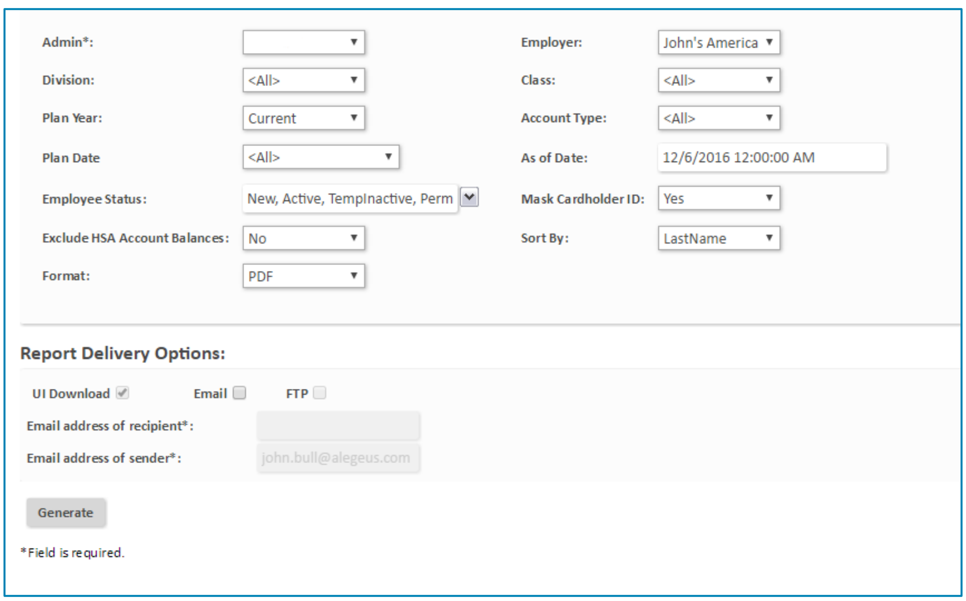
- Member Pay HRA
- FSA
- DCA
- Transit and Parking

Accessing Report

Main Menu > Reports > Request > Enrollees

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

Choose the desired fields for the report.



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 **Previous**, **Current**, or **Future** 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: **Last Name**, **EmployeeID**
Employee Status	Can choose All or multiple options: New, Active, Temporarily Inactive (TI), Permanently Inactive (PI), Terminated
Format	Dropdown options: **PDF**, **Excel, CSV**

Example Enrollee Account Balance Report

Consumer Funding Solutions-T02238
Demo Group-WCDDEMO

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
Account Type : FSA (Prefunded)													
Plan ID : FSA													
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-0029	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-0026	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-th50	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	$636.00	$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
Account Type : HR4 (Prefunded)													
Plan ID : HRA-SHARE													
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
Account Type : HRA (Prefunded)													
Plan ID : HRA													
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	$67.79
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)

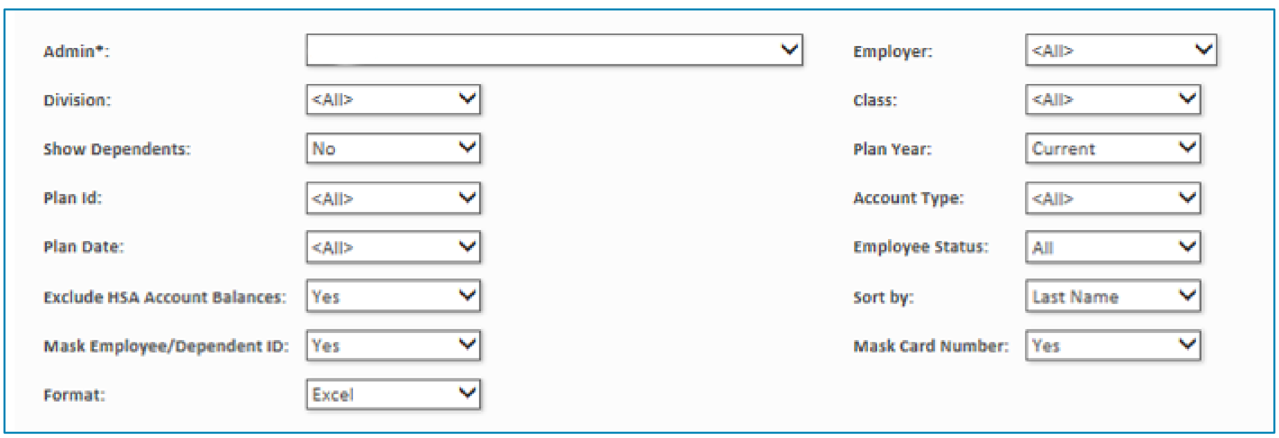
- Provider Pay HRA
- FSA
- DCA
- Transit and Parking

Accessing Report

Main Menu > Reports > Request > Enrollees

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

Choose the desired fields for the report.



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 **Yes** is selected, dependents will appear as a sub-record under their associated employee. If **No** is selected, only employees will display.
Plan Year	Can choose to run report for **Previous**, **Current**, or **Future** 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 **Yes**, 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: **Last Name**, **EmployeeID**
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 **Excel** 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. Dte	Acct. Term Dte.	Annual Election/Family Amount	Individual Amount	EE Contrib. YTD.	ER Contrib. YTD.	Disbursed YTD.	Balance	Participant Type
RI	02865				XXXX-XXXX-XXXX-0584	New	06/30/2017	ANY	ANYHSA	01/01/2013	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
RI	02865	tony.lopez@alegeus.com			XXXX-XXXX-XXXX-5104	New	07/31/2018	FCA	TRANSIT	01/01/2014	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
RI	02865	tony.lopez@alegeus.com			XXXX-XXXX-XXXX-5104	New	07/31/2018	FSA	FSA	01/01/2016	12/31/2016	01/01/2016		$2,000.00	$0.00	$0.00	$0.00	$25.00	$1,975.00	Employee
RI	02865	chris.rodkey@alegeus.com						FCA	TRANSIT	01/01/2014	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
RI	02865	chris.rodkey@alegeus.com						FCA	TRANSIT	01/01/2014	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
RI	02865	chris.rodkey@alegeus.com						FCA	TRANSIT	01/01/2014	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
MA	01234	btschacher@alegeus.com			XXXX-XXXX-XXXX-7243	New	12/31/2018	FSA	FSA	01/01/2016	12/31/2016			$10.00	$0.00	$0.00	$0.00	$2.00	$8.00	Employee
MA	01234	btschacher@alegeus.com			XXXX-XXXX-XXXX-7243	New	12/31/2018	ANY	ANYHSA	01/01/2013	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
RI	02865	chris.rodkey@alegeus.com						FCA	TRANSIT	01/01/2014	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
RI	02865	chris.rodkey@alegeus.com						FCA	TRANSIT	01/01/2014	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
RI	12345		4012729999		XXXX-XXXX-XXXX-6147	TI	12/31/2018	FSA	FSA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	$0.00	$0.00	$800.00	$0.00	$0.00	$0.00	Dependent
RI	12345		4012729999		XXXX-XXXX-XXXX-6162	TI	12/31/2018	FSA	FSA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	$0.00	$0.00	$800.00	$0.00	$0.00	$0.00	Dependent
RI	12345		4012729999		XXXX-XXXX-XXXX-6162	TI	12/31/2018	HR4	HRA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	$0.00	$0.00	$800.00	$800.00	$0.00	$0.00	Dependent
RI	12345		4012729999		XXXX-XXXX-XXXX-6147	TI	12/31/2018	HR4	HRA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	$0.00	$0.00	$800.00	$800.00	$0.00	$0.00	Dependent
RI	12345	matthew.farrow@alegeus.com	4012729999	4012800800	XXXX-XXXX-XXXX-5891	TI	12/31/2018	HR4	HRA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	$0.00	$0.00	$800.00	$800.00	$0.00	$0.00	Employee
RI	12345	matthew.farrow@alegeus.com	4012729999	4012800800	XXXX-XXXX-XXXX-5891	TI	12/31/2018	FSA	FSA	01/01/2016	12/31/2016	01/01/2016	12/31/2016	$0.00	$0.00	$800.00	$0.00	$0.00	$0.00	Employee
RI	12345	matthew.farrow@alegeus.com	4012729999	4012800800	XXXX-XXXX-XXXX-5891	TI	12/31/2018	ANY	ANYHSA	01/01/2013	12/31/2099	01/01/2016		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
RI	02865	tony.lopez@alegeus.com			XXXX-XXXX-XXXX-5875	TI	12/31/2018	ROL	ROLLOVER	01/01/2015	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
RI	02865	chris.rodkey@alegeus.com			XXXX-XXXX-XXXX-0832	New	03/31/2017	FCA	TRANSIT	01/01/2014	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
MA	12345				XXXX-XXXX-XXXX-9197	New	07/31/2018	TRN	TRN	01/01/2015	12/31/2099			$1,095.00	$0.00	$465.00	$0.00	$0.00	$465.00	Employee
RI	02865	kenny.yee@alegeus.com			XXXX-XXXX-XXXX-7728	New	08/31/2018	ANY	ANYHSA	01/01/2013	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
MA	12345	tony.lopez@alegeus.com	5555551234		XXXX-XXXX-XXXX-5848	New	07/31/2018	CRA	CRA	12/04/2015	12/31/9998			$0.00	$0.00	$0.00	$0.00	$0.00	$17.00	Employee
MA	12345	tony.lopez@alegeus.com	5555551234		XXXX-XXXX-XXXX-5848	New	07/31/2018	FSA	FSA	01/01/2016	12/31/2016			$1,000.00	$0.00	$0.00	$0.00	$247.50	$752.50	Employee
MA	12345	tony.lopez@alegeus.com	5555551234		XXXX-XXXX-XXXX-5848	New	07/31/2018	ANY	ANYHSA	01/01/2013	12/31/2099			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Employee
MA	02451	john.bull@alegeus.com	781-111-2222	6035666556	XXXX-XXXX-XXXX-0253	New	06/30/2017	AN2	HSA	01/01/2014	12/31/2199			$0.00	$0.00	$5,672.00	$400.00	$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)

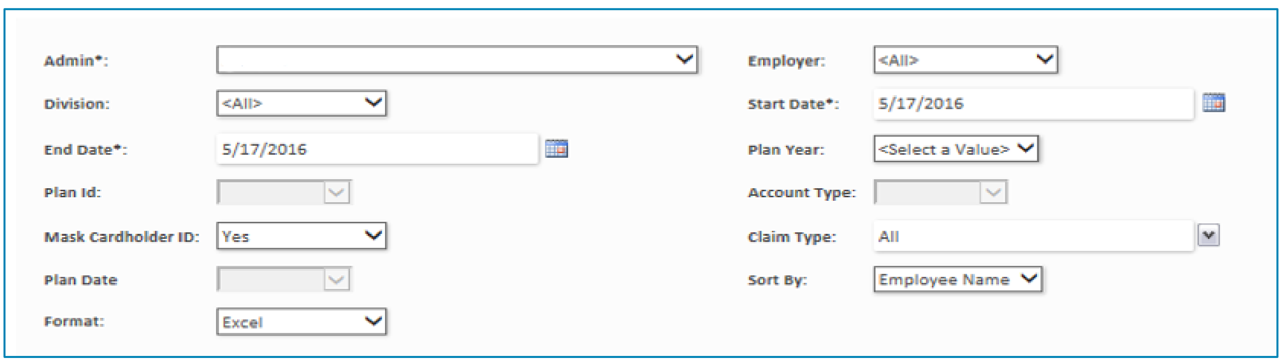
- Member Pay HRA
- Provider Pay HRA
- FSA
- DCA
- Transit and Parking

Accessing Report

Main Menu > Reports > Request > Settlement

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

Choose the desired fields for the report.



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 **All**, **Previous**, **Current**, or **Future** 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 **Excel** 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 Dat
Demo Group		02/11/2016	Smith, John	XXX-XX-0024	02/11/2016	Card	$50.00		FSA	FSA	01/01/2016	12/31/2016
Demo Group		02/26/2016	Smith, John	XXX-XX-0024	12/24/2015	Direct Deposit	$25.00	29	FSA	FSA	01/01/2015	12/31/2015
Demo Group		02/26/2016	Smith, John	XXX-XX-0024	12/02/2015	Check	$10.00	227	FSA	FSA	01/01/2015	12/31/2015
Demo Group		02/26/2016	Mitchell, Juan	XXX-XX-0025	12/07/2015	Check	$80.00	226	HR4	HRA-SHARE	01/01/2015	12/31/2015
Demo Group		02/26/2016	Mitchell, Juan	XXX-XX-0025	12/07/2015	Check	$20.00	226	FSA	FSA	01/01/2015	12/31/2015

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 *Exclude HSA Account Balances* 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