

Employer Site Guide

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Employer Site Access

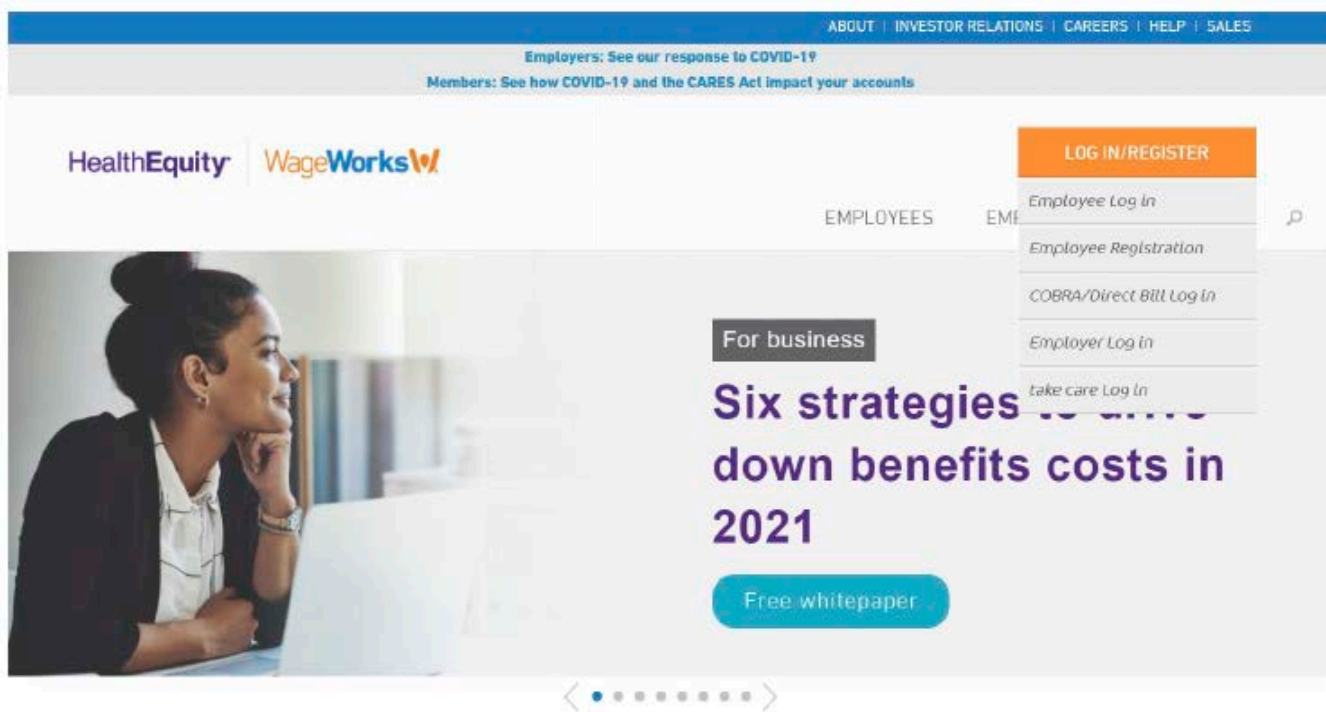
Log on to Employer Website

The HealthEquity Employer Site features the latest materials and tools to help you communicate with your employees and track your year-to-year participation goals. Additional services (special mailings, customized materials, benefits fair support services, custom reporting) are also available and may be arranged through your HealthEquity Relationship Management Team.

As a HealthEquity Program Sponsor you have been given access to the Employer (ER) Web Site. By using this site, you can manage eligibility and enrollment such as view your participant elections, add newly eligible participants, terminate employees and change elections. You can also obtain reports to assist in the maintenance of your Consumer Directed Benefit Plans.

The Employer Site is accessed by visiting HealthEquity.com. In the upper right corner, click on the LOG IN/REGISTER link to access the Employer Log in (boxed in blue below).

Once you click on the [Employer Login] link, you will see the Employer Site Login page. Here you will enter the Username and Password as provided to you by your Implementation Manager. Please keep your login credentials private and secure.



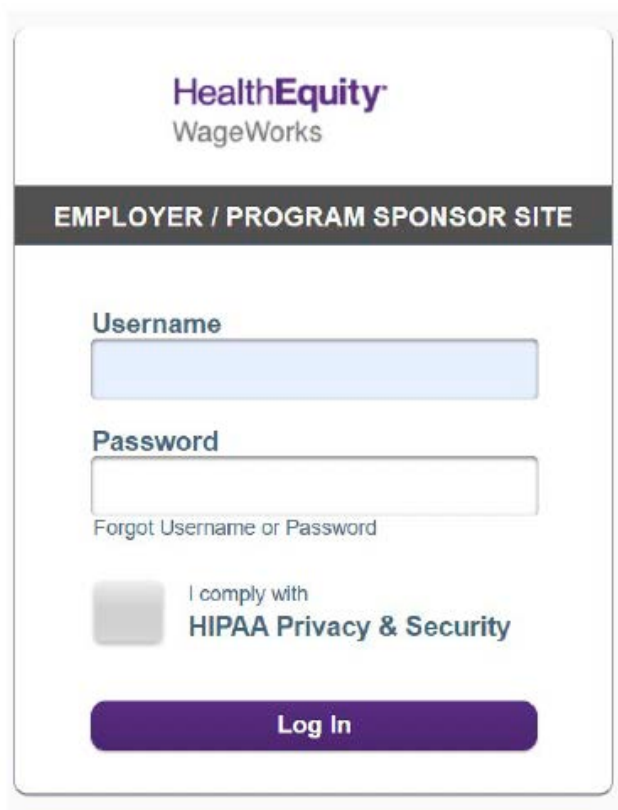
Change your Administrator Password

Upon your initial login, you will be asked to change your password.

Password Rules: Your new password must be 8-12 Characters long, include at least one letter and one number, and cannot contain your last name, first name or username.

If you forget your Username or Password, click on the Forgot Username and Password link. If you still require assistance, please reach out to your Relationship Management Team.

Password changes can also be made on demand via the [Change Password] link found in the menu bar at the top right once you have logged into the site.

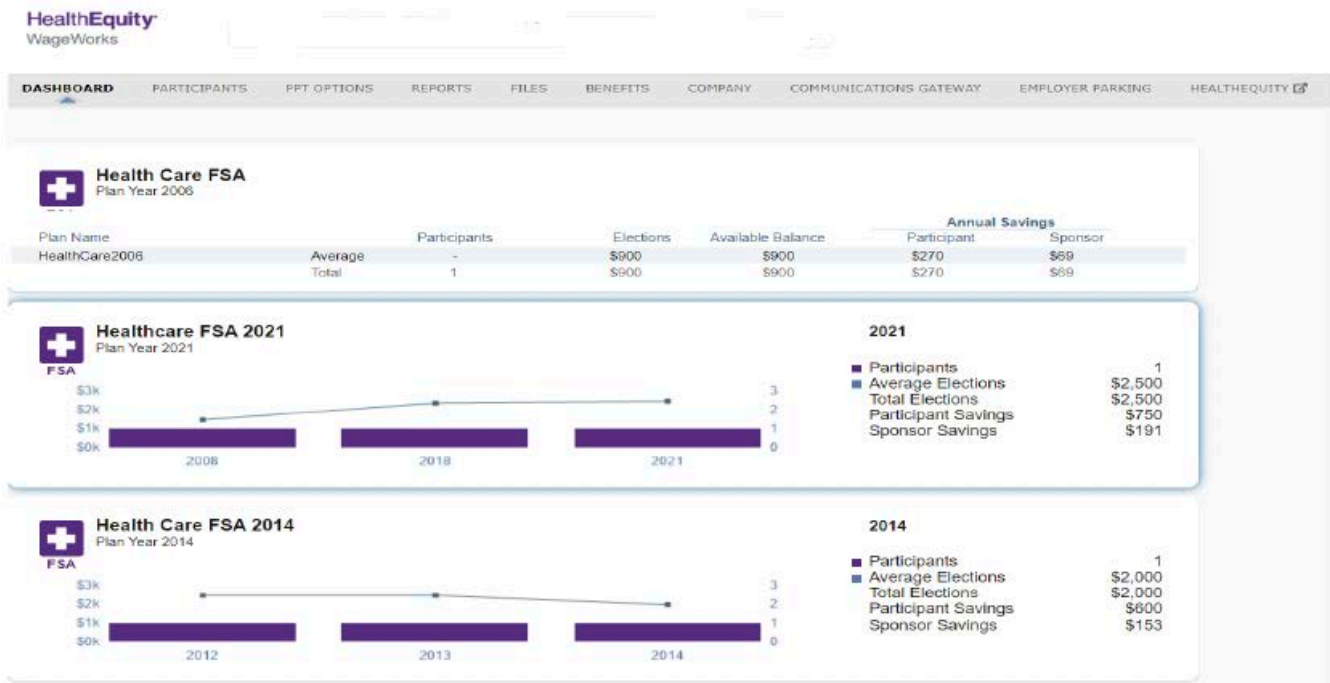


The screenshot shows the login interface for the HealthEquity WageWorks Employer / Program Sponsor Site. At the top, the HealthEquity WageWorks logo is displayed. Below the logo is a dark grey header bar with the text "EMPLOYER / PROGRAM SPONSOR SITE" in white. The main content area contains a "Username" label above a light blue input field, followed by a "Password" label above a white input field. Below the password field is a link that says "Forgot Username or Password". Underneath is a checkbox with the text "I comply with HIPAA Privacy & Security". At the bottom of the form is a purple "Log In" button.

Dashboard Overview

Healthcare (FSA / HSA / HRA), Dependent Care, Commuter and Other Programs

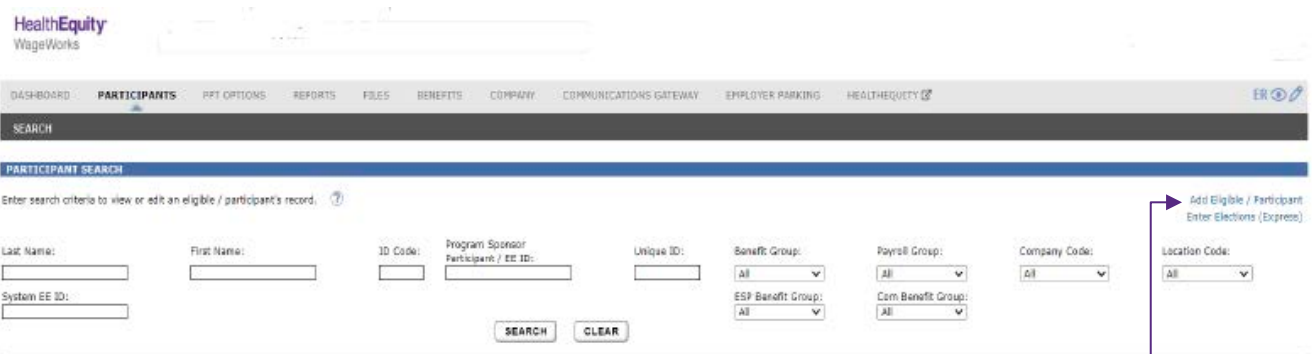
Once logged in, you will see your company's account details. This page is called the [DASHBOARD], the first tab at the top left of the screen. A darkened tab at the top of the site indicates your present location on the Employer Site. You can always click on these tabs to return to the main menu of that tab, without having to use your browser's "back" button.



- The dashboard provides a dynamic display of total number of participants (not eligible population) and the election totals (does not include any employer contributions) made during enrollment. Simply click on a plan to view an eight-year history of your plan performance.
- All plans you offer through HealthEquity, such as an HRA, HSA, Commuter Benefits or the Wellness program will also display details of these accounts on this screen.
- Unlike the other displays, the Wellness Program will display a count of total Eligible and Actual participants. Actual participants in the Wellness Program are those that have submitted a claim.
- The data shown on the Dashboard is a snapshot of each of your accounts at the close of business activity the prior night.

Participants Tab

When you click on the [PARTICIPANTS] tab, you will be automatically taken to the Participant Search screen.



Enter Search criteria, such as last name, first name, and/or last four digits of Unique ID. Results appear below.

Click on Add Eligible Participant to add a newly eligible employee.

Search for Participants

You can search for participants and then view or edit¹ their profiles online by:

- Entering data into any of the search fields and click on [Search]. It is helpful to include a portion of the first and last name to reduce the number of resulting records. Additionally, you can key in the last 4 of the unique ID that you send to HealthEquity on the Program Sponsor File or the Participant / EE ID that you use in your system of record if that data exists in the HealthEquity system.

¹ If your site access includes editing privileges

Add Eligible/Participant

If the Participant is not yet in the system, you can click on [Add Eligible / Participant] on the top right corner (see screenshot above) to add the Participant. You will be advised of the Auto Save feature. To acknowledge the notification, click OK.

- All fields with an asterisk are required fields. Note – when entering unique ID, please be sure to use the correct and same unique ID in future files for the participant.
- Please note that if you currently have an internal HRIS or third-party administrator that handles your eligibility and enrollment, adding and changing eligibility and enrollment data on the HealthEquity Employer site can also be facilitated through the Program Sponsor File. Please refer to FILE TAB section of this guide.
- This page will automatically save as you enter data. If you get logged out, a security provision for inactivity, you will return to this page immediately when you log back in.

The screenshot shows a web-based form for adding or editing a participant's profile. The form is organized into several distinct sections:

- PROFILE:** Contains fields for Participant or Employee ID, Unique ID or SSN, Last Name, First Name, Middle Initial, Birth Date (with Month and Day dropdowns), Gender (Male/Female), Mailing Address 1-3, City, State, Zip Code, Residential Address 1-2, City, State, Zip Code, Work Address 1-2, Work City, Work State, Work Zip Code, and Email Address. It also includes checkboxes for Home, Employment New Date, Employment Termination Date, and HSA Separation Date.
- RESIDENTIAL ADDRESS:** A section for providing residential details, including address, city, state, and zip code.
- WORK ADDRESS:** A section for providing work-related address details, including address, city, state, and zip code.
- MEDICAL/PHARMACY COPLAN SELECTION:** A section with dropdown menus for Medical Coplan Group, Dental Coplan Group, Vision Coplan Group, Pharmacy Coplan Group, and Other Coplan Group, each with an associated Effective Date field.
- SUBSIDY/GRANT SURVEY (Required Group Subsidy):** A section with input fields for various subsidies: Monthly Subsidy for Pub. Trans. & Vanpool, Monthly Subsidy for Pub. Trans. & Vanpool Max, Monthly Subsidy for Pub. Trans. & Vanpool Max (K), Monthly Subsidy for Parking (K), Monthly Subsidy for Parking (K), Monthly Subsidy for Parking (K), Monthly Subsidy for Parking Max (K), and Total Subsidy Cap (K).

Edit Participant Profiles

- Once you have located your employee’s record, click on the name of the person whose profile you wish to view or edit.
- The Participant’s initial [PROFILE] screen will then appear.

DASHBOARD PARTICIPANTS PPT OPTIONS REPORTS FILES BENEFITS COMPANY COMMUNICATIONS GATEWAY EMPLOYER PARKING HEALTHEQUITY ER

SEARCH PROFILE HEALTH CARE & DEPENDENT CARE COMMUTER OTHER PROGRAMS

Christopher DeRose (WW 44557147) Update Profile

PERSONAL

Provided by the Program Sponsor. Please contact your Account Service Team to update.

Last Name: Smith
 First Name: Jane J.
 Initial:
 Birth Date: 10/11
 ID Code: 2006

ELIGIBILITY

Provided by the Program Sponsor. Can be updated by file.

Participant/EE ID: 99988
 Benefit Group: ACTIVE (1/1/2017)
 Payroll Group: NONE (1/1/2017)
 Location Code:
 Company Code:
 ESP Benefit Group: None
 Hire Date: 1/1/2017
 Employee Term Date:
 HSA Separation Date:
 Commuter Benefit Group: SAVE

[Commuter Eligibility History](#)

PROFILE

Provided and updated by the Program Sponsor only.

All Program Mail: 333 S. Grand Avenue
 Lansing, AZ 48933
 Email 1: DeroseC@michigan.gov
 Phone: (517) 243-7726
 Work ZIP: 48933
 Direct Deposit Account (from EE):
 Payment Method: Checking

HC CARD COPY GROUPS

Medical: No groups set up
 Dental: No groups set up
 Vision: No groups set up
 Pharmacy: No groups set up
 Other: No groups set up

HSA-COMPATIBLE COVERAGE

The last selected coverage applies (year after year) until the effective date of new coverage.

Coverage Level: SAVE
 Effective Date: MM/DD/YYYY

Coverage History:	Coverage	Effective	Updated
	HSA-Compatible (Limited)	01/01/2017	09/22/2017

Personal Identifying Information (PII): The information shown here contains key identification details. Any changes to a participant’s profile may affect the participant’s eligibility and experience. For example, entering a termination date will end coverage or change in Benefit Groups may affect eligibility (if Benefit Groups are used in your plan set up).

Eligibility: The information shown in this area can also be updated by changing a participant's data on your Program Sponsor File and submitting it to HealthEquity.

Profile: This information is initially provided by the Program Sponsor. HealthEquity has two options for how participant addresses are updated at HealthEquity and this decision is typically made by the employer during the implementation stage of the partnership.

Option 1: The employer is the system of record and updates are provided on the Program Sponsor File. With this option, participants cannot change their address on their HealthEquity profile. HealthEquity will re-direct participants to the employer for address updates.

Option 2: The employer will pass employee address on the Program Sponsor File initially but the participant is responsible for updating the mailing address in their HealthEquity profile. This is the standard HealthEquity option.

Health Care Card copay groups: The information shown in this area will be reflected only if Copay Groups are initially provided via the Program Sponsor File.

The screenshot displays a 'PROFILE' form with the following sections:

- Personal Information:** Participant or Employee ID (22121212), Unique ID or SSN (*****321), Last Name (Smith), First Name (James), Middle Initial, Birth Date (Month: 01, Day: 01), Gender (Male), Mailing Address 1 (1100 Park Place), City (San Mateo), State (CA), Zip Code (94403).
- Residential Address:** Residential Address 1, Residential Address 2, City, State, Zip Code.
- Work Information:** Work Address 1, Work Address 2, Work City, Work State, Work Zip Code (94406), Email Address (j.smith@wageworks.com), Phone (800-855-1212).
- Employment:** Employment Hire Date (07/20/2011), Employment Termination Date, HSA Separation Date.
- Benefit Information:** Benefit Group Code (ACTIVE - ESTBOL130 - CIBENR), Benefit Group Effective Date (07/20/2011), Payroll Group Code (AG11 - GENERAL - WD-EM - WK), Payroll Group Effective Date (07/20/2011), Location Code, Company Code (None - ESPTEST - TEST - SAL).
- ESP Benefit Information:** ESP Benefit Group Code (ESPGROUP - GYMST0306), ESP Benefit Group Effective Date (07/20/2011), ESP Benefit Group End Date.
- Commuter Program Status:** Eligible (checked) / Not Eligible.

Additional sections on the right include:

- INDIVIDUAL COMPUTER SUBSIDY (Replaces Group Subsidy):** Monthly Subsidy for Pub. Trans. & Vanpool (\$), Monthly Subsidy for Pub. Trans. & Vanpool (%), Monthly Subsidy for Pub. Trans. & Vanpool Max (\$), Monthly Subsidy for Parking (\$), Monthly Subsidy for Parking (%), Monthly Subsidy for Parking Max (\$), Total Subsidy Cap (\$).
- HEALTH CARE CARD COPAY GROUPS:** Medical Copay Group, Dental Copay Group, Vision Copay Group, Pharmacy Copay Group, Other Copay Group, each with an Effective Date field.

- Once you have updated the record, click on [Next] at the bottom of the screen to continue, and then click on [Save Profile] to save your changes. You may also opt to [Save Profile & Enter Health Care or Dependent Care Enrollment] when you complete this page

Tip: Encourage your participants to log into their own accounts to take ownership and update their personal data and address wherever possible, if you have elected to have the participant be the “system of record”.

Participant Enrollment

Quick and Efficient Enrollment Entry

The Employer Site allows you to quickly and easily enter eligible, participants and elections from enrollment forms by using the [Enter Elections (Express)] link. An eligible employee must already have a profile in the system in order to enter enrollments using this feature. All data entered on the page is automatically saved so no data is lost if the user is logged out for inactivity.

Annual Enrollment Processing

During your next annual enrollment process, you will be able to enter eligibility and enrollment on a single page by using the [Add New PPT for Open Enrollment](#) which can be accessed through the Enter Election (Express) link in the right corner of the web page. Use this page to enter a new participant into the system during open enrollment.

This page will automatically save as you enter data. If you get logged out, a security provision for inactivity, you will return to this page in progress immediately when you log back in.

PARTICIPANT SEARCH

Enter search criteria to view or edit an eligible / participant's record. [?](#) [Add Eligible / Participant
Enter Elections \(Express\)](#)

Last Name: First Name: ID Code: Program Sponsor Participant / EE ID: Unique ID: Benefit Group: Payroll Group: Company Code: Location Code:
 System EE ID: ESP Benefit Group: Core Benefit Group:

Program Sponsor:

[CHANGE PASSWORD](#) - [LOG OUT](#)

SEARCH

DASHBOARD
PARTICIPANTS
REPORTS
FILES
BENEFITS
COMPANY
COMMUNICATIONS GATEWAY
EMPLOYER PARKING
EMPLOYER TRANSIT

SEARCH
EXPERIENCE OPTIONS
PPT SITE MESSAGES
PPT SITE FORMS & DOCS
PARTICIPANT EMAILS

PARTICIPANT SEARCH

Enter search criteria to view or edit an employee/participant's record. [?](#) [Add Eligible / Participant
Enter Elections \(Express\)](#)

Last Name: First Name: ID Code: Program Sponsor Participant / EE ID: Unique ID: Benefit Group: Payroll Group: Location Code: Company Code:
 System EE ID: ESP Benefit Group: Core Benefit Group:

Click here to run this report for a particular Benefit Group, Payroll Group, Location Code or Company Code.

ADD NEW PARTICIPANT FOR OPEN ENROLLMENT

PROFILE

Enter all available information for this participant:

Participant or Employee ID:

Unique ID or SSN:

Last Name:

First Name:

Birth Date:

Mailing Address 1:

Mailing Address 2:

City:

State:

Zip Code: -

Work Zip Code:

Email Address:

Phone: - - x

Employment Hire Date:

FULL-TIME PART-TIME COBRA BQQA014 BGHSATS107 STDWGR ACTIVE TSTB21120 CIBERE OMBTEST LAUREATE NEW RETIRED

INDIVIDUAL COMMUTER SUBSIDY (Replaces Group Subsidy)

Monthly Subsidy for Pub. Trans. & Vanpool (\$):

Monthly Subsidy for Pub. Trans. & Vanpool (%):

Monthly Subsidy for Pub. Trans. & Vanpool Max (\$):

Monthly Subsidy for Parking (\$):

Monthly Subsidy for Parking (%):

Monthly Subsidy for Parking Max (\$):

Total Subsidy Cap (\$):

HIC CARD COPY GROUPS

Medical Copay Group: None BCBSPPD MEDCIL NONMEDICAL Effective Date:

Dental Copay Group: None NGDENTAL Effective Date:

Vision Copay Group: None NOVISION Effective Date:

Pharmacy Copay Group: None Effective Date:

Modify/Ending Coverage

While in the participant record, you can view enrollments by clicking on the [Health Care & Dependent Care] link. Click on the Change or Cancel link to modify the coverage period. Modifying the coverage period during common events such as leave of absence, rehire, termination and FSA COBRA can be done by clicking on the Change link within the enrollment.

Change if

- suspending coverage due to leave of absence
- extending coverage due to rehire or return from leave of absence

Change if

- terminating coverage
- delete or un-enroll coverage (set coverage end date equal to the coverage effective date)

View or Edit Participant Account Detail

Once participant profile and enrollments are loaded, you can view or edit the account information. After you have searched and located a participant through the Participant Tab, click on the participant name and click on the sub-links to view account history detail.

ACCOUNT HISTORY

Display:

HC FSA
 DC FSA
 HRA
 HSA
 Health Care Cost

Now displaying HC FSA history for this participant

Ashley Barclay (W# 43495328)

[BACK](#)

[ADD ENROLLMENT](#)

Legend: Bold Text = Key Fields | Highlighted Text = Key Subtotals

Plan	HC FSA 2018		HC FSA 2017		
	Type	Change	Cancel	Change	Cancel
Coverage Start Date		1/1/2018		1/1/2017	
Coverage End Date		3/31/2019		3/31/2018	
Spend By Date		2/15/2019		2/15/2018	
Claim By Date		3/31/2019		3/31/2018	
Election Amount		\$2,500.00		\$1,000.00	
Change In Election		\$0.00		\$0.00	
Additional Benefits		\$0.00		\$0.00	
Total Benefits		\$2,500.00		\$1,000.00	
Pre-tax Payroll Deductions		\$0.00		\$0.00	
Post-tax Payroll Deductions		\$0.00		\$0.00	
Pre-tax FS Contributions (Election Amount)		\$0.00		\$0.00	
Post-tax FS Contributions (Election Amount)		\$0.00		\$0.00	
Total Contributions (Election Amount)		\$0.00		\$0.00	
Remaining Contributions (Election Amount)		\$2,500.00		\$1,000.00	
Pre-tax All Contributions		\$0.00		\$0.00	
Pre-tax FS Contributions (Additional Benefits)		\$0.00		\$0.00	
Post-tax FS Contributions (Additional Benefits)		\$0.00		\$0.00	
Total Contributions (Additional Benefits)		\$0.00		\$0.00	
Total Contributions (All)		\$0.00		\$0.00	
Claims Approved / Not Yet Paid (NSP)		\$0.00		\$0.00	
Carroll Payments		\$0.00		\$0.00	

Add Enrollment

This page includes a link to [Add Enrollment] which is another location in the portal in which you can add a new enrollment to an existing participant account. After you enter the Coverage Effective Date and the Date Enrollment Form Signed fields, and click on [Search], all plans in which the Participant is eligible to enroll will appear. Enter the Annual Election amount and be sure to save the Election.

ENTER ENROLLMENT INFO

* Indicates a required field

PROFILE

Participant or Employee ID: 1234567

Unique ID or SSN: *****242

Last Name: Doe

FIRST NAME: Brandon

Middle Initial:

Birth Date: 12/19/1960

Mailing Address 1: 123 Main Street

Mailing Address 2:

City: New York

State: NY

Zip Code: 10003

Work Zip Code: 52024

Email address: gwen.bryant@wageworks.com

Phone: () -

Payment Preference: Direct Deposit Check

ENROLL IN HC & DC PLAN

Enrollment Application Information

Coverage Effective Dates: * (MM/DD/YYYY)

Date Enrollment Form Signed: * (MM/DD/YYYY)

Only those plans available for the Coverage Effective Date entered will be displayed below.

SEARCH

ACCOUNT HISTORY **BACK**

James Smith (21103835)

Display: HC FSA DC FSA HRA HSA Health Care Card HSA-Compatible

Add Enrollment

Plan Type	HC FSA 2011	
	Change	Cancel
Coverage Start Date	7/20/2011	8/1/2011
Coverage End Date	12/30/2011	8/1/2011
Spend It By Date	12/30/2011	
Claim It By Date	3/29/2012	5/31/2012
Election Amount	\$1,500.00	\$1,500.00
Change In Election	\$0.00	\$0.00
Additional Benefit	\$0.00	\$0.00
Total Benefits	\$1,500.00	\$1,500.00
Pre-tax Payroll Deductions	\$0.00	\$0.00
Post-tax Payroll Deductions	\$0.00	\$0.00
Pre-tax PS Contributions (Election Amount)	\$0.00	\$0.00
Post-tax PS Contributions (Election Amount)	\$0.00	\$0.00
Total Contributions (Election Amount)	\$0.00	\$0.00
Remaining Contributions (Election Amount)	\$1,500.00	\$1,500.00
Post-tax AH Contributions	\$0.00	\$0.00
Pre-tax PS Contributions (Additional Benefits)	\$0.00	\$0.00
Post-tax PS Contributions (Additional Benefits)	\$0.00	\$0.00
Total Contributions (Additional Benefits)	\$0.00	\$0.00
Total Contributions (All)	\$0.00	\$0.00
Claims Approved / Not Yet Paid (RSP) *	\$0.00	\$0.00
Card Payments	\$0.00	\$0.00
PMP Payments	\$0.00	\$0.00
PMB Payments	\$0.00	\$0.00
Other Payments	\$0.00	\$0.00
Total Payments (Authorized)	\$0.00	\$0.00
Total Refpayments	\$0.00	\$0.00
Total Transfers	\$0.00	\$0.00
Election Balance	\$1,500.00	\$0.00
Available Balance	\$1,500.00	\$0.00
Account Balance (Actual)	\$0.00	\$0.00

Health Care Card Status

Once you have located the employee record, click into the participant record, and then click on the Health Care & Dependent Care link found on the navigation row across the top of the page.

- Then select the “Health Care Card” button found under the Display section on the upper left-hand side of the page.
- You can check on any individual’s card status through the ER Site. HealthEquity cards are issued for three years and the expiration date by card is available to view.

SEARCH | PROFILE | HEALTH CARE & DEPENDENT CARE | COMMUTER

ACCOUNT HISTORY Brandon Doe (WW 49181395) [BACK](#)

Display: HC FSA DC FSA Health Care Card [Add Enrollment](#)

Now displaying Health Care Card history for this participant

HEALTH CARE CARDS				CARD ACCOUNT STATUS HISTORY			
Name on Card	ID Code/SSN	Requested	Mailed	Activated	Status	Last 4 Card #	Expires
BRANDON DOE (AH)	3242	3/15/2018			Not Issued		

Your card will be mailed to the address in your Profile within 3 weeks of the Requested date above or before the start of your coverage, **whichever is later.**

CARD SUSPENSION CONTROL

Apply Suspension Rule to this Account Holder: Yes No

Indefinitely Until (Date):

HISTORY

No history records found.

HSA-Compatible Settings

Once you have located the employee record, click into the participant record, and then click on the Health Care & Dependent Care link found on the navigation row across the top of the page. Then select the “HSA-Compatible” button found under the Display section on the upper left-hand side of the page.

If your plan rules allow, participants can move out of an HSA-Compatible FSA to a standard Health Care FSA once their deductible has been met. During implementation, you will decide if you, the employer, will be providing this information to HealthEquity via the Program Sponsor File or if your employees will provide notification directly to HealthEquity once they have met the deductible. You can track updates to the participant accounts via the Employer Site.

ACCOUNT HISTORY

James Smith (21103835)

Display:

- HC FSA
- DC FSA
- HRA
- HSA
- Health Care Card
- HSA-Compatible

Add Enr

COVERAGE
 This participant currently has **Standard** coverage. Complete coverage history is displayed to the right.

To change this participant's coverage, enter the following:

- Standard Coverage
- HSA-Compatible Coverage

Effective Date:

COVERAGE HISTORY

Your Choice	Effective Date	Updated
Standard	07/20/2011	06/19/2014

HSA / HDHP DEDUCTIBLE FORMS

Received	Processed	Deductible Met	Year	Status	Reason
----------	-----------	----------------	------	--------	--------

Add Funding Feature

This functionality is particularly useful when participant contributions (Funding Records) error out or an adjustment is needed to correct a participant's Year-To-Date plan contribution. All Employer Super Users have access to view and use this feature. Once you have located the employee record, click into the participant record, click on the Add Funding link in the upper right hand corner and you will be able to add a one-time funding record for the selected participant.

Healthcare and Dependent Care funding (FND) records can be posted to a participant's account using the Employer Site > Participants > Add Funding feature.

ACCOUNT HISTORY

Brandon Doe (WW 49181393)

Display:

- HC FSA
- DC FSA
- Health Care Card

Add Enrollment

Now displaying HC FSA history for this participant

Bold Text = Key Fields Highlighted Text = Key Subtotals

Plan	HCSA2010
Type	HC FSA
	Change Cancel
Coverage Start Date	1/1/2010
Coverage End Date	12/31/2010
Spend It By Date	12/31/2010
Claim It By Date	3/31/2015
Election Amount	\$2,400.00
Change In Election	\$0.00
Additional Benefit	\$0.00
Total Benefits	\$2,400.00
Pre-tax Payroll Deductions	\$155.73
Post-tax Payroll Deductions	\$0.00
Pre-tax PS Contributions (Election Amount)	\$0.00
Post-tax PS Contributions (Election Amount)	\$0.00
Total Contributions (Election Amount)	\$155.73

ACCOUNT HISTORY

Brandon Doe (WW 49181395)

BACK

Display:

HC FSA DC FSA Health Care Card

Add Enrollment

Now displaying HC FSA history for this participant

Bold Text = Key Fields **Highlighted Text = Key Subtotals**

Plan	HC FSA2018
Type	HC FSA
	Change Cancel
Coverage Start Date	1/1/2018
Coverage End Date	12/31/2018
Spend It By Date	12/31/2018
Claim It By Date	3/31/2019
Election Amount	\$2,400.00
Change in Election	\$0.00
Additional benefit	\$0.00
Total benefits	\$2,400.00
Pre-tax Payroll Deductions	\$155.73
Post-tax Payroll Deductions	\$0.00
Pre-tax PS Contributions (Election Amount)	\$0.00
Post-tax PS Contributions (Election Amount)	\$0.00
Total Contributions (Election Amount)	\$155.73

Follow these simple steps to add a funding record

1. Choose the plan by selecting the appropriate plan under Display.
2. Enter the funding amount
3. Select the funding date

You will be asked to confirm the plan, amount and funding date. Once confirmed a Program Sponsor File will be auto generated and posted so you can see the results on the Files Tab. The file will be sent through all the standard Program Sponsor File validations.

DASHBOARD **PARTICIPANTS** REPORTS FILES BENEFITS COMPANY COMMUNICATIONS GATEWAY EMPLOYER PARKING

SEARCH | PPT SITE MESSAGES | PPT SITE FORMS & DOCS | PROFILE | HEALTH CARE & DEPENDENT CARE | COMMUTER

ADD FUNDING

Plan ?

Pre-Tax Payroll Deduction \$?

Post-Tax Payroll Deduction \$?

Other Post-Tax Participant Contribution \$?

Pre-Tax Program Sponsor Contribution (Applies toward Election Amount) \$?

Post-Tax Program Sponsor Contribution (Applies toward Election Amount) \$?

Pre-Tax Program Sponsor Contribution (Additional Benefit over Election Amount) \$?

Post-Tax Program Sponsor Additional \$?

Funding Date: (MM/DD/YYYY) ?

Participant Commuter Account Information

View Commuter Election History

You may also view a participant's commuter account details by clicking on [COMMUTER] link within the [PARTICIPANTS] sub-menu. You will be able to view the election history for the participant and the Payroll Deductions and credits or subsidies associated with each election, if applicable.

DASHBOARD **PARTICIPANTS** REPORTS FILES BENEFITS COMPANY COMMUNICATIONS GATEWAY EMPLOYER PARKING

SEARCH | EXPERIENCE OFFERS | PARTICIPANT EMAILS | PROFILE | HEALTH CARE & DEPENDENT CARE | COMMUTER

COMMUTER

Select Benefit Month: Nov 2013 Pay Me Back Reimbursement Method = Direct deposit or check (DDA from EE)

ORDERS - Select a benefit month in the section to display the corresponding payroll deductions and reimbursements in the sections below. Show: 6 | 12 | All

Benefit Month	Benefit Type	Order Description	Order Frequency	Qty.	Amount	Delivery Address
Nov-13	TransitPurchase	MetroCard Adult: 30-Day Unlimited MetroCard	🔄	1	\$112.00	19
Oct-13	TransitPurchase	MetroCard Adult: 30-Day Unlimited MetroCard	🔄	1	\$112.00	19
Sep-13	TransitPurchase	MetroCard Adult: 30-Day Unlimited MetroCard	🔄	1	\$112.00	19
Aug-13	TransitPurchase	MetroCard Adult: 30-Day Unlimited MetroCard	🔄	1	\$112.00	19
Jul-13	TransitPurchase	MetroCard Adult: 30-Day Unlimited MetroCard	🔄	1	\$112.00	19
Jun-13	TransitPurchase	MetroCard Adult: 30-Day Unlimited MetroCard	🔄	1	\$112.00	19

PAYROLL DEDUCTIONS & REIMBURSEMENTS - As sent by WW to the ER for benefit month selected above.

Benefit Month	Nov-13	not available until later in the month when the payroll process for this Benefit Month will be run. See the Current Subsidies for estimates.
Payroll Month		
Total PT & VP		
Total Parking		
Total Orders		
Total Deductions		
Pre-Tax Orders		
Pre-Tax Employer Subsidy		
Credits Applied		
Pre-Tax Adjustments		
Pre-Tax Deductions		
Post-Tax Orders		
Post-Tax Employer Subsidy		
Post-Tax Adjustments		
Post-Tax Deductions		
Post-Tax Reimb. Adj.		

CURRENT SUBSIDIES

Pub Trans & Vanpool Monthly Subsidy	\$0.00
Parking Monthly Subsidy	\$0.00

Reports

Reports are Organized by Plan Type

HealthCare & Dependent Care

Commuter Benefits

Gym Programs

Healthcare Benefit Reports

- Enrollment Report
- Invoice Report
- Funding Report
- Account Activity Report
- Contributions and Payments Report
- Healthcare Card Report
- HSA Termination Report
- HSA Contribution Funding Report
- HSA Pending & Expired Contribution Report
- HSA Contribution Historical Report
- Good Will Payments Report
- Unclaimed Checks Report
- Medicare Secondary Payer (MSP) Data report
- Late Repayments Report
- Carryover Report

Commuter Benefits Report

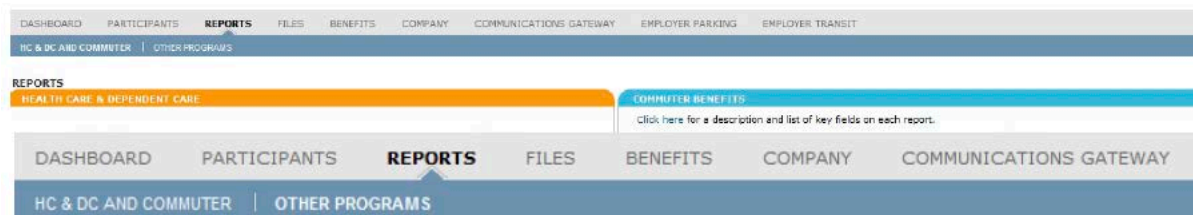
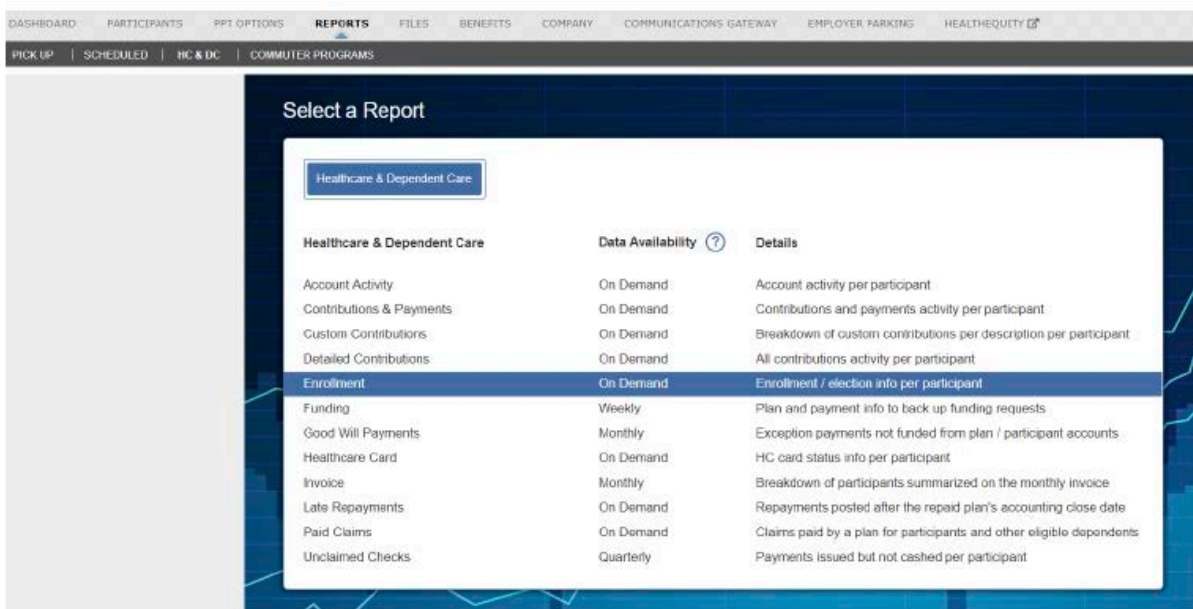
- Election Report
- Payroll Report
- Pay Me Back Report
- Credits Report
- Adjustments Report
- Lost Pass Count Report
- Commuter Card Report
- Employer Parking Adds, Re-Enrolls & Terms Report
- Employer Parking Report
- Forfeiture
- Other Checks (Invoice Detail)
- Unclaimed Checks Report

Gym Program Reports

- Eligibility Report
- Activity Report Payroll
- Reimbursement Report

Descriptions for each report type are available on the report legend located by clicking on a specific report name.

NOTE: Output results on file uploading/processing details are located in the [Files] tab.



REPORTS

OTHER PROGRAMS	
Program / Report Name	Available
1 Eligibility Report	On Demand
2 Activity Report	On Demand
3 Payroll Reimbursements Report	On Demand

Viewing Reports

- Click on the name of the report to view details and generate a report.
- Select the required parameters from the drop-down list.
- Choose to [Display] the report online (note there may be multiple pages) or [Download] into MS Excel.
- Most reports have several columns – scroll right to view all of the data available

The screenshot shows the 'ENROLLMENT REPORT' interface. At the top, there is a navigation bar with tabs: DASHBOARD, PARTICIPANTS, **REPORTS**, FILES, BENEFITS, COMPANY, COMMUNICATIONS GATEWAY, EMPLOYER PARKING, and EMPLOYER TRANSIT. Below this is a sub-menu with 'HC & DC AND COMMUTER' and 'OTHER PROGRAMS'. The main content area is titled 'ENROLLMENT REPORT' and contains a 'REPORT PARAMETERS' section with the following fields:

- Plan Name: Health Care FSA 2013 (HC FSA) - 1/1/2013 to 12/31/2013
- As of Date: 09/16/2013
- Benefit Group: All
- Payroll Group: All
- Company Code: All
- Location Code: All
- Primary Sort: Last Name
- Secondary Sort: First Name
- Format: HTML (Formatted Data) and CSV (Raw Data; can be opened in Excel but not as pretty)

Below the parameters is a link: 'Click here to run this report for a particular Benefit Group, Payroll Group, Location Code or Company Code.' and three buttons: 'DISPLAY', 'DOWNLOAD', and 'CANCEL'. To the right is a 'LEGEND' section titled 'About This Report' with the following text:

- This report displays all elections as of the date the report is executed.
- This is a full file so it will include all existing elections.
- Participants with a mid-year change in Election Amount are displayed with one row per Election Amount.
- Participants with multiple coverage periods separated by a break in coverage are represented on more than one row, one per period.
- If the plan is HSA, the HSA Account Status columns reflect the current state of the participant's HSA enrollment and application:
 - **Open** = The HSA account is officially open and can accept funding records. The account is OK to fund.
 - **Closed** = The HSA account has been officially closed. The account is no longer OK to fund.
 - **In Process** = The participant has completed the HSA application process but the HSA account is not yet officially open. The account is not yet OK to fund. Any funding records received for this account will be rejected or set to pending (based on plan setup).
 - **Not Applied** = The participant has not completed the HSA application process to open the HSA account. The account is not yet OK to fund. Any funding received for this account will be rejected or...

Please note that the personal data in the reports is sensitive information; login credentials with access to this data should be carefully managed to protect confidentiality.

Reports – Healthcare Overview

Report Name	Description of Report	Availability
Enrollment Report	<p>Provides profile and elections data as of the date the report is generated. It has a number of filter criteria fields which may be used; there are also a number of primary and secondary fields that the report may be sorted by.</p> <p>In the Summary section, counts and percentages will be displayed for the Participants and Accounts. Payroll funded Elections and additional benefits (such as Employer contributions) will show as dollar values, along with their totals.</p>	On Demand
Invoice Report	<p>Lists each participant enrolled in a specific program that is billable for the applicable billing period. The sum of participants in each category correlates to the monthly invoice. The report shows the names of the plan participants, sorted by Plan (Health Care Reimbursement Accounts, Dependent Care Reimbursement Accounts, etc.)</p>	On Demand
Funding Report	<p>Summarizes account activity based on issued payments. This report is available to you via the Employer Site every Monday morning. A designated contact person from your company will receive an email each Monday or first business day of the week, reminding you of weekly funding due. This report provides you with the transaction amounts that occurred during the prior week. It also informs you of the “Funding Due this Week” amount which can be found on the invoice.</p> <p>It can be reconciled with the Contributions & Payments Report for the same time period. The Contributions & Payments Report is the employee level report that supports the amounts being requested on the Funding Report.</p>	
Account Activity Report	<p>Two versions, both include plan year-to-date totals for all payments, posted account funding and participant account balances:</p> <ul style="list-style-type: none"> * Enrollment changes – lists participants with a change in enrollment during dates entered * All – all plan participants <p>The Account Activity Report displays the account activity including payments, funding and balances for each account holder. It has a number of filter criteria fields which may be used; there are also a number of primary and secondary fields that the report may be sorted by. The report may be displayed online or downloaded into excel. The report has a detailed legend which explains the content of the report, its purpose, and its usage.</p>	On Demand
Contributors & Payments Report	<p>The Contributions & Payments Report will display contributions posted, payments issued and repayments posted during the date range entered. It has a number of filter criteria fields which may be selected using the drop- down boxes; there are also a number of primary and secondary fields that the report may be sorted by. The report may be displayed online or downloaded into excel. Once the report is downloaded to excel, all columns are available for filtering or sorting the data.</p>	On Demand

Health Care Card Report	Summarizes Health Care Card information, including card status and the amount of unverified card transactions for each participant.	On Demand
HSA Termination Report	Lists all HSA participants that have a Termination Date.	On Demand
HSA Contribution Funding Report	Displays the disposition of all contribution records received and accepted through the Program Sponsor File for a given settlement date.	On Demand
HSA Pending & Expired Contributions Reports	Identifies participants who have not completed the HSA application process for whom the Program Sponsor is currently withholding payroll deductions.	On Demand
HSA Participant Data Discrepancy Report	Lists all HSA participants with a data discrepancy between the data provided to HealthEquity from the Program Sponsor and the Custodian Bank.	On Demand
Good Will Payments Report	This report includes detailed information for payments made to the participant without affective the participant account balance but are to be invoiced back to you. These payments are NOT included in the Funding Report or the Invoice Report. Use this report to reconcile against your invoice for Good Will Payments.	Monthly
Unclaimed Checks Report	This report includes all uncashed participant check payments that have been returned to you for reimbursement. Funds are returned to you on a quarterly basis for those checks that have remained uncashed or voided but not reissued after 18 months since the original check issue date. This report is generated on a quarterly basis for the previous quarter and will be available within the first week following the end of each quarter. Use this report to reconcile the funds you have received for uncashed participant checks.	Quarterly
Medicare Secondary Payer (MSP) Data Report	This report includes data discrepancies received from the response file from the Center for Medicare Services (CMS). These data discrepancies usually occur when CMS cannot find matching records between the data provided via the PSF by you and the data CMS already has on file. MSP reporting is required for all eligible HRA participants and their dependents. The data is conveyed to CMS on your behalf.	
Late Repayments Report	This report includes and summarizes all late repayments processed during the specified date range. Repayments are considered late if received after the accounting close date (35 days past the claims deadline for any plan).	
Carryover Report	This report details the carryover activity from one plan year to the next an the actions taken by participants or the program sponsor.	

Commuter

Each report is available either “On-Demand”, which provides real-time enrollment for the current benefit month or “Monthly” which provides data for any benefit month selected. The monthly reports are available on the first business day following the monthly commuter cutoff. Each report can be downloaded in excel format. In addition, payroll reports can be downloaded in eight (8) pre-defined payroll layouts, for vendors such as ADP, PeopleSoft and Dayforce.

Report Name	Description of Report	Availability
Election Report	Elections for the upcoming benefit month.	On Demand & Monthly
Payroll Report	All payroll activity for the upcoming benefit month: elections, employer subsidies, credits, adjustments, payroll deductions and reimbursements.	Monthly
Pay Me Back Report	Balance and activity in each employee Pay me Back account.	Monthly
Credits Report	All credit activity during the past month: earned; applied and balance for each employee.	Monthly
Adjustments Report	Credit and payroll adjustments made in the previous month.	Monthly
Lost Pass Count Report	Count of reported losses for orders placed in the past 24 benefit months.	Monthly
Commuter Card Report	Shows the balance on participants' transit and/or parking commuter card.	On Demand
Employer Parking Report	List of employees and their assignments in the employer parking program.	On Demand & Monthly
Employer Parking Adds & Terms Report	List of employees new to or cancelled from the employer parking program.	On Demand & Monthly
Forfeiture Report	List of employees whose credits have been forfeited	Monthly
Other Checks (invoice detail)	This report provides employee level detail regarding the OTHER CHECKS line item on a Commuter invoice.	Monthly
Unclaimed Checks Report	List of all uncashed participant check payments returned to the Program Sponsor for escheatment purposes.	Quarterly

Select the required parameters from each of the drop-down lists:

Payroll
Monthly
Payroll activity for selected benefit month. ?

All fields are required unless otherwise noted.

Benefit Month (none)

Report Type Standard ▼

ID Code Display Last 4 Digits

Location Code All ▼ 5

Company Code All ▼ 2

Commuter Benefit Group All ▼ 2

Primary Sort Last Name ▼

Secondary Sort Last Name ▼

Report Format Excel ▼

Generate Report
Schedule One Time
Schedule Recurring

Note: Payroll Reports include the following options:

- Full – Displays all active payroll deductions for the month.
- Full Plus Stops – Displays all active payroll deductions for the month plus any stopped deductions
- Changes Only – Displays only deductions that are changed from the previous month

Choose to [Display] the report online (note there may be multiple pages) or [Download] into excel. You can also select to download the report in a pre-defined format. Click the “?” button to view the available formats.

Online Help Close Window

Pre-Selected Formats

The Payroll Report can be downloaded into the following pre-selected formats:

- **ADP Payroll File Format - 4 Code (Changes)** - this is a Changes Only file in .CSV format that includes the following fields: Company Code, Batch ID, Employee ID, Deduction Code, Monthly Deduction Amount
- **ADP Payroll File Format - 4 Code (Full)** - this is a Full file in .CSV format that includes the following fields: Company Code, Batch ID, Employee ID, Deduction Code, Monthly Deduction Amount
- **Ceridian - H&W (Full Plus Stops)** - this is a pipe-delimited Full Plus Stops file in .TXT format that includes the following fields: Last Name, First Name, Employee ID, Company Code, Change Flag, Monthly Transit Pretax Amount, Monthly Transit Post Tax Amount, Monthly Parking Pretax Amount, Monthly Parking Post Tax Amount
- **Ceridian - Dayforce (Changes)** - this is a Changes Only file in .CSV format that includes the following fields: Deduction Type, Benefit Month, Deduction Stop Date, Monthly Deduction Amount
- **PeopleSoft Payroll File Format** - this is a Changes Only file in .CSV format that includes the following fields: Employee ID, Deduction Code, Combined Pretax Monthly Amount, Combined Post Tax Monthly Amount, Last Name, Change Indicator
- **ADP Payroll File Format** - this is a Full Plus Stops file in .CSV format that includes the following fields: Employee ID, Benefit Month, Combined Pretax Monthly Amount, Combined Post Tax Monthly Amount, Change Indicator
- **Paychex File Format (Full)** - this is a Full Plus Stops file in .TXT fixed length format that includes the following fields: Employee ID, Deduction Type (Pre or Post), Stop Indicator, Monthly Deduction Amount
- **Paychex File Format (Changes)** - this is a Changes Only file in .TXT fixed length format that includes the following fields: Employee ID, Deduction Type (Pre or Post), Stop Indicator, Monthly Deduction Amount

Most reports have several columns – be sure to scroll right to view all the data available.

Commuter Funding and Invoicing

Reports are Organized by Plan Type

(Order Based Model)

Monthly Invoice

Once employees have enrolled and the cutoff date for making elections has passed you will receive a Monthly Invoice via email. This is a monthly invoice emailed approximately the 15th of the month. The invoice will reconcile the actual orders for the upcoming benefit month against the prefund (anticipated orders) you were invoiced in the prior month. Your first month's invoice will also include the Implementation Fee, as per the service agreement.

You will need to provide your Implementation Manager with the contact information for the individual(s) who should receive the monthly invoices.

Service Fees

Service fees are included in your Monthly Invoice and participant counts are listed on the Commuter Payroll Report.

Commuter Payments to HealthEquity

Commuter payments can be made via ACH debit, ACH credit or wire. If the payment is being made by ACH credit or wire, please include the invoice number and your Employer ID number in the remittance transmittal so that the funds can be properly applied to your account. Your Employer ID will be provided by your Implementation Manager during implementation. Please keep in mind that if you have contracted with HealthEquity for other services that the banking information for Commuter will be different from the other products (FSA, HRA, etc.). Please refer to the "Remittance Instructions" document for detailed bank account information.

Invoice Remittance Instructions for Transit Service Fees & Transit Funding

HealthEquity Tax ID No: 94-3351864

For payment via wire transfer or ACH credit

Bank Name: Union Bank of California Bank

Address: 350 California Street, 10th Floor

San Francisco, CA 94104

Account Name: HealthEquity Main Account

Account Number: 3120004386

ABA Routing Number: 122000496

HealthEquity Bank Identification Numbers: N943351864 AND 1943351864

Please reference the invoice number and your Employer ID number in the remittance transmittal for proper application to your account. Refer to your Implementation Manager or Relationship Management Team if ER ID or Group ID is unknown.

For payment via check to lockbox

HealthEquity
P.O. Box 45772
San Francisco, CA 94145-0772

If mailing to lockbox via FedEx

Union Bank of California
Lockbox N01-622 – HealthEquity 45772 460 Hegenberger Road
Oakland, CA 94621

Note: including a copy of the invoice is not necessary if the invoice number(s) is indicated on the check stub.

Commuter Invoice Guidelines (Order Model)

Overview

The following guide provides a description of each major section of the invoice and of the primary line items of the invoice. Not every line item outlined will apply to a particular client. Please contact your Relationship Management Team if you have further questions about any of the line items on the invoice.

Back-Up Detail

Each line item on the invoice references a report that can be viewed or downloaded from the HealthEquity Employer site to see the detail transactions or orders related to a particular invoice line item. The particular reference report is shown in the REFERENCE column of the invoice.

Benefit Month

Each invoice includes reference to the applicable benefit month to which the invoice applies. When viewing reports on the HealthEquity Employer Site, please choose the benefit month that applies to the particular invoice you are reviewing.

HealthEquity Sample Commuter Invoice

Client and contact Information

Remittance Information

INVOICE FOR COMMUTER PROGRAM (Sample)

To: CLIENT NAME
Address
City, State Zip Code

1100 Park Place, 4th Floor
San Mateo CA 94403
650.477.5200

Group #	Invoice Date
1111	5/11/2009
PO #	Invoice #
	T0000001111
DUE DATE	AMOUNT DUE
6/5/2009	\$XX.XX

Any necessary adjustments will be reflected on the next invoice.
TO AVOID DISRUPTION IN SERVICE TO EMPLOYEES, PLEASE PAY AS BILLED BY DUE DATE

Description	Reference	Participants	Fee	Amount
Purchases Made for Benefit Month XXXX 2009				
Buy My Pass Orders	Elections Report			\$XX.XX
Pay My Parking Orders	Elections Report			\$XX.XX
Parking Commuter Card Orders	Elections Report			\$XX.XX
Pay Me Back Orders	Elections Report			\$XX.XX
less Estimated Buy My Pass Orders	Previous Invoice			\$XX.XX
less Estimated Pay My Parking Orders	Previous Invoice			\$XX.XX
less Estimated Parking Card Orders	Previous Invoice			\$XX.XX
				\$XX.XX
Purchases to be Made for Benefit Month XXXX 2009				
Buy My Pass Orders to be Made	This Invoice			\$XX.XX
Pay My Parking Orders to be Made	This Invoice			\$XX.XX
Parking Commuter Card Orders to be Made	This Invoice			\$XX.XX
				\$XX.XX
Adjustments for Benefit Month XXXX 2009				
lost Commuter Card (EE Reimbursement)	Adjustments Report			\$XX.XX
lost Pass (EE Reimbursement)	Contact Account Manager			\$XX.XX
Post-Close Fare Discount	Adjustments Report			\$XX.XX
Post-Close Fare Increase	Adjustments Report			\$XX.XX
Pay Me Back Order Credit	Adjustments Report			\$XX.XX
Returned PMP (Lost/Refused)	Adjustments Report			\$XX.XX
Returned PMP (Not Used/Wanted)	Adjustments Report			\$XX.XX
Returned Funds (Not Used/Wanted)	Adjustments Report			\$XX.XX
Returned Pass (Not Used/Wanted)	Adjustments Report			\$XX.XX
Returned Lost Pass (ER Refund)	Adjustments Report			\$XX.XX
Stop Payment Fee	Adjustments Report			\$XX.XX
				\$XX.XX
Forfeitures Benefit Month XXXX 2009				
forfeiture Credits	Forfeiture Report			\$XX.XX
				\$XX.XX
Zero-Out Credits Benefit Month XXXX 2009				
Zero-Out Credits	Adjustments Report			\$XX.XX
				\$XX.XX
Pay Me Back Checks Benefit Month XXXX 2009				
Pay Me Back Checks	Pay Me Back Report			\$XX.XX
				\$XX.XX
Other Checks Benefit Month XXXX 2009				
Other Checks	Other Checks Report			\$XX.XX
				\$XX.XX
Administration Fees Benefit Month XXXX 2009				
Monthly Service	Payroll Report			\$XX.XX
Reimbursement Check Charge	Per Contract			\$XX.XX
				\$XX.XX
Total Amount Due				\$XX.XX

Reference: Log on to our Employer Web Site to review the reports reference above for the benefit month of XXXX 2009

Invoice Selections and Line Item Descriptions

Purchases

This section represents charges for the Elections for the next applicable benefit month. The line items in this section may include:

- Buy My Pass (BMP): BMP orders include all transit media orders HealthEquity will fulfill for the upcoming benefit month, including Transit Commuter Card orders.
- Pay My Parking (PMP): PMP orders are payments HealthEquity will make directly to garages on behalf of your employees.
- Parking Commuter Card: Orders participants have elected to place on the parking card to pay for parking at parking operators that accept debit and credit cards.
- Pay Me Back (PMB) (Optional Line Item): PMB Orders represent elections made for expenses that participants pay for out-of-pocket and wish to be reimbursed. This line item will appear on your invoice if HealthEquity is reimbursing PMB claims to your participants daily.
- Less Estimated Buy My Pass Orders, Estimated Pay My Parking Orders and Estimated Parking Card Orders: This credit represents the payment of the Estimated Charge from the previous invoice or Initial Payment.

Purchases to be made

This section represents the estimated charges reflecting the aggregate cost of benefits to be delivered by HealthEquity for the following benefit month. The Estimated Charge for each month reflects the month's purchases under the Purchases section on the current invoice including; Buy My Pass Orders, Pay My Parking Orders, Pay me Back Orders (if applicable), and Parking Commuter Card Orders.

Adjustments

The line items below represent credits or charges for participant adjustments such as a Returned Pass or Lost Commuter Card. Below is a description of each of the line items that appear in this section. These line items may not appear every month – only if there is activity relating to a particular adjustment type.

- Lost Commuter Card (EE Reimbursement): Represents credits given for cases when a Lost.
- Commuter Card reimbursement was issued to a participant. Funds were pulled off a participant's Commuter Card to pay for this reimbursement and is the source of this credit. Lost Pass (EE Reimbursement): This line item represents credit for lost passes, if applicable for a particular month.
- Post-Close Fare Discount: Represents a credit for situations when a transit agency has a last-minute fare change/discount that was not reflected in the cost of the order(s) processed for participant(s) resulting in an invoice credit.
- Post-Close Fare Increase: Represents a charge for situations when a transit agency has a last-minute fare increase for a transit agency that is announced/finalized after HealthEquity has processed a participant's order resulting in an invoice charge. This increased cost will be captured by increased payroll deductions from employees on the next payroll deduction file.

- **Pay Me Back Order Credit:** Represents a credit for situations when a participant has not fully utilized a Pay Me Back Order election and the credit has been applied to another order. This line item only appears if you have Pay Me Back Orders described in the Purchase section above.
- **Returned Pay My Parking (PMP) (Lost/Refused):** Represents a credit for situations when a Parking Payment sent by HealthEquity is either not received by the Parking Provider or the Parking Provider refuses to accept the HealthEquity' payment.
- **Returned Pay My Parking (PMP) (Not Used/Wanted):** Represents credits given for cases when a Pay My Parking check was returned to HealthEquity as undeliverable, the participant requests a Stop payment, or the Participant/Vendor returns a check based on the participant's request.
- **Returned Funds (Not Used/Wanted):** Represents credits when funds are returned to HealthEquity by a Transit Provider/Program. This is often because the agency could not process the participant's requested enrollment/participation in the agency's Smart Card or Payment program or because the participant failed to download funds onto their card which is required in some transit programs.
- **Returned Pass (Not Used/Wanted):** Represents credits given for cases when a participant returns an unwanted pass to HealthEquity.
- **Returned Lost Pass (Employer Refund):** Represents credits that are issued when a pass has been returned by the US Postal Service or by the participant after the employee has been reimbursed for a lost pass resulting in a refund (credit) back to the employer.
- **Stop Payment Fee:** Employee requests a stop payment on a Pay My Parking check. HealthEquity charges the participant a fee (post-tax) for acting on these requests.

Forfeiture Credits

Forfeiture credits results from situations where an employee has been terminated and has unused participant credits on their account. HealthEquity must have a termination date in its system for an employee to be picked up in the Commuter Forfeiture Process. An invoice credit is only generated in those situations where HealthEquity has been provided funds related to a credit. For example, returned passes which are pre-funded will generate invoice credits under this line item.

Zero Out Credits (Optional)

This Adjustment eliminates pending Commuter Credits and is similar to the Forfeiture Credits described above. Whether the invoice credit is created is dependent on whether HealthEquity has received the funds related to this particular order. For example, a credit related to a transit pass which was previously paid for by the employer would generate a credit. A credit relating to a Pay Me Back election for an employer who reimbursed by Payroll would not generate an invoice credit because the employer was not invoiced for this election and therefore an invoice credit is not applicable. If you are not sending termination dates to HealthEquity for your commuter participants, you will need to contact your Relationship Management Team to request this adjustment.

Pay Me Back (PMB) Checks (Optional)

Pay Me Back checks are issued by HealthEquity for participants that pay for out-of-pocket expenses and wish to be reimbursed but are not reimbursed via payroll. This line item does not apply to clients who are set up for daily reimbursement and using the Pay Me Back Orders line item. Payroll reimbursement clients only: This line item may also be used for reimbursing terminated employees who otherwise would be reimbursed by payroll.

Other Checks

This line item represents the cost of checks issued to participants not related to claims' reimbursement. Common examples of other checks include Lost Pass Reimbursements and Lost Commuter Card Reimbursements. In some cases, the same invoice may include an offsetting credit because the cost of the check was offset by a credit such as Lost Commuter Card Reimbursement.

Administration Fees

These line items represent fees based upon your contract including: monthly Per Participant Fees (Monthly Service Fee) and Reimbursement Check Charges.

Reference

To review the reports referenced on the invoice, log on to the HealthEquity Employer site and reference the benefit month and report as indicated on your invoice.

Reports – Other Programs

The screenshot shows the 'REPORTS' section of the HealthEquity Employer site. The navigation bar includes: DASHBOARD, PARTICIPANTS, **REPORTS**, FILES, BENEFITS, COMPANY, COMMUNICATIONS GATEWAY, EMPLOYER PARKING, EMPLOYER TRANSIT. Below this, there are sub-tabs: HC & DC AND COMMUTER and **OTHER PROGRAMS**. The main content area is titled 'REPORTS' and contains a sub-section 'OTHER PROGRAMS' with the following table:

Program / Report Name	Available
1 Eligibility Report	On Demand
2 Activity Report	On Demand
3 Payroll Reimbursements Report	On Demand

The screenshot shows the 'ABOUT THE REPORTS' section. It includes the following information:

- Each report is available as indicated above:
 - On Demand = Produced for dates you specify (between 1/1/2003 and yesterday).
 - Weekly = Produced at the close of each week during the plan year and run-out period. Available on the first business day following the end of the week.
- Due to the number of records being produced, some reports can take several minutes to load following selection.
- The Unique ID, Employee ID, Location Code, Company Code and Zip Code fields are formatted as text on all reports. To convert a text field value to a numeric value:
 - Download the report.
 - Add a new column to the report.
 - In that new column, multiply the text field value times one. (Formula = TextValueCellCoordinates*1)
- Download functions require Office 97 or Office 2000 SR-1 compatibility.

Eligibility Report Overview

The report displays a list of individuals who are eligible for coverage during the selected program period.

The “Assignments As Of” drop down applies to ESP Benefit Group, Benefit Group and Payroll Group values (not Company Code or Location Code values).

Activity Report Overview

The “All Eligible” selection of the report displays a list of individuals who are eligible for coverage during the selected program period without regard to claims activity.

The “Participants Only” selection of the report displays list of individuals who have claims activity

(processed as of yesterday) for the selected program period.

The “Assignments As Of” drop down applies to ESP Benefit Group, Benefit Group and Payroll Group values (and not Company Code or Location Code values, which are not effective dated).

Payroll Reimbursement Report Overview

The report displays a list of individuals with payroll reimbursement records created - representing reimbursements for claims filed under this program - during the date period entered.

ESP Benefit Group, Benefit Group, Payroll Group, Company Code and Location Code field values are as of Date Run.

Files Tab

Note: The sub-tabs FILES, ELIGIBILITY AND COMMUTER PAYROLL may or may not appear based upon the types of Reimbursement Accounts you offer to your Participants.

Program Sponsor File

The [Program Sponsor File] sub-tab presents the file management screens. Program Sponsor Files (PSF) may be submitted via FTP (optimal method for large files) or uploaded to the Employer site.

Your company's management contact may be set up to receive file processing notifications if preferred. The file management contact should verify successful record processing of each file on a timely basis. Your Relationship Management Team will be able to assist with any questions about file processing, and particularly with any errors which need to be resolved.

Upload File

The [Upload File] feature allows for the Program Sponsor Files (PSF) to be loaded (these may include one or more of Eligibility, Enrollment and Funding records).

TIP: After uploading a file, do NOT use your browser's "Refresh" icon to refresh the screen – this will result in a duplicate upload. Instead click on the [Program Sponsor File] link in the header bar.

All files which have been loaded to date, whether they are received via FTP or the File Upload method, along with the file processing results (counts of good records and error records) are displayed at the bottom the screen.

PROGRAM SPONSOR FILE

UPLOAD FILE

- Click the Browse button and select the file you want to upload.
- Click the Upload File button to submit your file.
- Your file will be processed and results will be posted to this page by the next business day.
- File processing results email will be sent to the Files Distribution List.
- Contact your Account Service Manager if you have any questions.

File: No file chosen

ABOUT THE PROGRAM SPONSOR FILE

Record *	Description	Recommended Frequency
PRD	Profile / Eligibility	Daily to Weekly
EPRO	Extended Profile	As Needed
ENR	Enrollment	Daily to Weekly
FND	Funding	Daily to Weekly
MID	Member ID	Daily to Weekly
ESPL	ESP Eligibility	Daily to Weekly
MSP	Medicare Secondary Payer Reporting	Quarterly
COPAY	Health Care Card Copay Groups	As Needed
MIG	Migration Data	One-time
AAT	Associated Account Type	As Needed
DEP	Dependent	Daily to Weekly

* Some record types may not be applicable your group, depending on what benefits you offer.

[DOWNLOAD FILE GUIDE](#)

[SEARCH ALL FILE RECORDS](#)

Reported Errors

Clicking on the [Report Icon] for each file on the far right of the Submitted Files page to see the file output including errors and advisories.

SUBMITTED FILES															# of Rows: 20		Page: 1		of 10
Name	Date/Time	Status	PRD	EPRO	ENR	FMD	MID	ESPL	MSP	COPAY	MDG	ESD	AAT	Total Records	TRA	Total Errors	Total Advisories	Report	
PSF_21180_GEHRA_PSQ145107_File1.09052013-012648.upd	9/5/2013 1:26:31 AM	Rejected	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0		
PSF_21180_20100109_PRO_ENR_file6.09052013-011018.UPD	9/5/2013 1:19:25 AM	Rejected	4	0	6	0	0	0	0	0	0	0	0	10	-	6	0		
PSF_21180_20100109_PRO_ENR_file8.08152013-000752.UPD	8/15/2013 12:07:52 AM	Rejected	4	0	8	0	0	0	0	0	0	0	0	10	-	5	1		
PSF_21180_20100109_PRO_ENR_file6.07172013-232316.UPD	7/17/2013 11:23:18 PM	Rejected	4	0	6	0	0	0	0	0	0	0	0	10	-	5	1		
PSF_21180_20100109_PRO_ENR_file7.06272013-234315.upd	6/27/2013 11:43:15 PM	Rejected	4	0	6	0	0	0	0	0	0	0	0	10	-	5	1		
PSF_21180_20130627_PRO_ENR.06272013-232531.JPD	6/27/2013 11:25:30 PM	Rejected	4	0	6	0	0	0	0	0	0	0	0	10	-	5	0		
PSF_21180_20100109_PRO_ENR_file11.06272013-036614.upd	6/27/2013 3:56:13 AM	Rejected	4	0	4	0	0	0	0	0	0	0	0	8	-	3	1		
PSF_21180_20100109_PRO_ENR_file10.06272013-035235.upd	6/27/2013 3:52:32 AM	Rejected	4	0	4	0	0	0	0	0	0	0	0	8	-	3	1		
PSF_21180_20100109_PRO_ENR_file9.06272013-034243.upd	6/27/2013 11:26:52 AM	Rejected	4	0	4	0	0	0	0	0	0	0	0	8	-	3	1		
PSF_21180_20100109_PRO_ENR_file8.06272013-025626.upd	6/27/2013 2:56:44 AM	Posted	4	0	4	0	0	0	0	0	0	0	0	8	-	3	1		
PSF_21180_20100109_PRO_ENR_file6.06272013-023613.UPD	6/27/2013 3:44:53 AM	Rejected	4	0	6	0	0	0	0	0	0	0	0	10	-	6	1		
PSF_21180_20100109_PRO_ENR.06272013-021328.JPD	6/27/2013 2:13:28 AM	Rejected	4	0	6	0	0	0	0	0	0	0	0	10	-	5	0		
PSF_21180_20100109_PRO_FILE3.06272013-020436.upd	6/27/2013 2:17:36 AM	Posted	2	0	0	0	0	0	0	0	0	0	0	2	-	0	0		
PSF_21180_20100109_PRO_FILE2.06272013-015256.upd	6/27/2013 11:24:43 AM	Posted	2	0	0	0	0	0	0	0	0	0	0	2	-	0	0		
PSF_21180_20100109_PRO_FILE4.06272013-015254.upd	6/27/2013 11:24:27 AM	Posted	2	0	0	0	0	0	0	0	0	0	0	2	-	0	0		
PSF_21180_20130626_PRO_ENR_FILE3.06272013-014911.upd	6/27/2013 1:49:07 AM	Rejected	2	0	2	0	0	0	0	0	0	0	0	4	-	2	0		
PSF_21180_20130626_PRO_ENR_FILE1.06272013-014122.upd	6/27/2013 1:41:24 AM	Rejected	2	0	2	0	0	0	0	0	0	0	0	4	-	2	0		
PSF_21180_20100109_PRO_FILE2.06272013-014012.upd	6/27/2013 1:40:14 AM	Posted	2	0	0	0	0	0	0	0	0	0	0	2	-	0	1		
psf_21180_20130305_test-20130314-012159.upd	3/14/2013 2:08:18 AM	Rejected	0	0	1	0	0	0	0	0	0	0	0	1	-	0	1		
psf_21180_20130305_test-20130306-232739.upd	3/7/2013 12:22:53 AM	Rejected	0	0	1	0	0	0	0	0	0	0	0	1	-	0	1		

Any record that is Rejected, shows an Error or an Advisory, will require further attention. Click on the [Guide to File Errors and Advisories] for a detailed description of each error and the recommended action to correct it.

Below is an example of a Results report. You can click on the small blue numbers below the [Count] column to view the records that caused the file upload to result in errors. Any record that posts results as Rejected or shows errors should be reviewed and corrected records uploaded.

File: PSF_21180_20100109_PRO_ENR_file6.03132014-004118.UPD																
Records	New Profiles	New Enrolls	Employment Terms	COM Inactives	PRD	EPRO	ENR	FMD	MID	ESPL	MSP	COPAY	MDG	ESD	AAT	TRA
Posted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Posted w/Advisory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rejected	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Received	0	0	0	0	0	4	0	6	0	0	0	0	0	0	0	0

Reconciliation Totals							
File Totals	Type	Total Received	Total Amount	Total Posted Records	Total Posted Amount	Total Rejected Records	Total Rejected Amount
ENR		6	\$12,000.00	0	\$0.00	6	\$12,000.00
ENR-DCPSA2013		2	\$4,000.00	0	\$0.00	2	\$4,000.00
ENR-HCPSA2013		4	\$8,000.00	0	\$0.00	4	\$8,000.00

Errors and Advisories				
ENR	Severity	Message	Count	Download
ENR	Error	Only one enrollment is allowed at a time for this plan type.	1	DOWNLOAD
ENR	Error	The Benefit Group this employee is assigned to, COBRA, is not eligible for the Plan Code HCPSA2013.	3	DOWNLOAD
ENR	Error	The Plan Code, DCPSA2013, is not valid for this employer.	2	DOWNLOAD

To view the records that require attention, you may click on the Count number, or download the information into Excel using the [Download] button.

When errors do occur, there are several options in correcting them:

- Correct the errors on the subsequent file upload
- Upload just the corrected records (this is the preferred method as there will be a record of the change located within the Files tab)
- Manually change the employee’s record within the Employer Site (if using this method, please be aware that the change will not appear within the Files tab.)

File Record Search

To search for each instance of a Participant’s record, either in one particular uploaded file or throughout every uploaded file click on the [Search] button on the main [Program Sponsor File] screen.

MIG	Migration Data (HC & DC)	One-time
AAT	Associated Account Type (HRA)	As Needed

[Click here to download the Program Sponsor File Guide](#)

SEARCH ALL FILE RECORDS

SUBMITTED FILES # of Rows: 20 Page: 1 of 13

First | Previous | Next | Last

Name	Date/Time	Status	PRO	EPRO	ENR	FND	MID	ESPL	MSP	COPAY	MIG	ERO	AAT	Total Records	TIRA	Total Errors	Total Advisories	Report
PSF_21180_20120201_PRO_BACCTWspChar.10082014-232324.upd	10/8/2014 11:23:38 PM	Rejected	1	0	0	0	0	0	0	0	0	0	0	1	-	1	0	
PSF_21180_2014102.10022014-125733.txt	10/2/2014 1:15:57 PM	Rejected	0	0	0	1	0	0	0	0	0	0	0	1	-	1	0	
PSF_21180_20120201_PRO_UPD.09092014-231409.upd	9/9/2014 11:14:22 PM	Posted	1	0	0	0	0	0	0	0	0	0	0	1	-	0	0	

FILE RECORDS SEARCH

Search by File:
 File Name: File Status: Received From: Received To:

Search by Record:
 Record Type: Record Status: Plan:

Eligible / Participants:
 Last Name: First Name: Program Sponsor PT/EE ID#: ID Code*:
 Unique ID: Payroll Group: Location: Company:
 Benefit Group:

*ID Code = one of the following: (1) last 4 digits of the Social Security Number, (2) last 4 digits of the Participant / Employee Number (assigned by the program sponsor), or (3) any other 4-digit code provided by the program sponsor for this eligible / participant.

Here, you can choose the file to search in, or search in all files. Enter your search criteria and click on [Search] to begin the record retrieval.

The status of uploaded files will display as:

- Received- The file was received and will soon be processed.
- Rejected- The file has been processed with no records posted to production because the file did not meet the quality control standards.
- In Process- The file is in queue for non-rejected records to be posted to production.
- Posted- The file has been processed and all non-rejected records have been uploaded and posted into production.
- On Hold- The file is being held. Please contact your Relationship Management Team for more information.

File posting email notifications can be setup such that you can identify an internal team member to receive an email each time a file is posted. This can be configured under the [Company] tab, and the [Contacts] sub-tab. This is an important feature to take advantage of so you can closely monitor the status of incoming files.

Commuter Payroll File

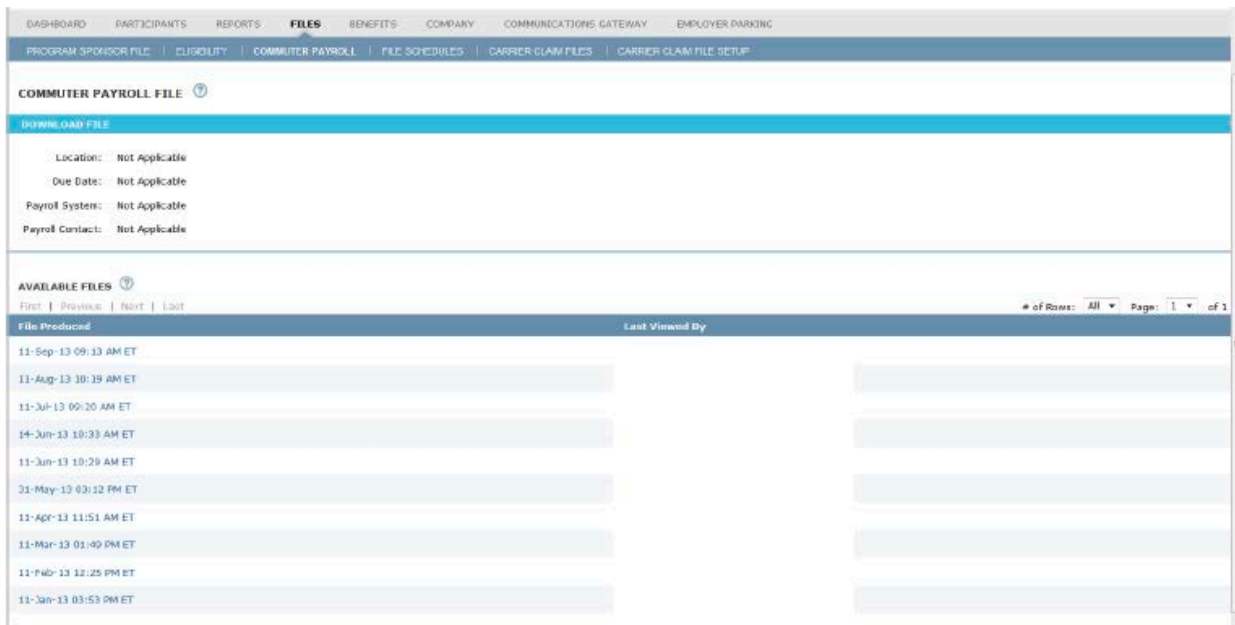
(Applies to Commuter Order Model only)

Commuter Payroll Files are generated on a monthly basis for purposes of being able to collect commuter payroll deductions on a pre and post-tax basis for active commuter participants. The monthly file is delivered to employers through different methods such as Secure File Transfer Protocol (SFTP) or available through the Employer Site.

Commuter Payroll Files are delivered generally within a few days following the commuter election cutoff date. The files typically contain the participant election amounts arranged by election type (e.g. Parking, Transit) and classification (e.g. pre-tax; post-tax). You have the option to specify the file format or simply download the standard report from the HealthEquity Employer Site. For employers that have Custom Payroll Files setup during implementation, the files are delivered no later than after close of business Pacific Time on an agreed upon date each month after the cut-off date. The contact(s) for receiving the file availability notification is established during the implementation but can be changed by contacting your Relationship Management team.

Employers who opt to retrieve their custom payroll file from the Employer Site can download the file from the Files Tab, Commuter Payroll link.

Delivery through the Employer Site



To successfully download your payroll file into .TXT format, click on the file name you wish to download (benefit the “File Produced” column-heading).

The .html version of the report will appear on your screen. Click on File; [Save As] to save the document. Be sure to choose .txt as the File Type. Some browsers may not support the ability to save the document as anything except a webpage. You may need to use a different browser to use the Save As option. Alternatively, you can copy and paste the information into a text pad document then save the file from that application.

Save the file to your dedicated folder.

Standard Commuter Payroll Report

If HealthEquity does not produce a custom payroll file to import your commuter deductions into your payroll system, the standard commuter Payroll Report found on the REPORTS tab of the Employer Site can be downloaded as a reference to what should be deducted from each of your active commuter participants.

Note: Payroll reimbursements should only be processed if you have chosen to be responsible for processing commuter reimbursements. Otherwise, HealthEquity can process reimbursements by check or direct deposit and invoice the reimbursement amounts to you.

Benefits Tab

Plans and/or Benefit Groups

Plan and Benefit designs are set up for you by your Implementation Manager or Relationship Management Team, based on your Plan Survey Document. You have access to view the page in order to validate the plan setup (for instance, an account feature that is new to your company such as the HC FSA Carryover or the addition of an HSA).

This area of the system is divided between Plan designs and Benefit Groups.

Plan

It is the employers' responsibility to provide information to their employees, such as the eligible expense rules, annual plan maximums, plan year dates, and run-out periods. However, you will have an Implementation Manager or Relationship Management Team at HealthEquity who will enter Plans in the system or make changes to the existing plan for you.

Benefit Group

If your company has different eligibility rules for certain groups of employees, such as Hourly, Salaried, etc., your plan set up will include these Benefit Groups. You may add a new Benefit Group to your Plan design, should your company introduce a new eligibility group. When you create a new Benefit Group, be sure to set up the new group in the Employer Site prior to sending data for that Benefit Group on the PSF file. Each of your employee records should be associated to the appropriate Benefit Group in order for the plan to function according to the respective rules that have been set up for each Benefit Group.

The screenshot shows the 'BENEFITS PROGRAMS' section of the HealthEquity system. It includes a navigation bar with 'BENEFITS' highlighted, and a sub-menu with 'BENEFITS PROGRAMS' selected. Below the navigation, there are filters for 'Display by:' (Programs & Benefit Groups, Benefit Groups & Programs, Programs Only [w/ Links], Benefit Groups Only) and 'Add Benefit Group / Program:' (Standard, Computer, ESP, HC & DC, Transit, Parking, ESP). A 'SAVE DISPLAY ORDER' button is present. The main content is a table with the following data:

DISPLAY	PROGRAM NAME	CODE	TYPE	CREATED	START DATE	END DATE
1	HealthCare2006 Benefit Group Active	HC FSA2006 Offered Yes	HC FSA As Of 01-Jan-05	9/6/2006 Until 31-Dec-06	1/1/2006 OE Start 01-Oct-05	12/31/2006 OE End 01-Nov-05
2	Health Care FSA 2008 Benefit Group Active	HC FSA2008 Offered Yes	HC FSA As Of 01-Jan-08	6/20/2008 Until 31-Dec-08	1/1/2008 OE Start 01-Nov-07	12/31/2008 OE End 15-Nov-07
3	Dependent Care 2008 Benefit Group Active	DCFSA2008 Offered Yes	DC FSA As Of 01-Jan-08	6/20/2008 Until 01-Dec-08	1/1/2008 OE Start 01-Nov-07	12/31/2008 OE End 15-Nov-07
4	Health Care FSA 2012 Benefit Group Active	HC FSA2012 Offered Yes	HC FSA As Of 01-Jan-12	6/18/2012 Until 29-Jun-14	7/1/2012 OE Start 01-Jun-12	6/30/2014 OE End 28-Jun-12

To review the plan rules, click on the Plan Name. There are additional options and plan rules found below the OFFERED column. Click on the YES to view those options. It is important to review the current plan setup with your Implementation Manager or Relationship Management team.

Rules for Eligible [Expenses], Eligible [Dependents], and Qualifying Events [Changes] are also stored in this area and you can view them by clicking on the Programs Only (with Limits) button on the display list. These rules do not apply to the commuter product.

DASHBOARD PARTICIPANTS PPT OPTIONS REPORTS FILES **BENEFITS** COMPANY COMMUNICATIONS GATEWAY EMPLOYER PARKING HEALTHEQUITY® ER

BENEFIT PROGRAMS | COMMUTER | PAYROLL | HC COPAYS | HC CARD SUSPENSION | SPECIAL HC CARD RULES

BENEFIT PROGRAMS
Select a program or benefit group combination to update the display.

Display by: Programs & Benefit Groups Benefit Groups & Programs Programs Only (w/ Lists) Benefit Groups Only

Add Benefit Group: Standard | Commuter | ESP
Add Plan / Program: HC & DC | Transit | Parking | ESP

Click on the Program Name or Benefit Group to view its set-up. Click on the Offered value to view those rules.

SAVE DISPLAY ORDER

Now displaying by Programs Only (w/ Lists).

PROGRAMS ONLY (W/ LISTS)									
Display	Program Name	Code	Type	Payment	Created	Start Date	End Date	Lists	
7	Transit	TRANSIT	TRANSIT		01-Apr-16	15-Sep-20			
10	Healthcare FSA 2021	HC FSA2021	HC FSA	7	11-Sep-20	01-Jan-21	31-Dec-21	Expenses	Dependents
11	Dependent Care FSA 2021	DC FSA2021	DC FSA	4	11-Sep-20	01-Jan-21	31-Dec-21	Expenses	Dependents
12	Parking	PARKING	PARKING		15-Sep-20	15-Sep-20			

INACTIVE PLANS									
Display	Program Name	Code	Type	Payment	Created	Start Date	End Date	Lists	
1	HealthCare2006	HC FSA2006	HC FSA	1	06-Sep-06	01-Jan-06	15-Mar-07	Expenses	Dependents
2	Health Care FSA 2008	HC FSA2008	HC FSA	1	26-Jan-08	01-Jan-08	31-Dec-08	Expenses	Dependents
3	Dependent Care 2008	DC FSA2008	DC FSA	1	26-Jan-08	01-Jan-08	31-Dec-08	Expenses	Dependents
4	Health Care FSA 2013	HC FSA2013	HC FSA	1	18-Jan-13	01-Jul-13	15-Sep-14	Expenses	Dependents
5	Health Care FSA 2014	HC FSA2014	HC FSA	1	23-Aug-13	01-Jul-14	15-Sep-15	Expenses	Dependents
6	Health Care FSA 2012	HC FSA2012	HC FSA	1	19-Jan-13	01-Jul-12	15-Sep-13	Expenses	Dependents
7	DCFSA2013	DC FSA2013	DC FSA	1	23-Aug-13	01-Jan-13	31-Dec-13	Expenses	Dependents
8	Health Care FSA 2018	HC FSA2018	HC FSA	1	15-Nov-18	01-Jan-18	31-Dec-18	Expenses	Dependents
9	Dependent Care FSA 2018	DC FSA2018	DC FSA	1	15-Nov-18	01-Jan-18	31-Dec-18	Expenses	Dependents

SAVE DISPLAY ORDER

Note: Benefit Group does not apply to commuter setup. Commuter is automatically offered to all benefit groups. Eligibility in the plan is determined by the employee's individual profile record.

Payroll Deduction Tool

The Payroll Deduction Tool is a convenient functionality that allows employers to post contributions to Health Care and Dependent Care Flexible Spending Accounts in a systematic manner in lieu of sending payroll funding files to report employee contributions on a pay period basis. It is based on a payroll calendar that you provide for each calendar year. This tool enables you to post payroll deductions for any pay date that falls within a plan's period. Deductions are calculated based on the number of non-skipped pay dates remaining until the plan end date.

PAYROLL GROUPS

[Add a Payroll Group](#)
[Save Display Order](#)

Click on the Payroll Group to view its set-up.
 * Indicates a required field

DISPLAY*	PAYROLL GROUP	CODE	DEFAULT	HC & DC # PAY PERIODS	HC & DC # DEDUCTIONS	AUTO FUNDING	HC & DC CALENDAR(S) SAVED	COMMUTER # PAY PERIODS	COMMUTER # DEDUCTIONS	COMMUTER CALENDAR(S) SAVED
2	Default Payroll Group(None)	NONE	Yes	0	0	No		0	0	

Each year, the payroll calendar must be set up to reflect the new pay periods. Click on a Payroll Group, and then click on the [Add new HC & DC Calendar]. Simply select a Calendar year in the drop down, select a frequency, and indicate the first payroll date of the year. Then click [Create Calendar], and then [Save].

PAYROLL GROUPS

Click on the Payroll Group to view its set-up.

Display	Payroll Group	Code	Default	HC & DC # Pay Periods	HC & DC # Deductions	HC & DC Calendar(s) Saved
<input type="checkbox"/>	TYCO	TYCO	Yes	0	0	
<input type="checkbox"/>	GENERAL	GENERAL	No	1	1	2013
<input type="checkbox"/>	12	12	No	0	0	
<input type="checkbox"/>	24	24	No	0	0	
<input type="checkbox"/>	26	26	No	26	26	2013, 2014
<input type="checkbox"/>	52	52	No	52	52	2013, 2014
<input type="checkbox"/>	0	0	No	0	0	
<input type="checkbox"/>	DEFAULT PAYROLL GROUP(NONE)	NONE	No	0	0	

Note: Payroll Group does not apply to Commuter Order Model setup.

Posting Deductions

Posting FSA contributions must be completed on a pay frequency basis in order for reports to reflect accurate data and to ensure that participants, especially Dependent Care FSA participants have access to benefits.

Tip: Set up a calendar reminder to ensure you post deductions to participant accounts timely and ensure you have a secondary back up who knows how to execute this process in your absence.

Important Note: The Employer is required to take action to post deductions and complete the process. It will not happen automatically.

Steps

1. From the Payroll Deduction Tool page, click Post Deductions on the right-hand side of the page.
2. In the HC & DC DEDUCTIONS section of the page (boxed in blue), select the appropriate values in each field and then click DISPLAY.
3. Review the employee deductions at the bottom of the page for accuracy. Make any necessary changes and then, click Select All. Check marks will appear next to each employee's name to indicate the records that will post.
4. Click on the Submit Selected Deductions.

HC & DC PAYROLL DEDUCTIONS

This tool enables you to post payroll deductions for any pay date that falls within a plan's period. Deductions are calculated based on the number of non-skipped pay dates remaining until the plan end date.

Payroll Group:
 Calendar Year:
 Pay Date:
 Plan:

SELECT DEDUCTIONS TO SUBMIT FOR POSTING

The display below includes all participants in the selected plan, including those who have already had deductions posted for the selected pay date via this tool.

You may not want to post payroll deductions for displayed participants:

- With a Coverage Effective Date in the future
- With an Employment Term Date in the past
- With a Coverage End Date in the past

Select or de-select payroll deductions below as appropriate according to your policies.

Records	Returned	To Be Submitted	Already Submitted	TOTAL
Deductions	22	0	0	0
	\$700.34	\$0.00	\$0.00	\$0.00

Payroll deductions selected below will be posted to participant accounts -- on the later of the Pay Date or today -- as pre-tax payroll deductions. You will have an opportunity to confirm and download the selected payroll deductions after you click the button below and before these records are posted. Once payroll deductions are submitted for posting using this tool, they cannot be adjusted or cancelled.

The only way to change any payroll deduction submitted for posting using this tool is to submit a Funding Record via the Program Sponsor File. To increase/decrease a deduction, the adjustment record will need to contain the difference (a positive or negative amount) between the deduction posted via this tool and the desired amount. You may also add/subtract the adjustment amount from the next Pay Date's deduction posted using this tool (with resulting effect delayed until that next Pay Date).

NO PAYROLL DEDUCTIONS SUBMITTED FOR POSTING FOR THIS PAY DATE

Last Name	PT/EE ID	Unique ID	Employ Term Date	Coverage Effective Date	Coverage End Date	Election Amount	Total Contributions (Election Amount)	Balance to Election Amount (+) (-)	Remaining Pay Periods	Calculated Deduction (-)	Post This Amount	Select To Post
EAR	000002291			01-Jan-13	31-Dec-13	\$500.00	\$490.39	\$9.61	1	\$9.61	\$ <input type="text" value="9.61"/>	<input type="checkbox"/>

Automatic Card Suspension Feature

The Automatic Card Suspension feature ensures compliance by requiring all card transactions to be verified or paid back to the plan. The Automatic Card Suspension feature is standard in the HealthEquity system. If there is an unverified transaction that requires action, the account holders will be notified via email or monthly by mail if there is no email address on file.

The Automatic Card Suspension feature automatically suspends Health Care Card privileges whenever the amount of outstanding unverified card transactions paid from a plan exceeds the designated threshold (% of outstanding unverified card transactions compared to available balance in plan).

With suspended card privileges, the account holder will be able to access benefits by filing claims (where automatic repayments can be deducted from plan payments to resolve outstanding unverified card transactions).

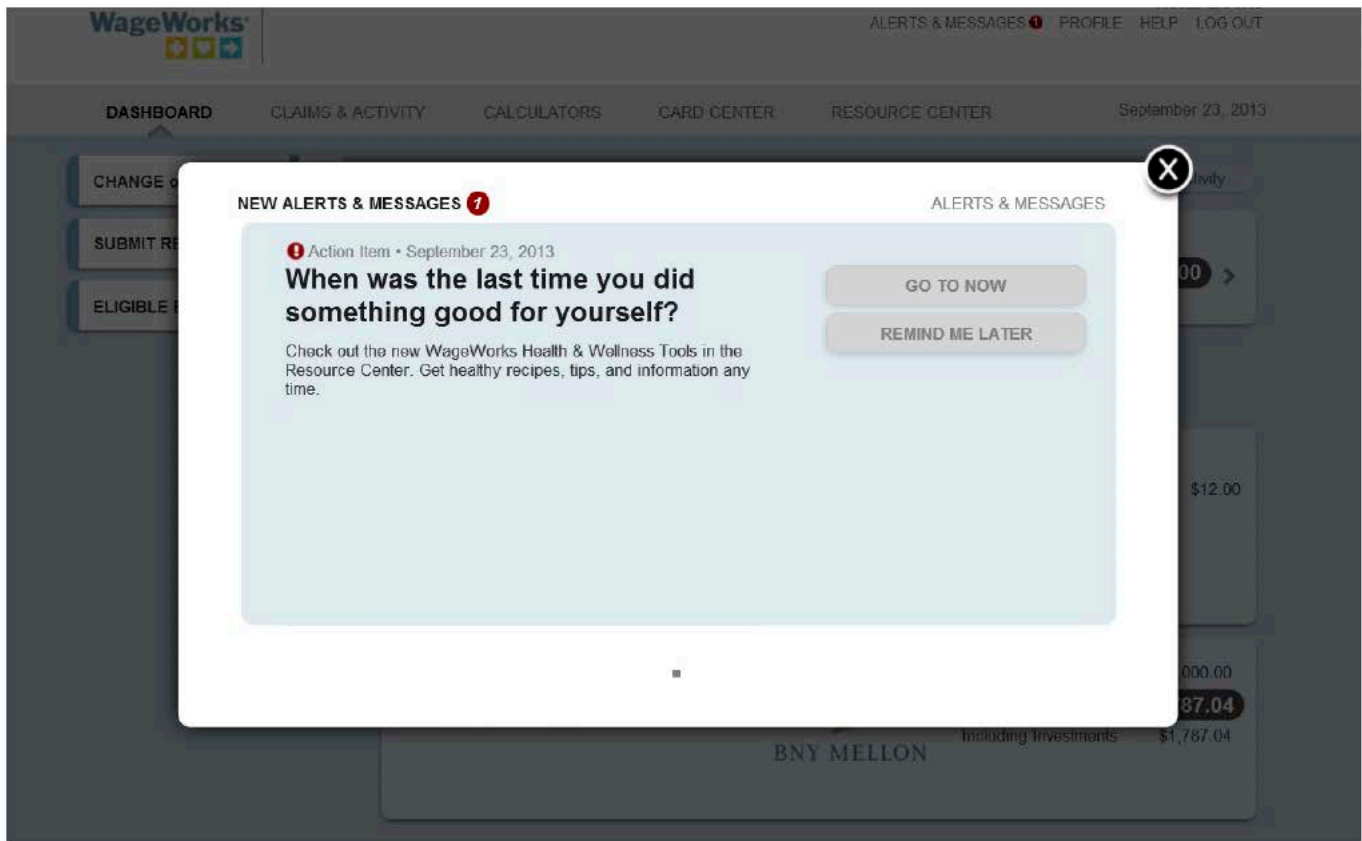
Card privileges will be suspended on the account holder and all dependent cards and on all plans associated with the card (including HSA, if applicable), which could impact other Health Care accounts associated to the card should they apply, i.e. Health Savings Account or Health Reimbursement Arrangements.

Card privileges will be automatically reinstated once outstanding unverified card transactions no longer account for more than the selected percentage of available balance on any particular plan (such as after receipts and/or repayments are processed).

Participant (EE Site) Website

-Welcome Lightbox

Your access to the HealthEquity Employer Site allows you to customize the Welcome message which is displayed on the Employees' landing page, as they log into their HealthEquity account.



You can enter messages using regular text; however, you will not be able to reflect indentation, bold font, italics, or any other type of formatting tools, unless you use HTML codes. Entering text using HTML formatting allows you to insert indentations, bold fonts, etc.

`` Text following will be in bold font.

`` Turns off bold and returns to default font setting.

`
` Line break will follow. If you would like more than one line break, enter additional codes.

`<P>` Paragraph space will follow. This automatically creates two returns for you.

`<I>` Text following will be in Italics.

`</I>` Turns off Italics and returns to default font setting.

To customize the welcome message or add additional messages for your employees, click on the [Benefits] tab, and then click on the [Participant Site Messages].

Display	Message Header	Type	Last Updated On	Last Updated By
	BENEFITS TO BENEFIT YOU (AND YOUR FAMILY)	Welcome	7/3/2012	WW_CFA
	Benefit Group	Displayed	As Of	Until
	ACTIVE	Yes	03-Jul-12	

You can add future messages for some or all employee groups, by clicking [Add a Message].

Enter a message header within the [Header] field.

Enter your message in the [Message] field, using either HTML codes or regular text (remember there will be no formatting available if you use regular text).

Select a date range over which the message should show, and enter the start date and end date of your message. Messages with no end date will continue to display indefinitely.

Determine whether the message is directed toward all of your Benefit Groups or just some of your Benefit Groups. Use the check-boxes to indicate which Groups will see the message.

Click on [Save] when you are finished.

Click on [Save Display Order] after you have entered numbers into the Display field, to determine the order in which multiple messages should display on-screen.

Company Tab

The Company Tab provides information regarding your HealthEquity Relationship Management Team, as well as the designated contacts at your company.

Service

The [Service] tab allows you to review a listing of your HealthEquity contacts, and a description of their roles relative to your Reimbursement Accounts.

Contacts

The [Contacts] Tab provides you with a list of responsibilities and Employer Site access levels that you can assign to different team members at your company to assist with the program administration.

To grant access to additional members of your Benefits Team:

1. Click on the [Add New Contacts] link from within the Active Contacts List
2. Complete the CONTACT INFO section for each team member. Note the fields with an asterisk (*) are required fields.
3. Subscribe notifications for each team member in the Distribution Lists section.
4. Select the appropriate access levels in the Site Access section of the page.
5. Establish a username and password for each team member. The password you initially create is a temporary password that will require the team member to change and establish a new one upon the initial login.
6. Then click [Save]

To remove a Contact's responsibilities, enter an end date into the Cancel All field. Remember to Cancel a Contact's responsibilities in the event they leave your company's employment.

DASHBOARD PARTICIPANTS REPORTS FILES BENEFITS **COMPANY** COMMUNICATIONS GATEWAY EMPLOYER PARKING EMPLOYER TRANSIT

SERVICE CONTACTS LOCATIONS CONTRACTS SET-UP

PROGRAM RESPONSIBILITIES

Display: Employer (Select Above)

Active Contacts | Expired Contacts

Health Care & Dependent Care Edit

Click here for a description of each responsibility.

Responsibility	Contact	Info
Program Owner	HR Administrator	View
Benefits Service Center	HR Administrator	View
Participant Escalations	HR Administrator	View
Eligibility File	HR Administrator	View
Enrollment File	HR Administrator	View
Payroll Deductions File (to WW)	HR Administrator	View
Payroll Deductions (from Paychecks)	HR Administrator	View
Benefits Funding	HR Administrator	View
Invoicing	HR Administrator	View
Plan Documents	HR Administrator	View
Nondiscrimination Testing	HR Administrator	View
Escheatment	Not Assigned	

Commuter Benefits Edit

Click here for a description of each responsibility.

Responsibility	Contact	Info
Program Owner	HR Administrator	View
Benefits Service Center	HR Administrator	View
Participant Escalations	HR Administrator	View
Eligibility File	HR Administrator	View
Payroll Deductions File	HR Administrator	View
Invoicing	HR Administrator	View
Escheatment	Not Assigned	

First | Previous | Next | Last

of Rows: 10 Page: 1 of 2

ACTIVE CONTACTS

Add New Contact

Name	Employer Newsletter	Commuter Fare Alerts	Health Care Invoice	Commuter Invoice	Employer Site Access	Service Site Access		
ER Test Account	No	No	No	No	No	No	View / Edit	Cancel
HR Administrator	No	No	No	No	No+	No	View / Edit	Cancel
HSA Administrator	No	No	No	No	Basic	No	View / Edit	Cancel
Commuter Demo	No	No	No	Yes	No	No	View / Edit	Cancel
Kylee Edlefsen	No	No	No	No	No	No	View / Edit	Cancel
Bennie Fits (Do Not Delete!)	No	No	No	No	Super	No	View / Edit	Cancel

Return to the Contacts main page to update the responsibility listing to ensure that HealthEquity contacts the correct individuals for specific action items such as Participant Escalations and Benefit Funding processing. If you only enter one Responsibility contact, that one contact will pre-populate as the contact for all other responsibilities.

DASHBOARD PARTICIPANTS REPORTS FILES BENEFITS **COMPANY** COMMUNICATIONS GATEWAY EMPLOYER PARKING EMPLOYER TRANSIT

SERVICE CONTACTS LOCATIONS CONTRACTS SET-UP

PROGRAM RESPONSIBILITIES

Display: Employer (Select Above)

Active Contacts | Expired Contacts

Health Care & Dependent Care Edit | Restore | Save

Click here for a description of each responsibility.

Responsibility	Contact	Info
Program Owner	HR Administrator	View
Benefits Service Center	HR Administrator	View
Participant Escalations	HR Administrator	View
Eligibility File	HR Administrator	View
Enrollment File	HR Administrator	View
Payroll Deductions File (to WW)	HR Administrator	View
Payroll Deductions (from paychecks)	HR Administrator	View
Benefits Funding	ER Test Account	View
Invoicing	HR Administrator	View
Plan Documents	HSA Administrator	View
Nondiscrimination Testing	Commuter Demo	View
Escheatment	Kylee Edlefsen	View

Commuter Benefits Edit

Click here for a description of each responsibility.

Responsibility	Contact	Info
Program Owner	HR Administrator	View
Benefits Service Center	HR Administrator	View
Participant Escalations	HR Administrator	View
Eligibility File	HR Administrator	View
Payroll Deductions File	HR Administrator	View
Invoicing	HR Administrator	View
Escheatment	Not Assigned	

First | Previous | Next | Last

of Rows: 10 Page: 1 of 2

ACTIVE CONTACTS

Add New Contact

Name	Employer Newsletter	Commuter Fare Alerts	Health Care Invoice	Commuter Invoice	Employer Site Access	Service Site Access		
ER Test Account	No	No	No	No	No	No	View / Edit	Cancel
HR Administrator	No	No	No	No	No+	No	View / Edit	Cancel
HSA Administrator	No	No	No	No	Basic	No	View / Edit	Cancel
Commuter Demo	No	No	No	Yes	No	No	View / Edit	Cancel
Kylee Edlefsen	No	No	No	No	No	No	View / Edit	Cancel
Bennie Fits (Do Not Delete!)	No	No	No	No	Super	No	View / Edit	Cancel

Locations

If your company has locations or divisions, your Implementation Manager or Relationship Management team can direct you to the correct data field on the Program Sponsor Files to enter them for your employee population during the Implementation process. Locations are helpful in sorting your reports.

Should your company acquire a new location, or create a new location, you can add the location simply by adding the new location code to your Program Sponsor Files.

By using Location Codes, employers can filter reports and for purposes of conducting a commuter analysis, you will be able to understand where your participation is concentrated nationwide. In addition, your participant's experience when enrolling for Commuter parking (if offered) allows our GeoMapping functionality to identify and display known parking garages near their place of work. Click on the [Locations] tab to review current location codes used by your company.

The screenshot displays a web interface for managing location codes. At the top, there is a navigation menu with tabs: DASHBOARD, PARTICIPANTS, REPORTS, FILES, BENEFITS, COMPANY (selected), COMMUNICATIONS GATEWAY, EMPLOYER PARKING, and EMPLOYER TRANSIT. Below this, a sub-menu includes SERVICE, CONTACTS, LOCATIONS (selected), CONTRACTS, and SET-UP.

The main content area is titled 'LOCATION CODES' and contains a section for 'ASSIGNED LOCATION CODES'. This section features a table with the following data:

#	Location Code
1	*377650-13
2	00001
3	101
4	11
5	2&Y
6	55567

Below the table is a section titled 'ABOUT LOCATION CODES' with the following instructions:

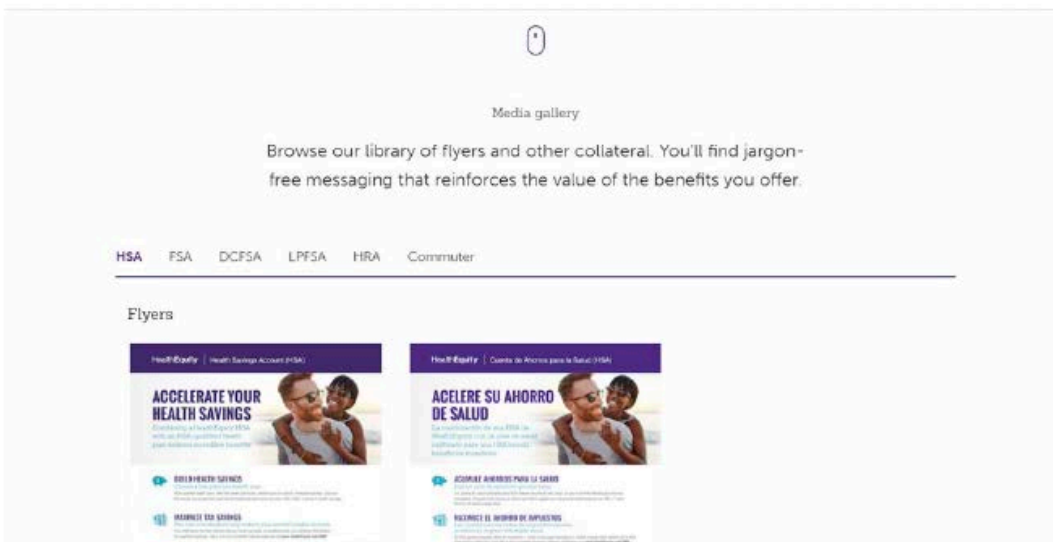
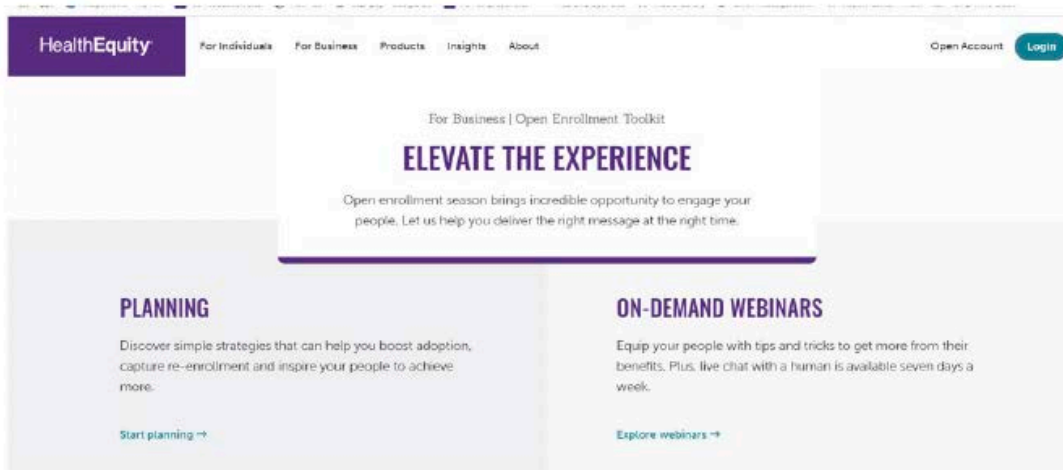
- Many reports offer the option to sort or select employee records by Location Code.
- Your Location Codes are managed through the Profile record of the Program Sponsor File.
- To start using Location Codes:** Simply populate the Location Code field of each employee record on your Program Sponsor File.
- To add a new Location Code:** Enter the new code in the Location Code field of any employee in your Program Sponsor File.
- To change an employee's Location Code:** Change the value in the Location Code field of the employee's record in your Program Sponsor File.
- Requirements:** Location Codes can be up to 40 alphanumeric characters in length.

HealthEquity Media Gallery

The HealthEquity Open Enrollment Toolkit is available to you online and is a great source during your open enrollment period or when you want to communicate the benefits available to your employees. We offer you a wide variety of educational and promotional flyers, posters and various pamphlets, flyers, webinars and DIY presentations which are all available to download at www.healthequity.com/oetoolkit.

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