HealthEquity | WageWorks

Flexible Spending Account (FSA) Transition Checklist November 2021 Transition Date

Use this checklist for a smooth transition experience. It outlines the key transition activities you'll need to complete for the ongoing program management of your Benefits Plans by HealthEquity. Complete the tasks by the designated due dates to ensure there's no delay in your service.

	Key Transition Activity	Due Date
☐	Review our complete **FSA Transition Guide** as well as **Key Milestones**. ▪ Client transition materials for your transition date are available for your migration wave on the Transition page of our client microsite.	ASAP
☐	Listen to our Transition Welcome & Kickoff Presentation available on the Support page of our client microsite.	ASAP
☐	Add **@HealthEquity.com** to your listing of safe senders to ensure you'll receive our communications during and after this transition is completed. If your company whitelists at the IP level, see a listing of our IP addresses in the **FSA Transition Guide** on the Transition page of our client microsite.	ASAP
☐	Provide the **initial notice** to your current members to notify them of the upcoming transition. ▪ All member communications for your transition date are available for your migration wave on the Transition page of our client microsite. Additional member support material, such as a QuickStart Guide - FSA, is available on the Support page of our client microsite.	9/1/2021 (60-days before Go Live date)
☐	Review and electronically sign your **Order Form** and **Funding Profile** (if applicable). ▪ The **Order Form** outlines the terms and conditions associated with the new platform and includes the monthly administrative fees. ▪ The **Funding Profile** outlines the terms and payment method for all purchases, payments, and reimbursements.	10/1/2021 (30-days before Go Live date)

☐	Establish your **new funding needs** if a new funding arrangement is required. ▪ Provide your bank account information in your **Funding Profile** if HealthEquity will be performing ACH debits on your account for your new funding arrangement. ▪ Ensure you update or establish the needed bank filters for your bank. o WageWorks Bank Identification Numbers: 1943351864 AND N943351864 ▪ Provide the bank remittance instructions to your Accounts Payable Department. o MUFG UNION BANK; ABA 122000496; and Bank account 3120004394 For more information on our funding arrangements or funding changes, please see your Funding Options available on the Support page of our client microsite.	10/1/2021 (30-days before Go Live date)
☐	Provide your **members' new plan year elections** to HealthEquity via your file or online through the Employer Portal. ▪ For information on how to manually enter your members into our portal, see our Website Guide available on the Support page of our client microsite. ▪ For a template that can be used to upload your members Profile (demographic information) and Enrollment see our Template for Profile-Enrollment available on the Support page of our client microsite.	10/1/2021 (30-days before Go Live date)
☐	Provide the **reminder notice** to your current members to notify them of the upcoming transition. All member communications for your transition date are available for your migration wave on the Transition page of our client microsite.	10/1/2021 (30-days before Go Live date)
☐	Once enrollments are entered, you may need to **establish a prefund** amount with HealthEquity for your ongoing funding needs. ▪ If a prefund is required, HealthEquity will provide an invoice for the prefund amount and the date that you will need to pay this amount or be pulled. **Please note**: Prefunds will be required for all funding arrangements except a daily ACH debit.	Varies, but after enrollments are entered into our system.

☐	Update your **Plan Documents** with the amendment for the new claims address. ▪ A template for the amendment is on the Transition page of our client microsite.	10/1/2021 (30-days before Go Live date)
☐	Provide the **go live notice** to your current members to notify them of the upcoming transition. ▪ All member communications for your transition date are available for your migration wave on the Transition page of our client microsite.	11/1/2021 (Go Live date)
☐	Provide your members' **first payroll deduction/account contribution** new plan year elections to HealthEquity via your file or online through the Employer Portal. ▪ If your funds will be automatically posted for your members, review / create your Payroll Deduction Tool though our Employer Portal. For more information on how to establish the Payroll Deduction Tool, please see our Website Guide available on the Support page of our client microsite. ▪ For information on how to manually enter / adjust funding amounts for your members into our portal, see our Website Guide available on the Support page of our client microsite. ▪ For a template that can be used to upload your members Funding (contributions) amounts, see our Template for Funding available on the Support page of our client microsite.	Dates may vary but will be at your first payroll of the new plan year.
☐	Pay your **first monthly administrative invoice** on our new platform as outlined in your Order Form. ▪ Invoices for monthly administrative fees are sent out on the 23rd of the month for the number of participants as of the 20th of the month. ▪ Fees are due 30 days from the invoice date. For additional information on invoice remittance instructions, see the **FSA Transition Guide** on the Transition page of our client microsite.	Invoice sent on 11/23/21 Fees due 30 days following (as denoted on the invoice)