

WealthCare Administration System – Training Webinar

AGENDA - Reports:

- Funding model
- Sufficiently funding your employer account
- Bank drafts for:
 - Card transactions
 - Manual claim reimbursements
- Running reports on an ad-hoc basis
- Overview of scheduled reports
- Using reports to reconcile your bank statements

This session,
including all audio,
will be recorded for
training purposes.

Funding Model

American Benefits Group does not hold employer funds. All benefit account balances are nominal, and represent the maximum available to an employee.

ABG only drafts from your employer account, per your completed Reimbursement Account Funding Agreement, when reimbursements occur. These can be either for manual claim submissions or for debit card transactions.

Sufficient funds need to be available for these drafts – funds are only drafted when claims are reimbursed or when card transactions settle.



Sufficiently Funding Your Employer Account

Sufficient funds need to be available in your employer account for these drafts.

Health FSAs are subject to the Uniform Coverage Rule – full annual election amount available to an employee from the first day of the plan.

Usually funding between 5-10% of the total annual Health FSA elections, then replenishing the account as reimbursements occur is sufficient.

For payroll-funded benefits, Dependent Care and Commuter Parking and Transit, you'll want to have at least the monthly amounts available.



Types of Transactions on your Employer Bank Account from ABG's Administration of your Benefits

ABG Benefits Card (Debit Card) use – aggregate draft (potentially each banking day) – typically shows on your bank statement as “MBI Bank”



Manual Claim Reimbursements – potentially weekly, always will appear on Wednesdays and will show on your bank statement as “American Benefits Group, Claim Pmt”

Employee Paybacks of Ineligible Card Transactions – run as a batch monthly, you will receive an email from ABG's finance team regarding these when they occur. They show as “American Benefits Group EPB”

Drafts for Card Transactions

Funds for card transactions will be pulled potentially **each banking day**. This means you may see more than one day's worth in an aggregate draft on a Monday or after a holiday.

Debits will show as **"Med-I-Bank"**, **"MBI Bank"** or as **"M&I Bank"** – Company ID **1383261866**.

During account set-up, M&I Bank will draft a **\$1.00** pre-note to verify your account.



Drafts for Manual Claim Reimbursements

Manual claims are reimbursed weekly on **Tuesdays** and appear as a debit on your account on Wednesdays.

Manual claims appear as “**Claim Pmt**” from American Benefits Group – Company ID **9165530001**.



Employee Payback of Ineligible Card Transactions (as credits)

Employee paybacks are remitted to Employers on a monthly basis. There might not be any paybacks in a given month – when there is, you will receive a separate email from ABG’s finance team alerting you to the payback with details of how much a given employee paid back to the benefit.

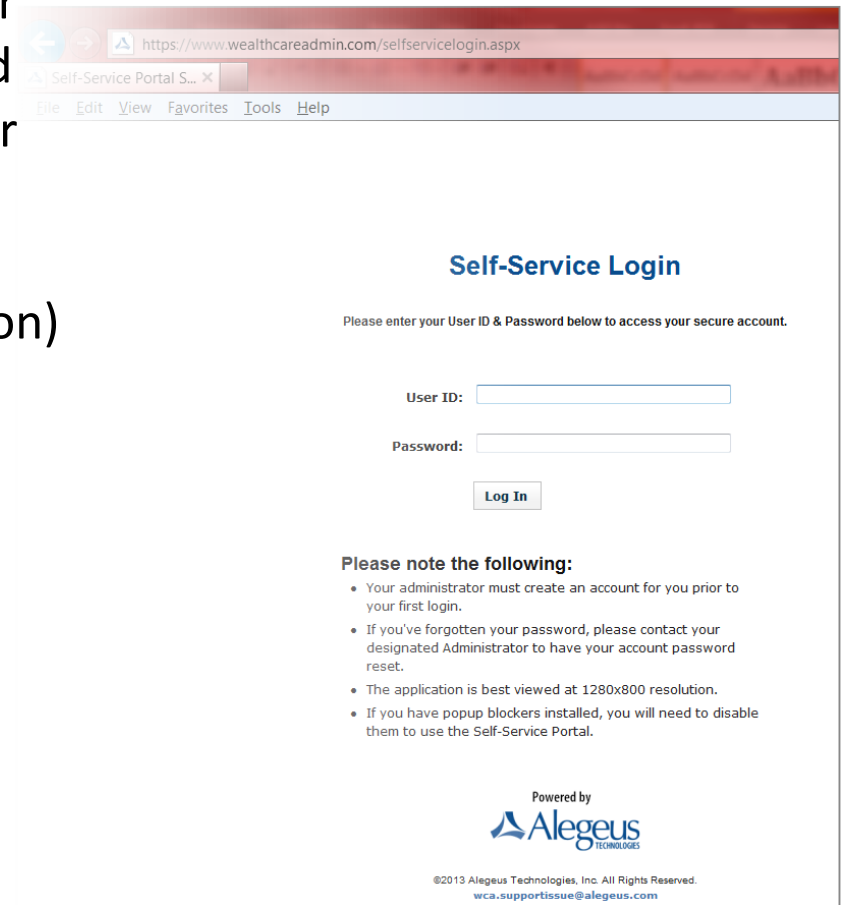
Employee Paybacks appear as “EPB” from American Benefits Group – Company ID **9165530001**.



Employer Plan Administrator Access

Anyone using Employer Plan Administrator access to the WealthCare System should either be a designated privacy officer for your organization or have been cleared for access to PHI (Protected Health Information) and PI (Personal Information) per HIPAA requirements.

Scheduled reports from the WealthCare System do not contain PHI or PI.



The screenshot shows a web browser window with the URL <https://www.wealthcareadmin.com/selfservicelogin.aspx>. The page title is "Self-Service Login". Below the title, it says "Please enter your User ID & Password below to access your secure account." There are two input fields: "User ID:" and "Password:". Below these fields is a "Log In" button. At the bottom, there is a section titled "Please note the following:" with four bullet points: "Your administrator must create an account for you prior to your first login.", "If you've forgotten your password, please contact your designated Administrator to have your account password reset.", "The application is best viewed at 1280x800 resolution.", and "If you have popup blockers installed, you will need to disable them to use the Self-Service Portal." At the very bottom, it says "Powered by Alegeus TECHNOLOGIES" and "©2013 Alegeus Technologies, Inc. All Rights Reserved. wca.supportissue@alegeus.com".

Primary Reports for Administrators

(live demonstration)

Daily Settlement Activity email

(from replenishments@metavante.com)

Reports

(sent from support@amben.com)

- Enrollee Account Balance
- Employer Disbursements Report
- https://www.amben.com/demos/HowTo/Run_Reports_Index.pdf

Scheduled automatically

Ad-hoc – “self service” using Employer Plan Administrator access

Enrollee Account Balance

(sent from *support@amben.com*)

(Monthly by default, on the 1st of every month; Can be run ad-hoc with Employer Plan Administrator access)

The Enrollee Account Balance report provides a list of all participants, detailing: Account Status, Annual Election, Contributions Year to Date (Employee and Employer), Deposits, Total Year to Date Disbursements, Plan Forfeiture Balance, and Balance Due.

Employer Disbursements Report

(sent from *support@amben.com*)

(Weekly by default, every Wednesday, also Monthly on the 1st of every month; Can be run ad-hoc with Employer Plan Administrator access)

The Employer Disbursements Report provides transaction detail on debit card transactions (for those employers who offer the ABG Benefit Card), reimbursed manual claims, and refunds.

PLEASE NOTE: If no manual claim reimbursements and/or card transactions occurred within the time period covered by the Employer Disbursements Report, the system will result in a report file with only "No Rows Returned" as the content.

(For employers offering the ABG benefit debit card):

Settlement Activity Notification email

(sent from replenishments@metavante.com)

(Daily; cannot be run ad-hoc)

The Settlement Activity Notification email shows the total drafted on the previous day from your employer bank account for debit card transactions. It does not contain individual transaction detail (for detailed transaction information, see the Employer Disbursements Report). Following a Sunday or banking holiday, the Settlement Activity Notification will show all activity for two days prior rather than one day prior.

Reconciling Using the Employer Disbursements Report (“EDR”)

The EDR should be sorted first by Settlement Date (Column D), then by Claim Type (Column H).

You can then sum by the Amount (Column I).

The total should match your bank statement based on type (MBI for card transactions, or American Benefits Group Claim Pmt for manual claims if by direct deposit only – checks will need to clear to reconcile).



Reconciling Using the Employer Disbursements Report (“EDR”)

Card transactions will be a sum of all Claim Type “Card” as well as “POS Refund” for a given settlement date. This will generally show on your bank statement as a draft the next banking day after the Settlement Date on the EDR.

Manual claim reimbursements will show on your bank statement as a draft on Wednesdays (after our Tuesday payment processing). Only the “Direct Deposit” Claim Type will reconcile right away for manual claim reimbursements.



Reconciling Using the Employer Disbursements Report (“EDR”)

“Manual Refund” in the Claim Type column can mean one of two things:

- An manual adjustment from one plan type to another or from one plan year to another performed by ABG.
- An amount owed back to the benefit for an ineligible expense that has been resolved by an employee payback. Employee paybacks are paid to ABG, and ABG in turn credits your employer account with these funds on a monthly basis (someone at your organization will receive an email alert whenever employee paybacks are processed).



- **Question and Answer Session**
- Need further information?
Please feel free to contact us at
(800) 499-3539 or support@amben.com.