

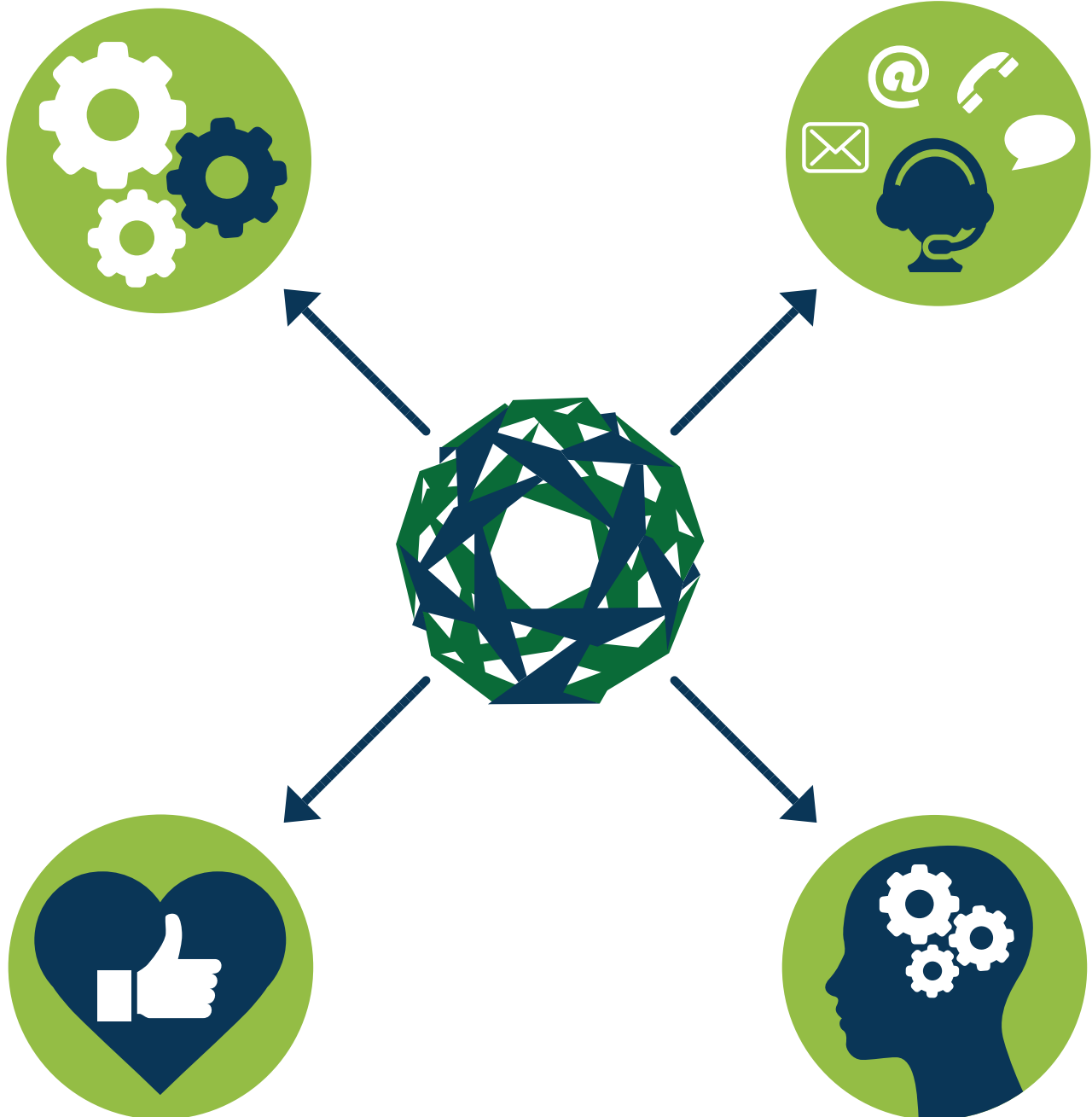


NueSynergy

CUSTOMER FOCUSED & TECHNOLOGY DRIVEN



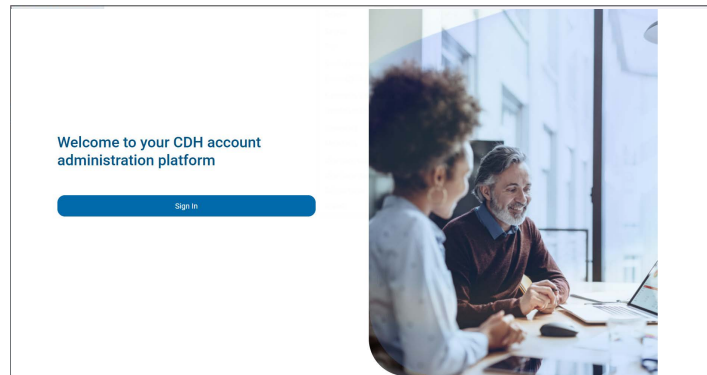
EMPLOYER PORTAL GUIDE





Access Your Account

Access to the Employer Portal is located at app.wealthcareadmin.com. Click on **Sign In**. If you plan on visiting this portal frequently, we would recommend bookmarking the page.



After clicking the **Sign In** link, you will be directed to the login screen. Here you will enter your User ID and password you have been provided.

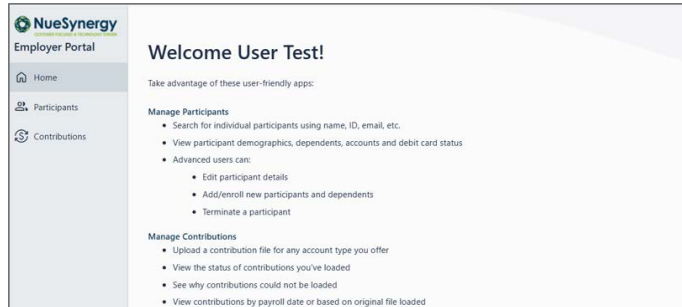
If this is the first time you are logging in, you will need to create a new password.





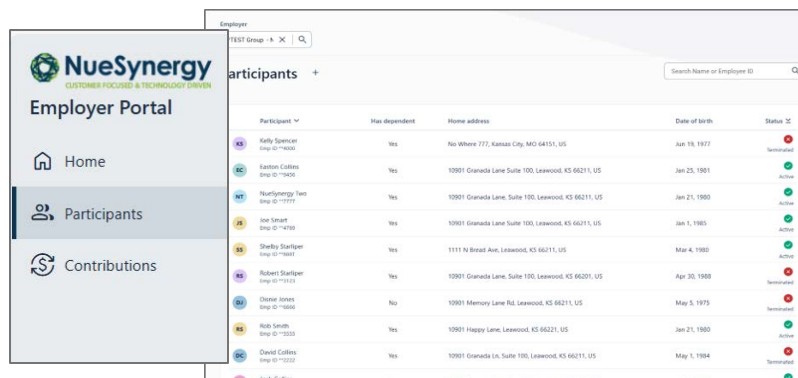
The User Interface

After successfully logging in, you will have full access to all of the information of the plan(s).



The Participants Menu

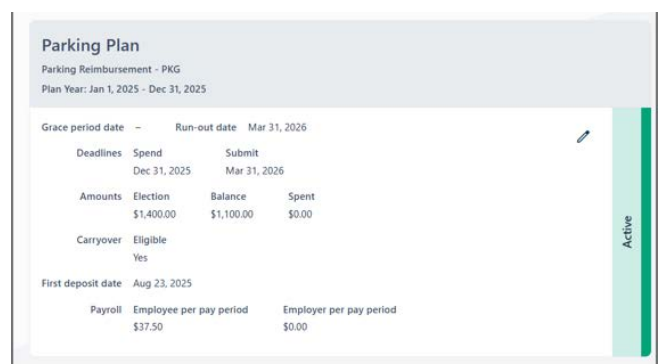
This tab allows you to review and edit demographic data (1) and account information (2) for each employee.



Search using a full or partial name, SSN, phone number, or other details. Partial value searches (last four digits of SSN or phone number) will also return matching results.

Employee Demographics

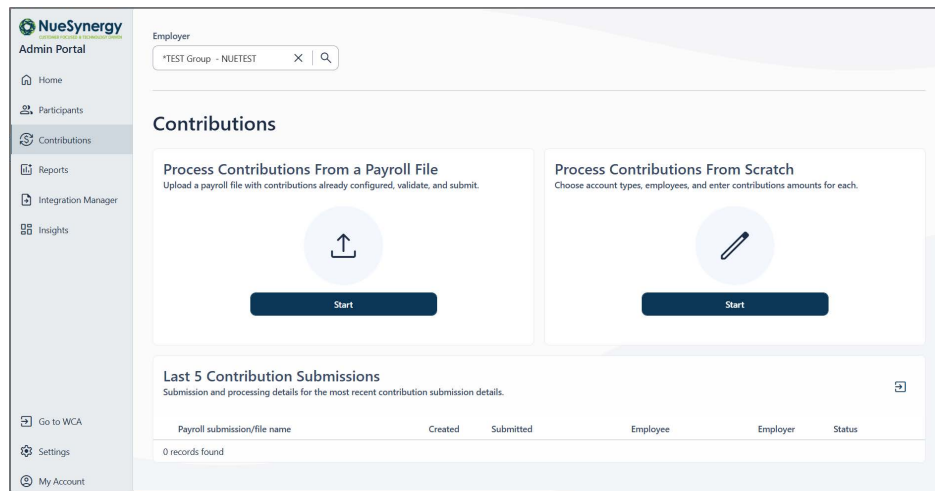
This section allows you to review and edit certain data. One of the most important details is being certain the email address is accurate. If you do change any data, be certain to save any changes.





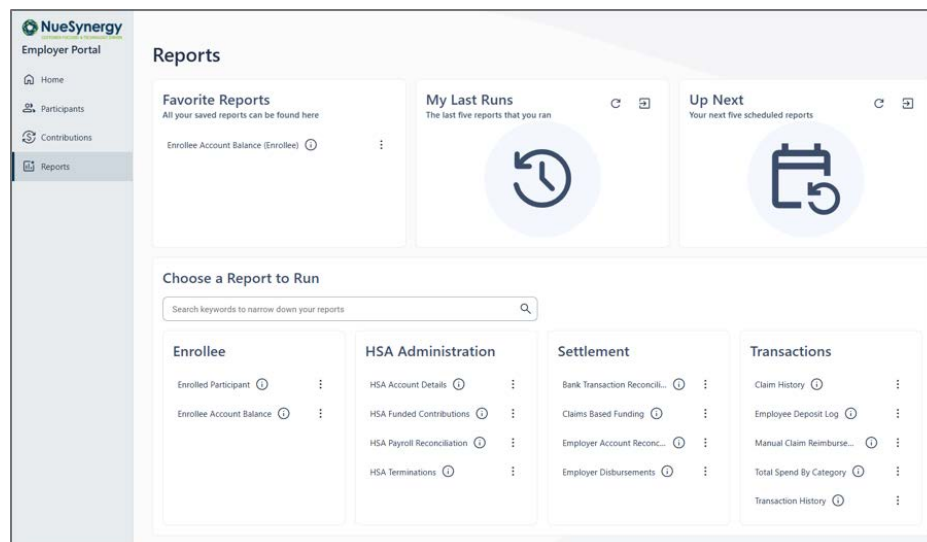
Contribution Manager

The contribution manager allows you to Create, upload, track, and manage contributions with important features like error detection, submission audit, in-line editing, save draft, and more. You can choose to process contributions through a payroll file or from scratch.



The Reports Menu

This section is designed to provide an in-depth reporting option for you to review all aspects of your plan. If you wish, many of these reports can be scheduled and delivered via email (by request only). To produce a report, click on your preferred report and click on Run/Schedule Report.





Next, set the parameters of the report you wish to create. Then select the Run Report button at the bottom of the page. To view the report, click on View Reports. .

The View Page will provide current and past reports you have generated for each specific report. You can also view your scheduled reports.





List of Reports

TRANSACTION REPORTS	
TRANSACTIONS HELD FOR PAYMENT	On-hold manual claims are claims entered by the administrator which exceed the disbursement balance for a participant.
EMPLOYEE DEPOSIT LOG	The Employee Deposit Log report shows all deposit activity to Participant Benefit Accounts.
EMPLOYER DEPOSIT LOG	Employer deposits are transactions entered by the administrator to increase or decrease the available balance in an Employer (logical) Bank Account.
MANUAL CLAIM REIMBURSEMENT	Administrators using the Alegeus site to generate participant reimbursements should use the Manual Claim Reimbursement to reconcile all manual claims reimbursed for an Employer group within a reimbursement date range.
TRANSACTIONS	The Transactions report is a comprehensive list of all transactions within a date range.
PROVIDER PAY REPORT	This report may be sent to providers along with the provider checks to detail all claims being paid to the provider. The report is separated by provider and includes totals by employee.
TRANSACTION TRENDING REPORT	The Transactions Trending Report can be used by administrators to identify auto substantiation setup issues during the start of a plan year.
LETTER GENERATION HISTORY	Alegeus can generate letters to participants using the receipt notification process (Receipt Notification Letters) or for denying payment on a manual claim (Manual Claim Denial Letter).
CLAIM HISTORY REPORT	The Claims History report is an Excel report of transactions within a specific date range, which identifies the transaction's claimant by name. The report can be requested by Transaction Date or Service Date and can be filtered by claim type (POS, Manual, or both). Administrators can also choose to include any combination of Optional Fields including Plan ID, Plan Type, Plan Start Date, Plan End Date, Service End Date, Transaction Type, and Transaction Description.
EMPLOYER FUNDS TRACKING REPORT	The employer funds tracking report can be used to track the replenishment of employer funds to an administrator's funding account. It can be run for all employers or a single employer. The employer funds tracking report can be requested by deposit type, deposit date, and optionally can exclude posted or pending logical deposits. Any check numbers or notes included with logical deposits can be also be tracked with this report.
FUTURE CONTRIBUTIONS REPORT	The Future Contributions Report allows administrators and employers to report on future dated benefit account deposits. The report details two types of deposits, Pending Contribution deposits and scheduled payroll calendar deposits. Pending Contribution deposits are composed of future dated payroll deposits and HSA based future dated funding deposits. This report allows administrators and employers to more accurately predict future contribution amounts, based on scheduled deposits in BPS.





ENROLLEE REPORTS

YEAR END LETTER

The Year End Letter is a participant communication intended to be mailed to enrollees when the plan year is coming to an end.

NEGATIVE DISBURSEABLE BALANCE

The Negative Disbursable Balance helps administrators identify when participants have a negative disbursable balance on any of their benefits accounts.

ENROLLEE SUMMARY

The Enrollee Summary report gives administrators a report of all Debit Card transactions which are in an approved status by account type within a specific date range.

ENROLLEE LIST

List of all employees and dependents for one or all employers.

PCS ENROLLEE STATEMENT

The Enrollee Statement is a participant communications (letter) report intended to be mailed to plan participants monthly to summarize Account Activity, Coverage Period Information, Deductible Status, and all transactions within the date range specified.

HSA STATUS REPORT

The HSA Status Report can be used by Administrators to view details about Product Partner HSA accounts with Alegeus.

PARTICIPANT COMMUNICATION REPORT

The Participant communication report is a comprehensive list of all communications within a date range from the Participant Message Center (note: the report does not include receipt notification communications).

OPEN ENROLLMENT REPORT

This report allows administrators and employers to see the plans each participant waived, did not enroll in or elected as well as the method of enrollment for those they chose to elect.

EMPLOYER CONFIRMATION

The Employer Confirmation Report can be used to summarize Employer rules, Plan Details, Bank Account and Spending Limits and system features for all Benefit Plans by Employer Group.

EMPLOYEE CONFIRMATION

The Employee Confirmation Report can be used to summarize employee setup details by Employer Group.

ENROLLED PARTICIPANTS REPORT

The Enrolled Participant Reports is an Excel report which provides Administrators with a combination of Employee Demographics information, Benefit Account details, including balances, and associated dependents. This report can be utilized to confirm/verify enrollment.

ENROLLEE ACCOUNT BALANCE

The Enrollee Account Balance report provides administrators with 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.





SETTLEMENT REPORTS

BANK TRANSACTION RECONCILIATION

The Bank Transaction Reconciliation report should be run to compare BPS settlement transactions to your ACH funding account. Each settlement date is itemized, and should match your bank account activity for each date included in the report. The report will list the details of debit card posts, automated direct deposit activity, chargebacks and refund transactions settled to the funding account within a specified date range.

CLAIMS BASED FUNDING

The Claims Based Funding report provides administrators and employers with a listing of transactions included in Claims Based Funding NACHA files.

EMPLOYER ACCOUNT RECONCILIATION

The Employer Account Reconciliation report provides a daily overview of all debits and credits to an employer account. The report can be requested for a specific time period and will display daily totals of employer deposits, manual claims, online repayments and POS transactions against an employer account during that period. In addition, the report will also display a beginning and ending employer account balance.

EMPLOYER DISBURSEMENTS

The Employer Disbursements Report provides transaction detail on debit card transactions, reimbursed manual claims, and refunds. The transaction data returned gives administrators a consolidated, accurate report of all spending activity for an employer group. Employers can use this report to reconcile all claim activity for a specified timeframe.

EMPLOYER FUNDING

The Employer Funding Report includes banking details for debit card, direct deposit, online repayments and manual claims reimbursed by check to give employers an idea of the total dollars being utilized by their participants for bank reconciliation. The report will detail claim activity for each date included in the report request, using settlement date for debit card, online repayments and automated direct deposit claims, while using reimbursement date for checks and NACHA file direct deposits.

PAYROLL FUNDING RECONCILIATION

This report can be used to provide details on payroll activity for employers that use payroll funding. The data included supports reconciliation of the entire life cycle of a payroll deposit (submission, processing and funding) to confirm the data and amounts are in sync. The report supports reconciliation for both non-HSA and HSA payroll funding methods, by date range using payroll date, transaction date, settlement date or invoice date.

REIMBURSEMENT HISTORY

The Reimbursement History Report is a summary of reimbursements by employer. This is an excel based report that can be run for a single employer or all employers, by reimbursement method, bank account and by division. The report summarizes reimbursements by check number, without claim detail. The report is requested by reimbursement date and includes voided and reissued reimbursements.

