Humana Access Spending Accounts

Wealthcare Contribution Manager





How to Create Spending Account Contributions

Use this option if you have less than 20 spending account members

Step 1: Login to Wealthcare Administration Portal

- 1. Go to http://www.wealthcareadmin.com.
- 2. Log in as an employer using the credentials provided to you.
- 3. Click the Menu icon in the upper left corner.
- 4. Select *Employer* > *Contribution Manager* > *Create Contributions*



Step 2: Create Contributions

- 1. Set the fields as follows:
 - Plan Year = Current (for 2021 payroll contributions)
 - Benefit Plan = indicate which account types contributions should be posted (select one or multiple plans)
 - Select a billing group, account segment or division if your plans are setup with these options
 - Select Payroll Date = set this to the date of the payroll deduction
 - Select Method to Auto-Populate Contributions = Per Pay Period Amount
 - Select Accounts to Receive Contributions = All Accounts (includes active and termed member accounts) or Only Active Accounts (includes all active member accounts only)
- 2. Click Display Contributions.

EMPLOYER	/ Contribution Manager
Create	Contributions

Admin: Humana Access Spending Account Administration 💙	Employer: ABC Company	🖌 🗹 List All
Plan Year: Plan Year: Current 💙 Benefit Plan:	Select Plans	•
Billing Group: 🖓 Select Billing Groups 🔻 Account Segment: 🖓	Select Account Segments	Division: 🖓 Select Divisions 🔻

Use this tool to make contributions to employee accounts, using a payroll date of today, in the future or in the past. Please review the Contribution Manager page under Pending Contributions for any possible duplicate contributions.

1. Select Payroll Date:	2/16/2021
2. Select Method to Auto-Populate Contributions:	Per Pay Period Amounts 🗙
3. Select Accounts to Receive Contributions:	Only Active Accounts 🗸
Display Contributions	

Step 3: Enter Contribution Amounts

- Enter contribution amount for each member (you can enter both employee and employer contributions).
 NOTE: As of 2/20/21, the Employee ID is now the employee's 11 digit Humana Medical Plan ID number (including the leading zeros and the 01 with no spaces) or Spending Account Member ID. It is not the employee's social security number.
- 2. Click Load Contributions to process contributions.
 - HSA contributions will post within 24 to 48 hours.
 - Healthcare FSA and Dependent Care FSA contributions will post on the next business day.

		ding Account Adm	ninistration 😒	Employe	r: ABC Comp	pany		× 🛛	List All 🗾	
an Year:	Plan Year:	Surrent 🗸	Benefit Plan:	3 items	checked				•	
lling Group: 쿗	Select Bi	ling Groups	▼ Account Segn	nent: 🖵 Select /	Account Segm	ents	•	Division: 🖓	Select Divisions	•
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Select Payroll D Select Method Select Account Display Contril Dioyee ID XX8901 XX8901 XX2201 XX201 X	ate: to Auto-Popu s to Receive C putions Employee Status New New	late Contributions: ontributions: EE Account Status Terminated / Activ Active / Active	Per Pay Perio Only Actions s / HSA Account Status ve	2/16/2021 ad Amounts ve Accounts Account Type UMB UMB	Last Name USER Last	First Name TEST First	Current or Prior Year Current Year V Current Year V	Employee Amount (\$) 20.00	Employer Amount (\$) 40.00 200.00	Total Amount 60.00 220.00

Step 4: Confirm Contributions

- 1. Review the contribution amounts. Your newly created contributions will show as "Pending Funding Deposit"
 - If an amount is incorrect, select Edit on the member line.
 - Enter the correct amount and click **Update**.
 - The correct contribution amount will be posted through the overnight batch process.

EMPLOYER / Contribu Create Contr	ition Manager ibutions				
Admin: Humana Ac	cess Spending Account Administration 💙		Employer: ABC Company	V List All	
Plan Year:	Plan Year: Current 🗸	Benefit Plan:	Select Plans	•	
Billing Group: 쿗	Select Billing Groups	Account Segment: 🖓	Select Account Segments	Division: 🖓	Select Divisions

Use this tool to make contributions to employee accounts, using a payroll date of today, in the future or in the past. Please review the Contribution Manager page under Pending Contributions for any possible duplicate contributions.

Export to Excel

1. Select Payroll Date:	2/16/2021 🏢
2. Select Method to Auto-Populate Contributions:	Per Pay Period Amounts 🗸
3. Select Accounts to Receive Contributions:	Only Active Accounts 🗸
Display Contributions	

Contribution Results

The table below lists the contributions pending for the payroll date above, including payroll contributions previously loaded. To load additional contributions, please click reload the 'Create Contributions' The 'Expedite Processing of Pending Contributions' button will process contributions for up to 8 minutes or up to 3000 records. During processing, the expedite option will be unavailable until processing of the expedited contributions' completed, the contributions' button will no longer appear under 'Pending Contributions' and the 'Expedite Processing of Pending Contributions' option will be available again to expedite contributions. Showing 4 records

Employee ID	Name	<u>Display</u> Date	Account Type	<u>Deposit</u> <u>Type</u>	<u>Status</u>	Employee Amount	Employer Amount	Action
XXXXX8901 🔛	USER, TEST	2/16/2021	UMB	Payroll	Pending - Funding Deposit	\$20.00	\$40.00	Edit Delete
XXXXX8901 👎	USER, TEST	2/16/2021	UMB	Payroll	Pending - Funding Deposit	\$20.00	\$40.00	Edit Delete
XXXXX2201 🔛	Last, First	2/16/2021	UMB	Payroll	Pending - Funding Deposit	\$20.00	\$200.00	Edit Delete
XXXXX2201 🔛	Last, First	2/16/2021	UMB	Payroll	Pending - Funding Deposit	\$20.00	\$200.00	Edit Delete
Total:						\$80.00	\$480.00	
								4 pending contributions found

Save Employee Save Employer Amounts as Amounts as Employee Per Pay Employer Per Pay Period Election Period Election

Delete All

Step 5: Save

- 1. To save these amounts so they will be available for you the next time you create a contribution file:
 - Click Save Employee Amounts as Employee Per Pay Period Elections.
 - Click Save Employer Amounts as Employer Per Pay Period Elections.
- 2. To save the contribution amounts as an Excel file for record keeping, click Export to Excel

Create Contributions				
Admin: Humana Access Spending Account Administration \checkmark		Employer: ABC Company	V 🗹 List All 🗾	
Plan Year: Plan Year: Current 🗸	Benefit Plan:	Select Plans	•	
Billing Group: 🖓 Select Billing Groups	Account Segment: 🖵	Select Account Segments	Division: 🖓	Select Divisions
Use this tool to make contributions to employee accounts, using a payroll	date of today, in the future or in t	he past.		

Please review the Contribution Manager page under Pending Contributions for any possible duplicate contributions.

1. Select Payroll Date:	2/16/2021 🏢
2. Select Method to Auto-Populate Contributions:	Per Pay Period Amounts 🗸
3. Select Accounts to Receive Contributions:	Only Active Accounts 🗸
Display Contributions	

Contribution Results

EMPLOYER / Contribution Manager

The table below lists the contributions pending for the payroll date above, including payroll contributions previolusly loaded. To load additional contributions, please click reload the 'Create Contributions' The 'Expedite Processing of Pending Contributions' button will process contributions for up to 8 minutes or up to 3000 records. During processing, the expedite option will be unavailable until processing of the expedited contributions is complete. Once completed, the contributions that have been processed will no longer appear under 'Pending Contributions' and the 'Expedite Processing of Pending Contributions' option will be available again to expedite remaining contributions. Showing 4 records

Employee ID	Name	Display Date	Account Type	Deposit Type	Status	Employee Amount	Employer Amount	Action
XXXXX8901 🔛	USER, TEST	2/16/2021	UMB	Payroll	Pending - Funding Deposit	\$20.00	\$40.00	Edit Delete
XXXXX8901 🔛	USER, TEST	2/16/2021	UMB	Payroll	Pending - Funding Deposit	\$20.00	\$40.00	Edit Delete
XXXXX2201 🔛	Last, First	2/16/2021	UMB	Payroll	Pending - Funding Deposit	\$20.00	\$200.00	Edit Delete
XXXXX2201 🔛	Last, First	2/16/2021	UMB	Payroll	Pending - Funding Deposit	\$20.00	\$200.00	Edit Delete
Total:						\$80.00	\$480.00	
								A second in a second site of second



Step 6: Verify if any contributions failed

- 1. Click the Menu icon in the upper left corner.
- 2. Select Employer > Contribution Manager > Contribution Manager



- 3. Enter "Payroll Start Date" (system only allows you to view 3 months at a time)
- 4. Select your Benefit Plan type and click Search



Payroll Start Date:	1/29/2021 🏢	Payroll End Date:	3/12/2021 🗊 Invoice #: 🤝			
Plan Year: Current	•	Benefit Plan:	Select Plans			•
Billing Group: 🤍 Selec	t Billing Groups	Account Segment: 🖵	Select Account Segments	•	Division: 🗩	Select Divisions

Step 6: Verify if any contributions failed (continued)

5. Click on black arrows on the right to expand/view Pending Contributions and Denied Payroll Deposits

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ayroli Start Date	; 4/17	2020 📰	Payroll End Date:		6/1/2020		maice #: 🗢)	
lan Year:	Current 💙		Benefit Plan:	UMB	ISA (1/1/201	8-12/31/21	00 [12/31/210	o])			•	
itling Group: 🗘	Select Billing Group	25 •	Account Segment: 🗢	Select	Account Segr	ments		٠	Division: 🗘	Select Divis	ians	
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Pending Co	ntributions											
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How to Import Spending Account Contributions

Use this option if you have 20 or more spending account members

Step 1: Login to Wealthcare Administration Portal

- 1. Go to www.wealthcareadmin.com.
- 2. Log in as an employer using the credentials provided to you.
- 3. Click the Menu icon in the upper left corner.
- 4. Select Employer > Contribution Manager > Contribution Import & Results.



Step 2: Create CSV File

NOTE: As of 2/20/21, the Employee ID is now the employee's 11 digit Humana Medical Plan Member ID number (including the leading zeros and the 01 with no spaces) or Spending Account Member ID. It is not the employee's social security number. You will need to download a <u>new payroll file template</u> as shown below.

- 1. Set the fields as follows:
 - Plan Year = Current (for 2021 payroll contributions)
 - Benefit Plan = indicate which account types contributions should be posted (select one or multiple plans)
 - Select a billing group, account segment or division if your plans are setup with these options
 - Select Payroll Date = set this to the date of the payroll deduction
- 2. Click **Create Payroll With All Accounts** (includes active and termed member accounts) or **Create Payroll With Active Accounts Only** (includes all active member accounts only).
- 3. A CSV spreadsheet file will be downloaded to your desktop.
- 4. Click **Open** when it appears at the bottom of your page to view the CSV spreadsheet file.

EMPLOYER / Contribution Manager Contribution Import & Results

Admin:	Humana	Access Spendi	ng Account Adm	inistration	Employer:	ABC	Company ABC Company 🗸	List Al				
Downlo	oad Pay	roll File										
To create	e and down	nload the payro	II file, please sele	ct one of t	he below option	s. Wh	en selected, an excel file will be downloaded a	nd pop	ulated with eith	er all accounts or o	nly active acco	ounts.
Please no zero befo	ote: leadin ore import	g zeros are dro ing the file so tl	pped from emplo hat the employee	yee IDs wi ID will be	nen populated in properly matche	the e d upo	excel file. This will be an issue for any employee on import.	ID that	begins with a z	ero. To fix, please n	nanually add t	he
Plan Yea	ar:	Current 💙		Be	nefit Plan:		Select Plans			•	•	
Billing G	Group: 🖵	Select Billi	ng Groups	▼ Ac	count Segment:	₽	Select Account Segments	•	Division: 🖵	Select Divisions		•
Select P	ayroll Date	2:	2/16/2021 📺		🗌 Include er	mploy	yee SSN on payroll file					
Creat	te Payroll V	Vith All Accoun	ts Create Pa	yroll With	Active Accounts (Only						

Step 3: Enter Contribution Amounts in the Spreadsheet

The new spreadsheet you download will be pre-populated with your spending account members' data, including their new **Employee ID number.** This spreadsheet contains member information as well as the benefit plan. "Per Pay Period Amount" will display in the spreadsheet if that information was included on the initial enrollment file. "Per Pay Period Amount" will be blank if that information was not included on the initial enrollment file.

NOTE: As of 2/20/21, the Employee ID is now the employee's 11 digit Humana Medical Plan ID number (including the leading zeros and the 01 with no spaces) or Spending Account Member ID. It is not the employee's social security number.

- 1. Enter the "Per Pay Period Amount" for each member. Save your file on desktop.
- 2. Click Yes to "keep workbook in current format"
- 3. Click Close do not save again.

You can reuse or create your own spreadsheet to match the below layout but after 2/20/21 it will "fail" to process your data if you have not replaced your participants SSNs with Member IDs and formatted them correctly. Make sure to save it as a CSV file.

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A	В	С	D	E	F	G	н	I
Payroll Date	Account Type Code	Plan Start Date	Plan End Date	Last Name	First Name	Employee ID	Employee Contributions Per Pay Period	Employer Contributions Per Pay Period
2								
0								
1								
2								
2								

Step 4: CSV File Formatting

Before uploading your new csv Payroll file you will need to make sure the new Employee IDs are formatted correctly.

- 1. Click on the populated Employee ID column to highlight it and right click
- 2. Choose Format Cells click on Custom
- 3. Click in the cell under **Type** and type in 11 zeros with no spaces as shown below, then click **OK**

A B C D E F G H 1 Payroll Date Account Type Code Plan Start Date Plan End Date Last Name First Name Employee ID Employee Contributions Per Pay Period Employer Contributions 2 - - - - - - - - 3 - - - - - - - - 4 - - - - - - - - 5 - - - - - - - - 6 - - - - - - - - 6 - - - - - - - - 7 X - - - - - - - 7 X - - - - - - - 7 X - - - - - - 7 X - - - - - - 7 X - - - - - 6<	
Payroll Date Account Type Code Plan Start Date Plan End Date Last Name First Name Employee ID Employee Contributions Per Pay Period Employer Contributions 2	E
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4. Click Yes to "keep workbook in current format" and Close before uploading

Step 5: Upload the CSV File

- 1. Return to the Contribution Import & Results page of the Wealthcare Administration Portal (you may need to login again if your session timed out).
- 2. Click **Browse** to import your CSV file.
- 3. Navigate to the CSV file saved on your desktop and click **Open**.
- 4. Click **Process**. If the data is formatted correctly within in the CSV file, you will receive the following message: "Your contribution import request was submitted successfully."

EMPLOYER / Contribution Manager Contribution Import & Results

Admin: Humana Access Spending Account Administration 💙 Emp	ployer: ABC Company ABC Company	any 🗸 🗋 List All 🗾	
Download Payroll File			
To create and download the payroll file, please select one of the below	options. When selected, an excel file will be dow	vnloaded and populated with either all accounts or only active acc	ounts.
Please note: leading zeros are dropped from employee IDs when popul zero before importing the file so that the employee ID will be properly	ated in the excel file. This will be an issue for any matched upon import.	employee ID that begins with a zero. To fix, please manually add	the
Plan Year: Current 💙 Benefit Plan	: Select Plans	•	
Billing Group: 🖓 Select Billing Groups 🔻 Account Seg	ment: 🖓 Select Account Segments	▼ Division:	•
Select Payroll Date: 2/16/2021 🗊	clude employee SSN on payroll file		
Create Payroll With All Accounts Create Payroll With Active Acc	counts Only		
Import Contributions			
Import Payroll CSV File Below.			_
File*: Choose File Payroll Dep16 2021.csv		Process	

Step 6: Verify File Upload

- 1. Enter the date range for the file upload.
- 2. Click **Refresh**.
- 3. Place a check mark in the Errors Only box to view errors with the file if any exist.
- 4. To save the contribution amounts as an Excel file for record keeping, click Export to Excel

View Results View results from previously imported files. Select dates below to search for files imported between a specific date range. 2/6/2021 🏢 2/16/2021 🏢 Refresh Start Date: End Date: Errors Only Past Imports: Payroll Deposit - Feb 16 2021.mbi-20210216154725 2/16/2021 3:47:25 PM 💙 Employee Employer Resp Acct Line 🔺 Empr ID Empe ID <u>SSN</u> Resp Code Error Result Code Туре Amount Amount XXXXX8901 🖓 17 Duplicate transaction ignored. Failed HUM000000MV UMB \$20.00 \$40.00 1 Total Approved: \$0.00 \$0.00 No line found. Total Requested: No line found. \$20.00 \$40.00 Grand Total Approved: No line found. \$0.00 \$0.00 Grand Total Requested: \$20.00 \$40.00 1 line found. 1 edi results found. Export to Excel

Step 7: Verify if any contributions failed

- 1. Click the Menu icon in the upper left corner.
- 2. Select Employer > Contribution Manager > Contribution Manager



- 3. Enter "Payroll Start Date" (system only allows you to view 3 months at a time)
- 4. Select your Benefit Plan type and click Search



Payroll Start Date:	1/29/2021 🏢	Payroll End Date:	3/12/2021 🏢 Invoice #: 🖓			
Plan Year: Current	•	Benefit Plan:	Select Plans			•
Billing Group: 🤍 Selec	t Billing Groups	Account Segment: 🖵	Select Account Segments	•	Division: 모	Select Divisions

Step 7: Verify if any contributions failed (continued)

5. Click on black arrows on the right to expand/view Pending Contributions and Denied Payroll Deposits

	e Access Spending Acce	iant Administ	ration 🗠 🛛 Em						🗌 tist All 🖉	1
ayroli Start Date	; 4/17	2020 📼	Payroll End Date:		6/1/2020		wolce #: 🗢]
lan Year:	Current 💙		Benefit Plan:	UMB	ISA (1/1/201	8-12/31/21	00 [12/31/210	o])	•	
itling Group: 🗘	Select Billing Group	•	Account Segment; 💬	Select	Account Sep	ments		▼ Division: ♥	Select Divisions	
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he 'Expedite Pro inavailable until contributions' an	cessing of Pending Cons processing of the expedi d the "Expedite Processin	ibutions' butti ted contributions of Pending (on will process contributions is complete. Once con Contributions' option will	ons for up npleted, ti be availat	to 8 minutes he contributio de again to exp	or up to 3000 ns that have pedite remai) records. During been processed ning contributio	processing, the ex will no longer appe ns.	pedite option will be ar under 'Pending	
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Questions?

If you have an individual contribution which needs to be deposited, you can email the Spending Account Operations Team at <u>SPAAops@humana.com</u> with the member's name, payroll date and contribution amount and we will process your request within 24 hours.

Humana Access Spending Accounts are not an insured benefit. They are a service administered by Humana Insurance Company. This material is provided for informational use only and should not be construed as tax advice or used in place of consulting a tax professional.

