Humana Access Spending Accounts

Wealthcare Contribution Manager

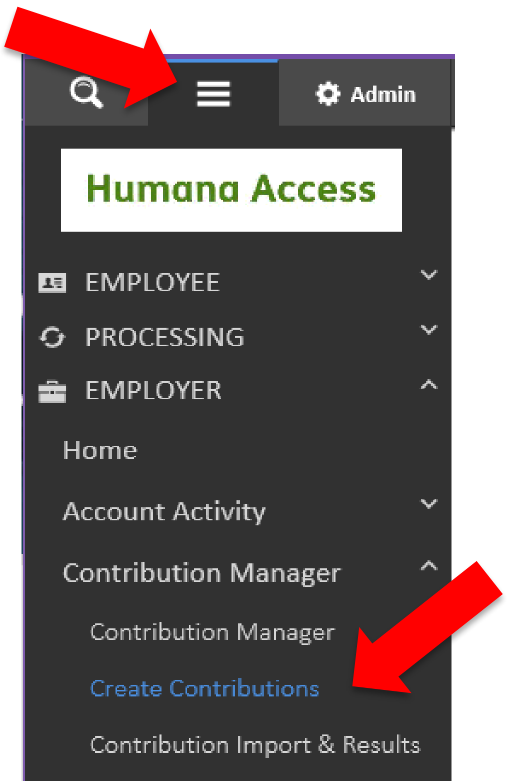
Humana.

How to Create Spending Account Contributions

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

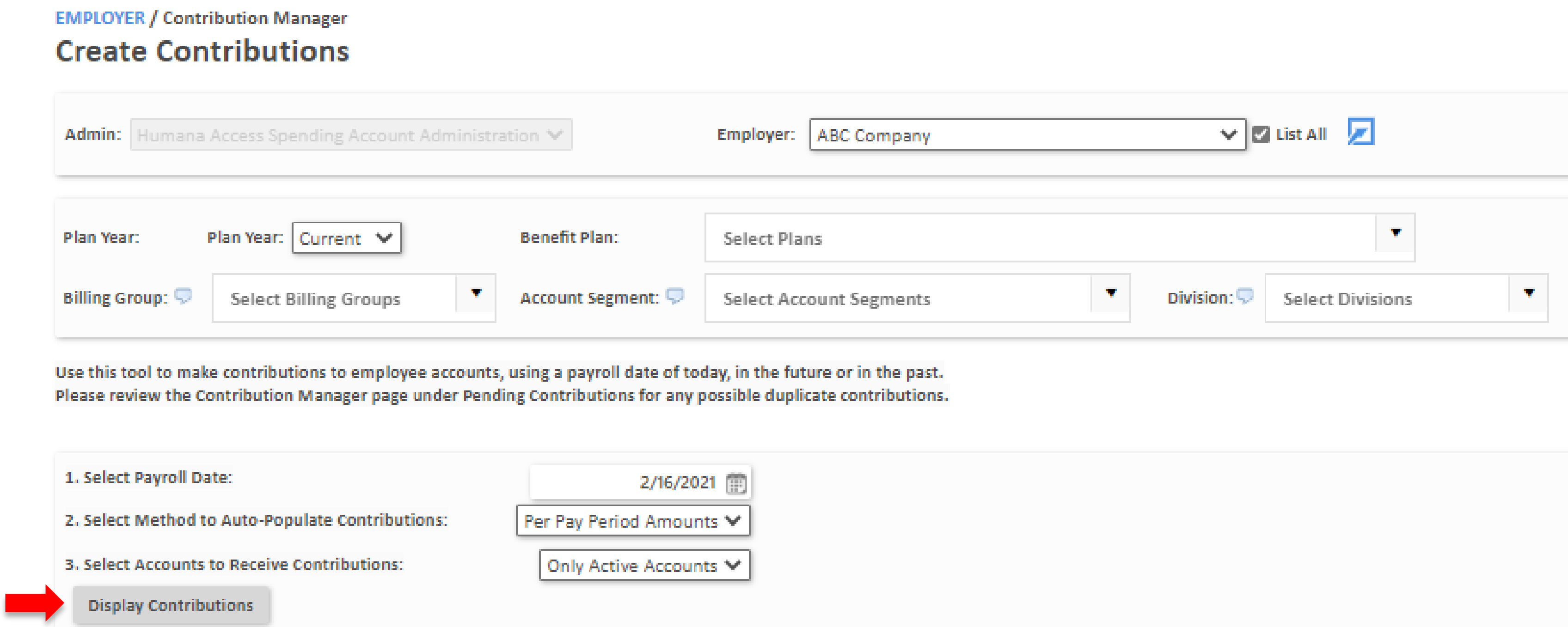
Step 1: Login to Wealthcare Administration Portal

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**.



Step 3: Enter Contribution Amounts

1. 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.

EMPLOYER / Contribution Manager

Create Contributions

Admin: Humana Access Spending Account Administration

Employer: ABC Company ☑ List All

Plan Year: Plan Year: Current

Benefit Plan: 3 items checked

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

Employee ID	Employee Status	EE Account Status / HSA Account Status	Account Type	Last Name	First Name	Current or Prior Year	Employee Amount ($)	Employer Amount ($)	Total Amount ($)
XXXXX8901	New	Terminated / Active	UMB	USER	TEST	Current Year	20.00	40.00	60.00
XXXXX2201	New	Active / Active	UMB	Last	First	Current Year	20.00	200.00	220.00
Total:							$40.00	$240.00	$280.00

2 contributions found.

Load Contributions | Export to Excel | Clear Employee Amounts | Clear Employer Amounts

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 / 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

Contribution Results

The table below lists the contributions pending for the payroll date above, including payroll contributions previoiusly 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	

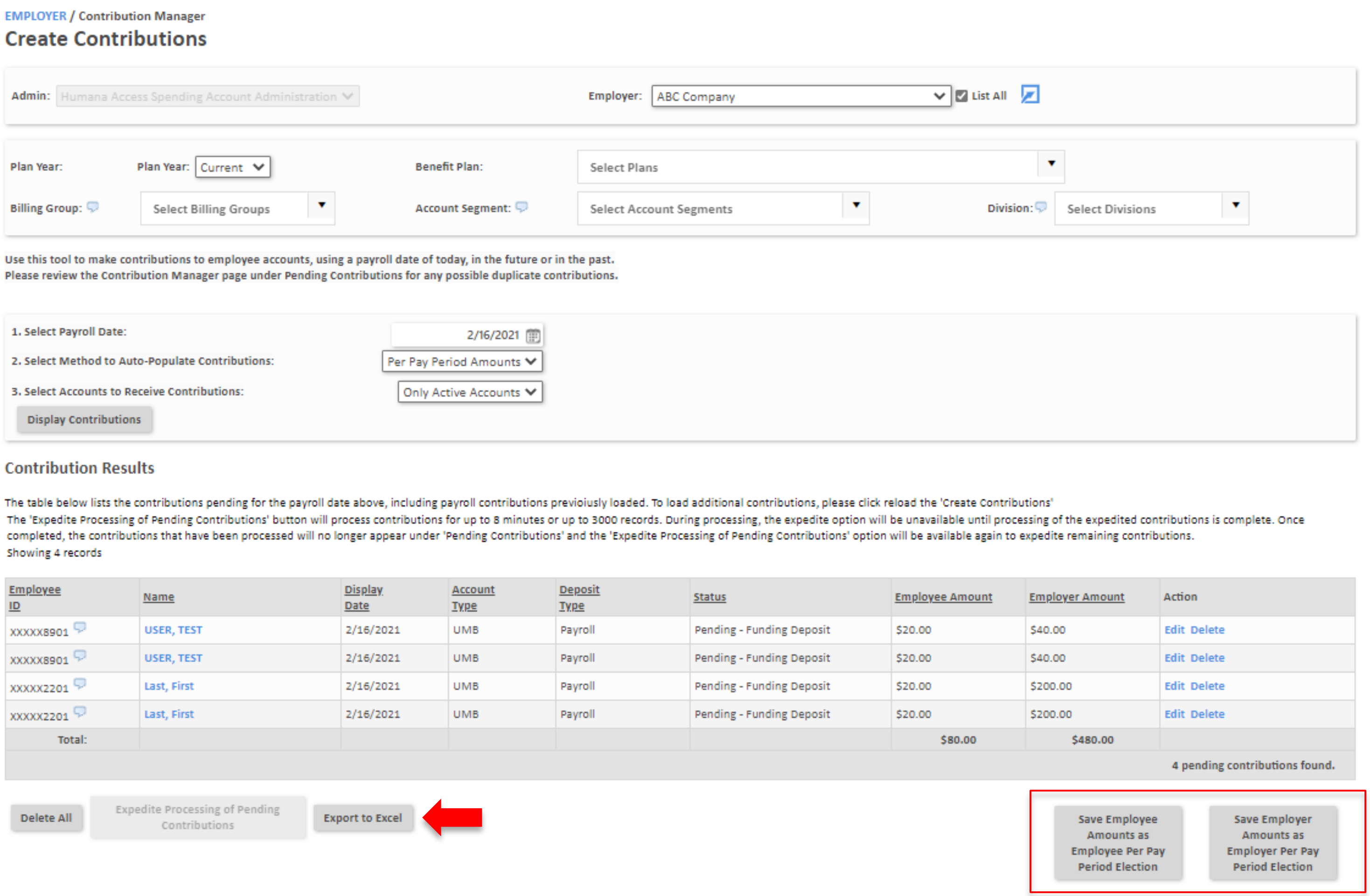
4 pending contributions found.

Delete All | Expedite Processing of Pending Contributions | Export to Excel

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

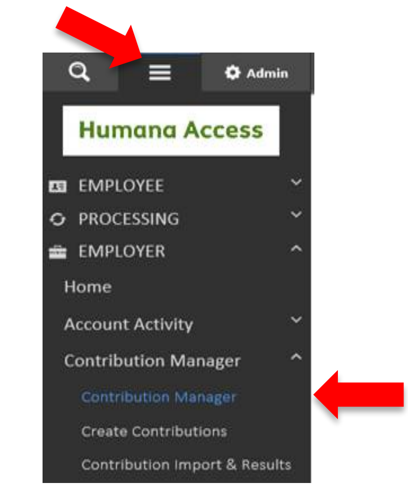
Step 5: Save

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**

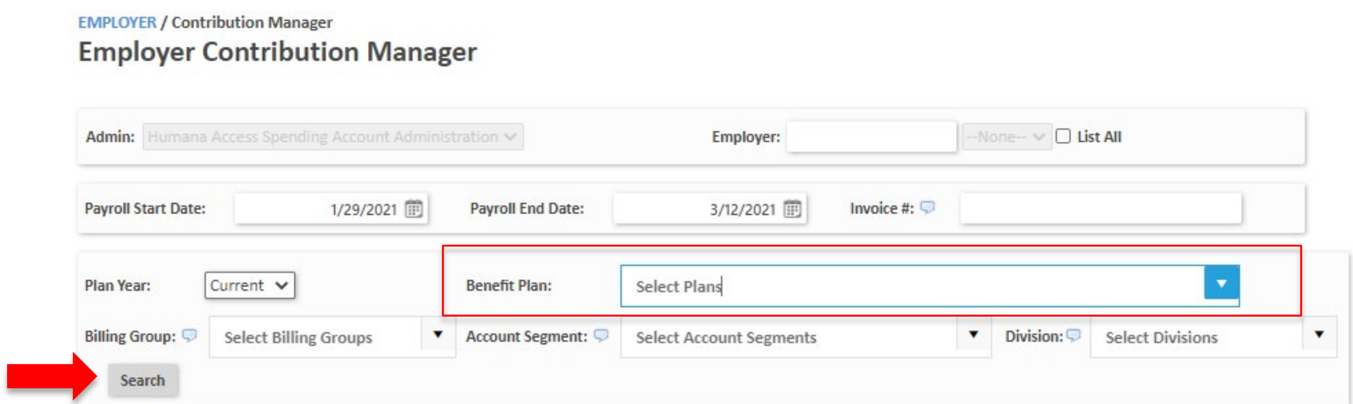


Step 6: Verify if any contributions failed

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

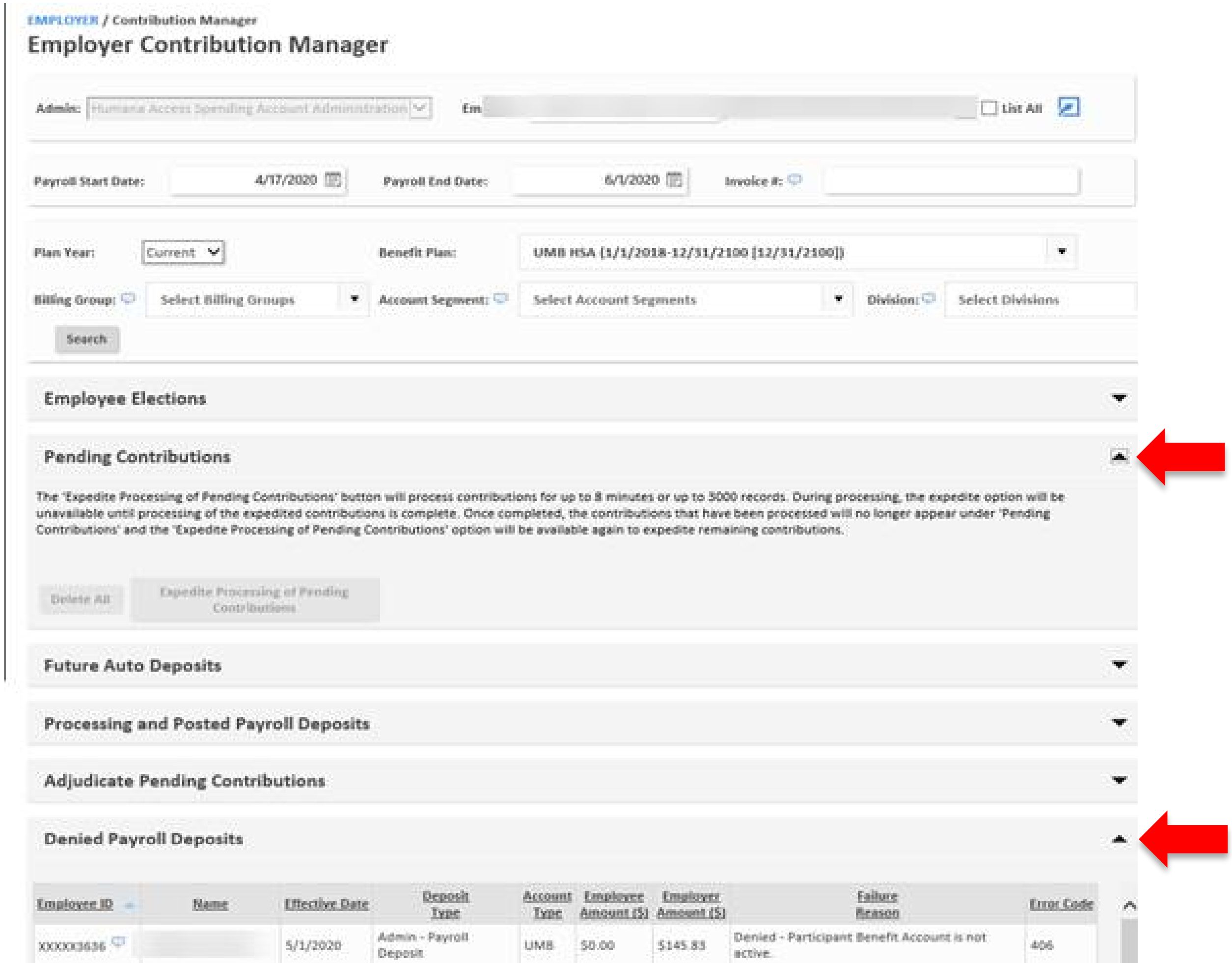


3. Enter “Payroll Start Date” (system only allows you to view 3 months at a time)
4. Select your Benefit Plan type and click **Search**



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

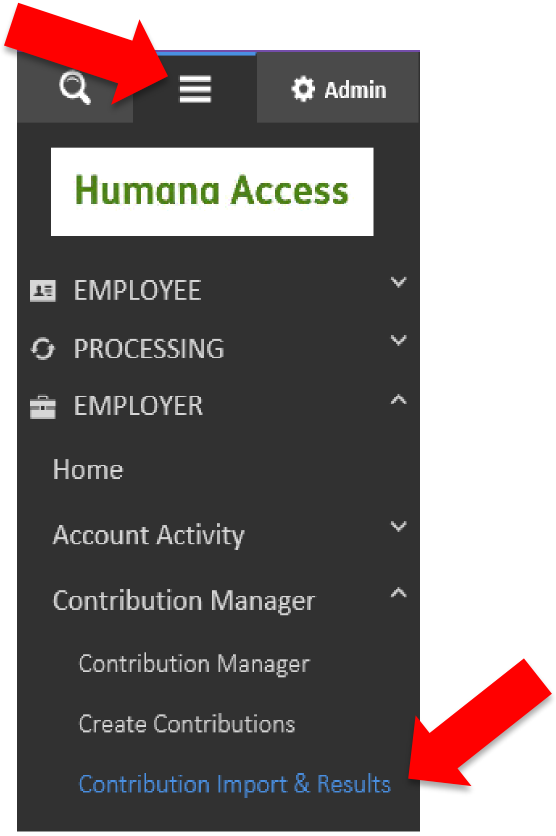


How to Import Spending Account Contributions

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

Step 1: Login to Wealthcare Administration Portal

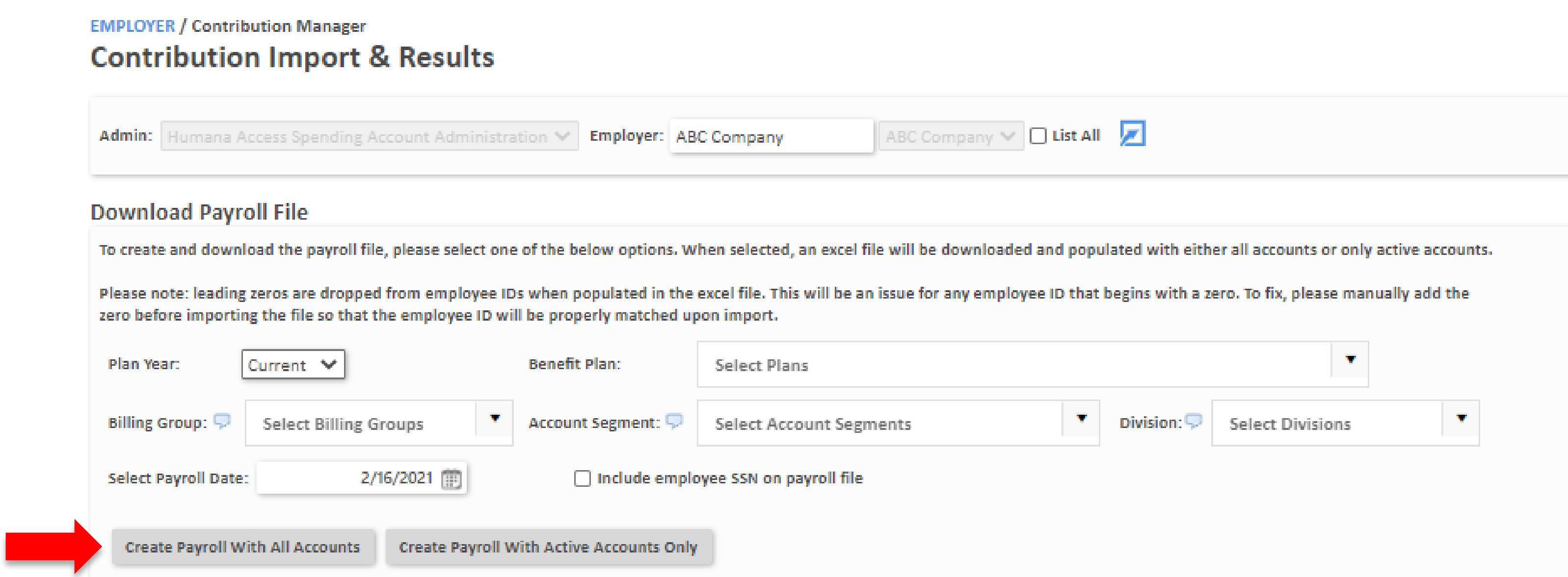
1. Go to www.wealthcareadmin.com.
2. Log in as an employer using the credentials provided to you.
3. Click the Menu icon in the upper left corner.
4. Select *Employer > Contribution Manager > Contribution Import & Results.*



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.



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 <u>replaced your participants SSNs with Member IDs and formatted them correctly</u>. Make sure to save it as a CSV file.

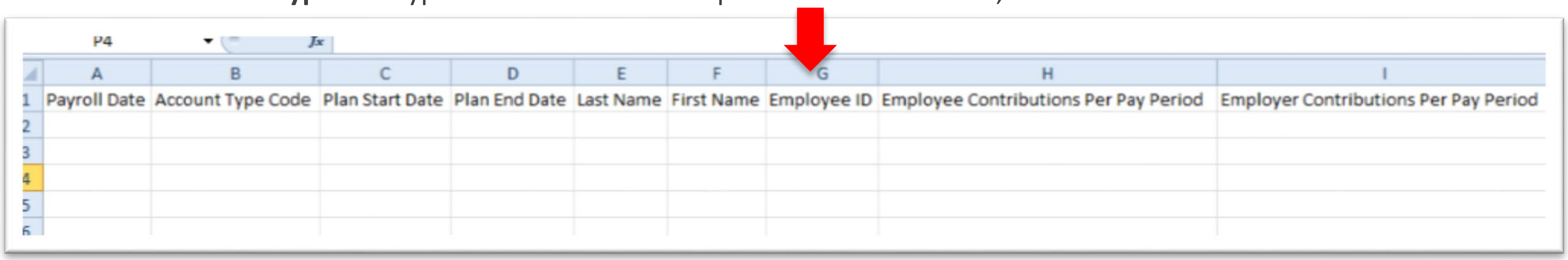
P4

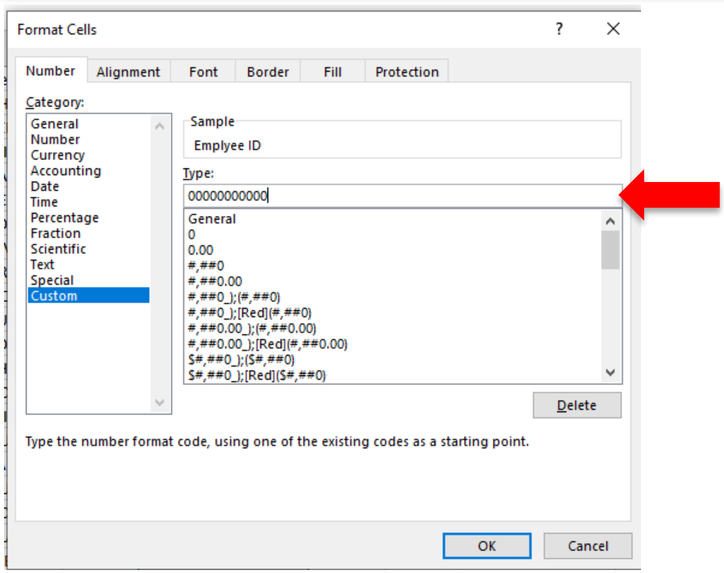
	A	B	C	D	E	F	G	H	I
1	Payroll Date	Account Type Code	Plan Start Date	Plan End Date	Last Name	First Name	Employee ID	Employee Contributions Per Pay Period	Employer Contributions Per Pay Period
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

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**

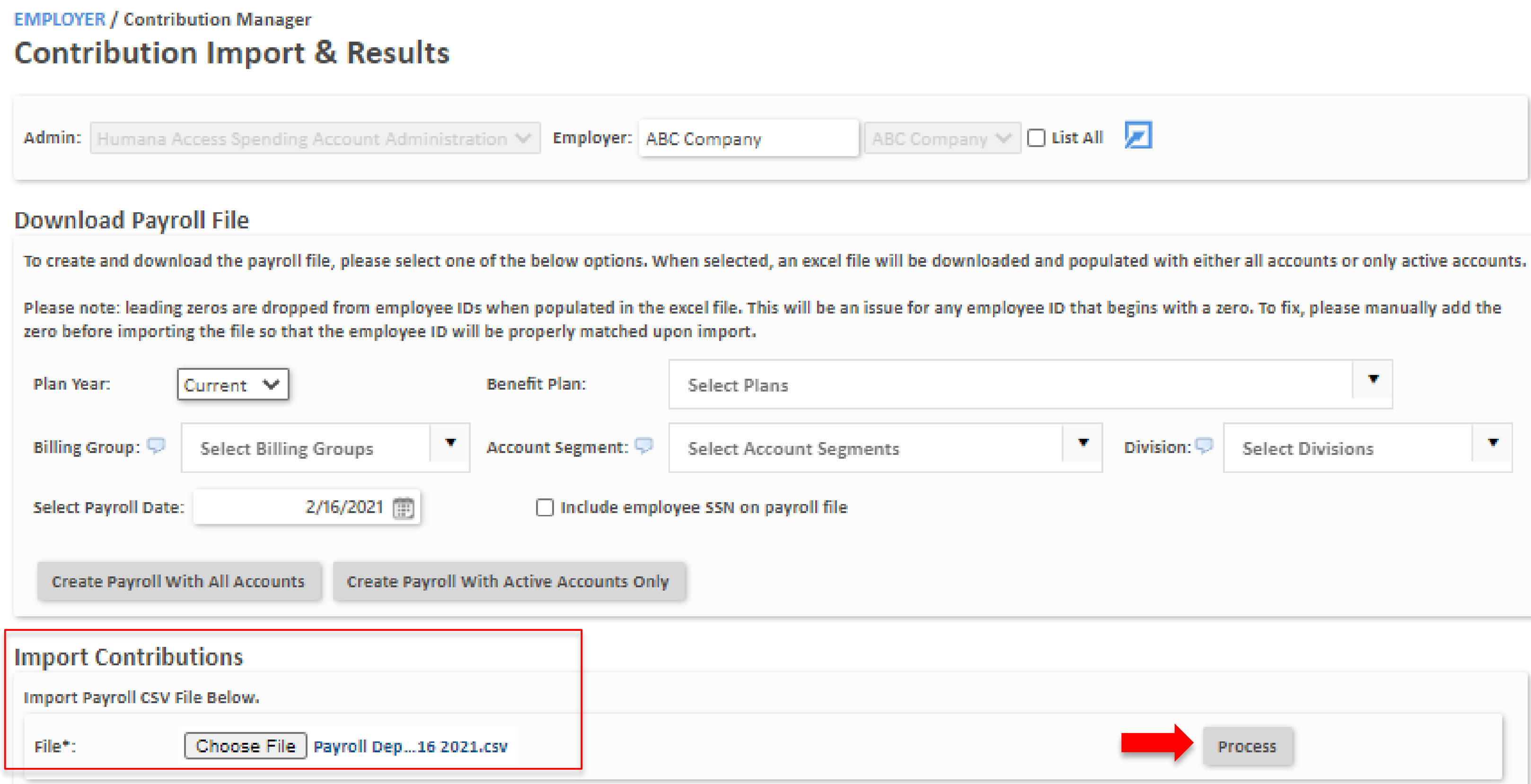




4. Click **Yes** to “keep workbook in current format” and **Close** before uploading

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.”



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.

Start Date: 2/6/2021 End Date: 2/16/2021 Refresh

Past Imports: Payroll Deposit - Feb 16 2021.mbi-20210216154725 2/16/2021 3:47:25 PM ☑ Errors Only

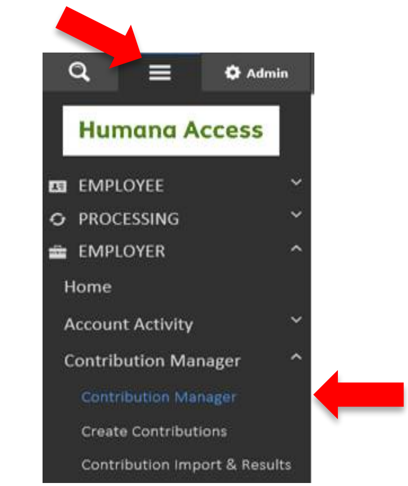
Line	Empr ID	Empe ID	SSN	Acct Type	Employee Amount	Employer Amount	Resp Code	Resp Code Error	Result
1	HUM000000MV	XXXXX8901		UMB	$20.00	$40.00	17	Duplicate transaction ignored.	Failed
Total Approved: Total Requested:					$0.00 $20.00	$0.00 $40.00		No line found. No line found.	
Grand Total Approved: Grand Total Requested:					$0.00 $20.00	$0.00 $40.00		No line found. 1 line found.	

1 edi results found.

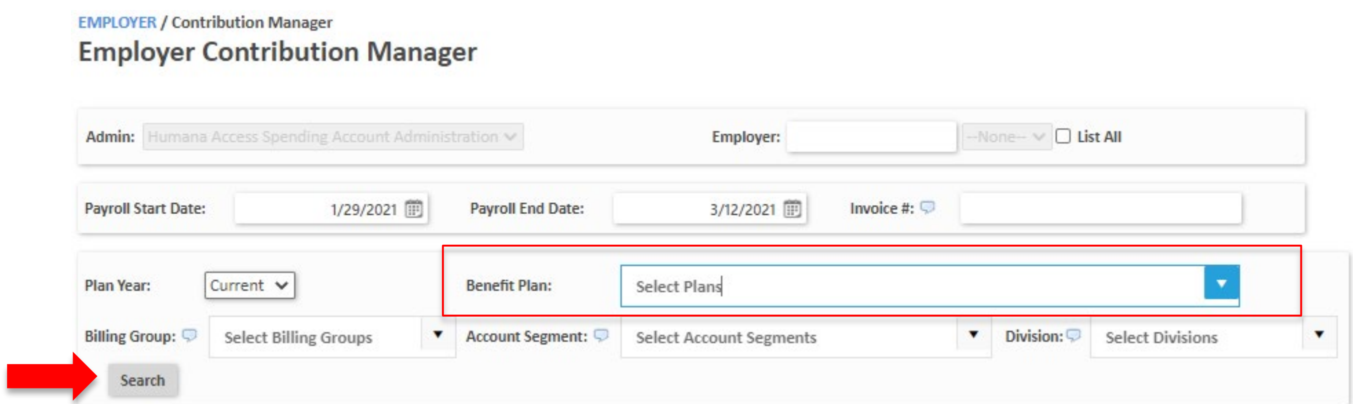
Export to Excel

Step 7: Verify if any contributions failed

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

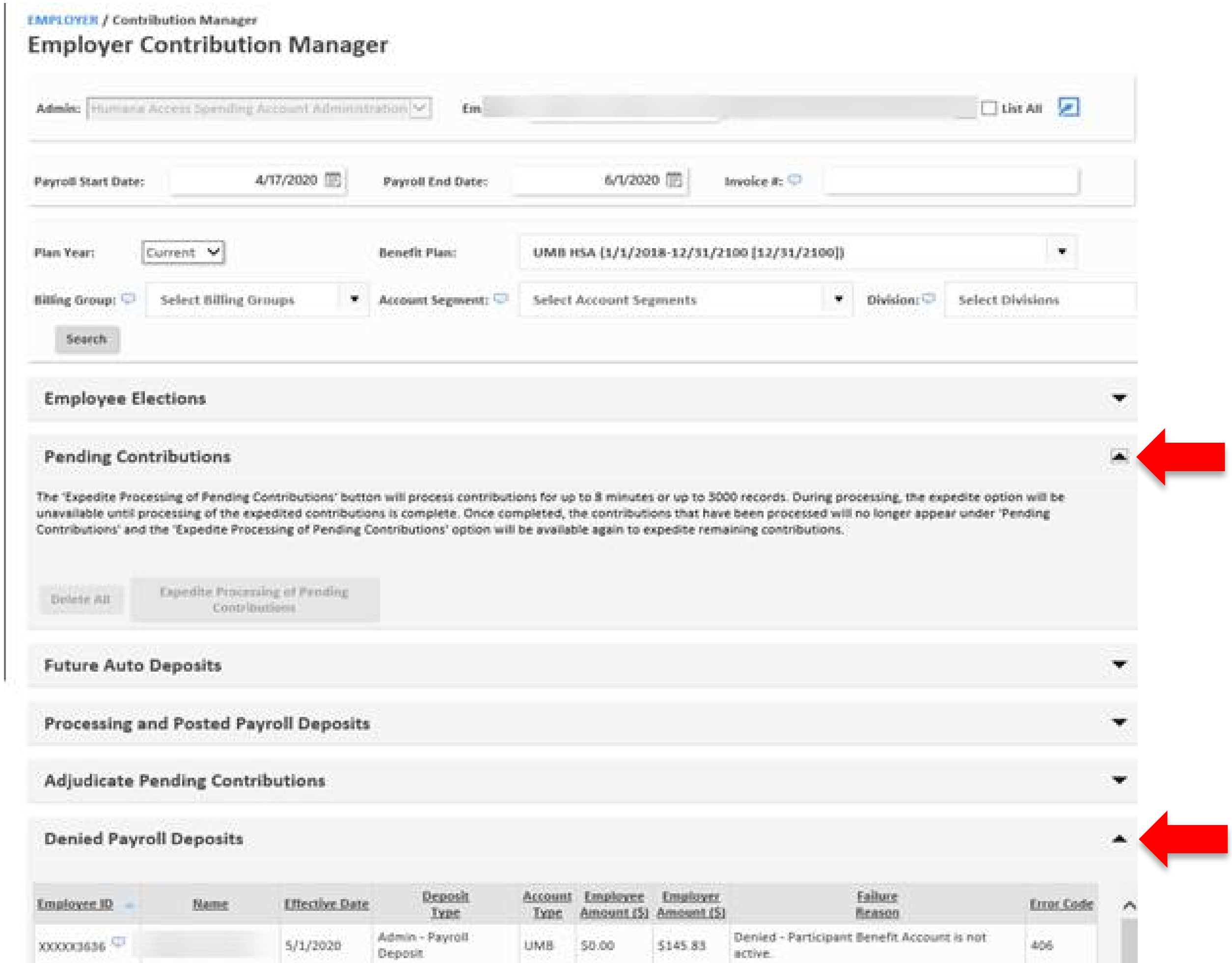


3. Enter “Payroll Start Date” (system only allows you to view 3 months at a time)
4. Select your Benefit Plan type and click **Search**



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



Questions?

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

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